

## **4.6 Candidates**

### **4.6.1 Entering for Written Examinations**

1. Each Candidate shall enter for the examination by submitting a completed application form and paying the requisite examination fee by the scheduled closing date for receipt of entries. Permission to sit the examination shall normally be granted to those registered who have complied with the specific regulations of their programme. In the event of non-compliance with specific regulations of the Institute, results will not be released to the student until they are in good standing with the Institute.
2. In exceptional circumstances and at the discretion of the Institute, a Candidate may be allowed to enter for an Institute examination after the closing date, upon payment of the appropriate late entry fee.
3. All results are provisional until approved by Academic Council or the appropriate Awarding/Validating Body.
4. The Awarding Body shall not grant an award to any candidate whose result is regarded as provisional.
5. *Section 4.14* of this document (Examination & Assessment Regulations) and an examination timetable are available on the LIT Student Portal.
6. The Candidate shall inform themselves of all matters relating to the examination process.

### **4.6.2 Examination Venues**

1. The location of the Examination Venue(s) shall be specified on each Candidate's examination timetable. The Candidate should familiarise themselves with the location of such Hall(s) prior to the date of their first examination.
2. The Candidate shall present themselves for each examination in an orderly manner, and shall carry suitable identification for presentation when requested by the Invigilator.
3. The Institute reserves the right to alter the timetabled location of the Examination, where this is deemed to be in the interest of the Candidates or in other exceptional circumstances.

### **4.6.3 Conduct of Examinations**

The following sections relate to the conduct of examinations:

1. Examination & Assessment Regulations: Refer to *Section 4.14* of this document.
2. Students with Special Learning Needs or Disability: Refer to *Section 4.9.2* of this document.
3. Guidance Notes on Use of Readers: Refer to *Section 4.15.1* of this document.
4. Guidance Notes on the Use of Scribes: Refer to *Section 4.15.2* of this document.

## **4.7 Invigilation**

### **4.7.1 Introduction**

It shall be the responsibility of the Examinations Office to organise and manage the invigilation of written and practical assessments as appropriate. In discharging this responsibility, the Examinations Office shall ensure that Invigilators are informed of their duties and responsibilities.

Prior to undertaking invigilation, Invigilators will be required to undertake appropriate briefing on Section 4, Assessment Regulations for Taught Programmes and where necessary, the Computer Services Procedure for Practical Examinations (Reference: Quality Assurance Handbook, Volume 4: Operational Policies and Procedures).

### **4.7.2 Procedures before the Commencement of the written and practical Assessments**

1. Prior to the admission of Candidates to the Examination Venue each Invigilator shall ensure that clock(s) are available and clearly visible to each Candidate
2. Before the commencement of the Examination, the Invigilator(s) shall:

- (a) Check that candidates have in their possession photographic identification. In the event that a Candidate does not have such photographic identification, the Invigilator should direct the Candidate to the Examinations Office before the examination commences to obtain an entrance slip (Reference: Form **ACRP 4103**). In situations where it is not practical for candidates to obtain an entrance slip prior to the commencement of the examination, on completion of the examination the Invigilator must accompany the Candidate to the Examinations Office to resolve the matter.
- (b) Ensure that no prohibited equipment or material as listed in the Examination & Assessment Regulations, *Section 4.14.3* Point 4, is brought into the Examination Venue.
- (c) Ensure that Candidates are seated in their designated places.
- (d) Remind Candidates of the rules of conduct during the examination (Reference: Invigilators announcement to candidates before the commencement of examinations, *Section 7.6.1*).
- (e) Ensure that each Candidate is satisfied that (s)he is in possession of the correct examination paper.
- (f) Announce clearly the commencement of the examination and the time allowed.

#### **4.7.3 Procedures during the Examination**

During the Examination, the Invigilator shall:

1. Ensure that each Candidate signs the Examination Attendance Register (CRN) (Form **ACRP 4301**), and check each Candidate's photographic identification.
2. Complete and sign each page of the Examination Attendance Register (CRN) (Form **ACRP 4301**).
3. Write the make of the candidate's calculator on the cover of the script.
4. Maintain constant supervision of the Candidate in order to ensure that they do not avail of unfair assistance by consulting unauthorised material or by communicating with another Candidate in any manner.
5. Where there is a suspected breach of regulations the Invigilator shall follow the procedure set out in *Section 4.7.4* of these regulations.
6. All incidents during an examination, no matter how minor, should be documented in the invigilator's report page of the Examination Attendance Register (CRN) (Form **ACRP 4301**). This includes delay in start time, correction to examination paper, any noise, lighting or heating problem etc.
7. Not engage in any activity likely to cause disturbance to Candidates.
8. Ensure that Candidates do not engage in any activity likely to cause disturbance to other Candidates.
9. Keep a record of Candidate's visits to the toilets and manage toilet breaks securely.
10. Supply appropriate tables or other materials as specified for the examination(s).
11. Supply answer books at the request of Candidates. Only a single book shall be supplied at any one time and a record of the number of answer books supplied shall be recorded beside the Candidate's name on the Examination Attendance Register (CRN) (Form **ACRP 4301**). These answer books will be stamped with the date of the examination.
12. Refer to the Examinations Office for resolution by the Internal Examiner or authorised nominee of any misprint, defect in the examination paper or request for clarification brought to the Invigilator's attention. Any clarification or correction provided by the Internal Examiner or authorised nominee shall be brought to the attention of all relevant Candidates. The Invigilator shall record any such issues on the Invigilator's Report page of the Examination Attendance Register (CRN) (Form **ACRP 4301**).
13. Not give any explanation of the meaning of an examination question.
14. Advise the Candidates when thirty minutes remain of the allotted time for the examination.

#### **4.7.4 Invigilator Procedures for a Suspected Breach of Regulations**

The Invigilator who suspects a breach of regulations has occurred shall carry out the procedure listed below:

1. Where possible the Invigilator shall require a second Invigilator to witness the suspected offence.
2. Where possible, the Invigilators shall mark the documents and/or scripts of the Candidate to indicate clearly the time, and the place, at which the alleged offence is suspected of having occurred.
3. The Invigilators shall require the Candidate to counter-sign their action at 4.7.4(b) above.
4. The Invigilators shall remove any, and all, suspect materials that may have contributed to the alleged offence, as well as any correcting fluid or erasers.
5. The Invigilators shall permit the Candidate to continue with the remainder of the assessment in the normal way.
6. The Invigilators shall complete, as soon as practicable, the Invigilators Report page of the Examination Attendance Register (CRN) (Form **ACRP 4301**) for reporting an alleged offence against Regulations, and present this Form, together with all of the suspect materials removed from the Candidate, to the Examinations Office.

#### **4.7.5 Procedures at the Conclusion of the written Examination**

At the conclusion of the Examination the Invigilator shall:

1. Announce the end of the examination period and ensure that Candidates stop writing when instructed to do so.
2. Ensure that Candidates remain seated while the scripts are being collected.
3. Ensure that each Candidate submits all answer books and other materials for assessment.
4. Record the number of answer books submitted by each Candidate and ensure that Candidates have returned all answer book(s) supplied to them, including unused answer books.
5. Ensure that both the scripts and the unused answer books are inaccessible to Candidates as they leave the Examination Venue.
6. Complete the Invigilator's Report Form.
7. Return all Candidates' scripts, surplus unused answer books, examination question papers and other materials together with the Examination Attendance Registers (CRN) (Form **ACRP 4301**) including the completed Invigilator's Report, to the Examinations Office.

#### **4.7.6 Candidates leaving the Examination Venue**

1. A Candidate who leaves the Examination Venue during any period of an examination without the permission of the Invigilator shall not be re-admitted during that examination. The Invigilator shall record any such event.
2. Where a Candidate seeks permission to leave the Examination Venue for personal needs, then the Candidate shall be accompanied by an Invigilator (of the appropriate gender where possible) who shall record the Candidate's examination number.
3. In the event that a Candidate becomes distressed or ill, the Examinations Office must be immediately informed. Such a Candidate shall be permitted to leave the Examination Venue accompanied by an Invigilator.
  - (a) In the event that such Candidate is able to continue with the examination after a period of time has passed, the permission of the Senior Invigilator or nominee shall be obtained before the Candidate is permitted to proceed. Such Candidate must have been in the care of an authorised person during the entire period of absence from the Examination Venue.
  - (b) In such circumstances a time extension equal to the period of absence from the Examination Venue may be granted, should the candidate wish to proceed with the examination.
  - (c) The Senior Invigilator shall note on the Invigilator's Report page of the Examination Attendance Register (CRN) (Form **ACRP 4301**) the time at which the Candidate

had to leave the Examination Venue and the time at which they were permitted to return, together with details of the circumstances.

#### **4.7.7 Late Admission to Examinations**

Normally, no Candidate shall be admitted to the Examination Venue later than one half hour after the start of the examination; in exceptional circumstances however, and providing that no other Candidate sitting the same paper has withdrawn and left the Examination Venue, a Candidate may be admitted later, at the discretion of the Examinations Office/or nominee. In cases of late entry, extra time will not normally be allowed.

#### **4.7.8 Equipment Failure during an Assessment**

In the event of equipment failure, where such equipment is essential for the conduct of the assessment (such as computing equipment) an appropriate time allowance shall be provided to enable the Candidate to complete the assessment.

#### **4.7.9 Evacuation of the Examination Venue**

In the event of a fire, or other emergencies, the safety of the Candidates and the Institute Staff shall be the primary concern and the Invigilator(s) shall evacuate the Examination Venue in an orderly manner and without delay. In such circumstances, the examination shall be declared void and shall be rescheduled.

#### **4.7.10 Examination Office Reports**

After the final examination, the relevant Dean/Department shall receive a copy of all Invigilator Reports for examinations in that Faculty/School/Department from the Examinations Office.

The Examinations Office will prepare a summary report of all Invigilation Reports for the Vice President Academic Affairs and Registrar, including a summary of incidents by type and a note on any areas needing attention.

### **4.8 Special Regulations for the School of Art and Design and the Department of Applied Science**

#### **4.8.1 Special Regulations for the School of Art and Design**

The regulations as outlined in the Academic Council Regulations and Procedures for Taught Programmes *Section 4* apply to the School of Art and Design with the following specialised criteria.

##### **4.8.1.1 Procedures for Monitoring Student Performance**

Recommendation for student attendance: In order to progress through each successive stage in the School of Art and Design, students are advised to attend studios, workshops, lectures, seminars, and tutorials as required.

##### **4.8.1.2 Stages 1, 2, 3, 4 of all Degree Programmes**

1. These Programmes are structured into two 15-week semesters.
2. Student progression is monitored through Progress Reviews at the two mid-semester points.
3. The purpose of the Progress Review is to:
  - (a) evaluate progress to date
  - (b) ascertain the student's comparative strengths and weaknesses
  - (c) give an indication of the standard of each aspect of the student's work,
  - (d) pinpoint areas of possible weakness
  - (e) give appropriate guidance in preparation for the end of the semester and end-of-stage assessment.