

- (b) Where a Candidate is given a mark of ZERO in (a)(ii) or (a)(iii) above, the Board of Enquiry additionally shall specify the period of time that must elapse before the Candidate shall be entitled to seek a reassessment
- (c) The candidate will be informed of the outcome of the Board of Assessment Enquiry. Where a student has been found to be in breach, the student has a right to appeal the decision of the Board of Assessment Enquiry to a Board of Appeal.

4.12 Appeal against a decision of an Examination Review or Board of Assessment Enquiry

Where a Candidate seeks to lodge an appeal against the decision of an Examination Review or Board of Assessment Enquiry the procedure set out in the Academic Council Bylaw 2 – Academic Council Board of Appeal shall be followed.

If the candidate is not satisfied with the decision of the Academic Council Board of Appeal, the Candidate has recourse external to the Institute, including the Office of the Ombudsman.

4.13 Revocation of an Award

The Academic Council may revoke any award made by the Institute and all privileges connected therewith if it shall be discovered at any time and proven to the satisfaction of the Institute that the award is found to have been obtained by fraud or deception.

4.14 Examination & Assessment Regulations Limerick Institute of Technology

4.14.1 Introduction

1. Examinations include written, oral, practical, project work, studio work, dissertation/thesis and continuous assessment.
2. Where continuous assessment exercises/project work/practicals, dissertations and thesis form part of the overall examination process, students should note that any copying or plagiarism of any kind in these elements is included under these examination regulations. (see definition of Plagiarism in *Section 4.14.6*)
3. A breach of examination and assessment regulations shall be deemed to have occurred when any actual, or attempted form of
 - (a) Cheating
 - (b) Plagiarism, as defined in *Section 4.14.6*.
 - (c) Misrepresentation
 - (d) Bribery
 - (e) Falsification
 - (f) Personating or other such form of deception
 - (g) Possession of copies of examination questions, or examination papers, in advance of the examination being held
 - (h) Untrue claim to have carried out experiments, or other forms of laboratory work
 - (i) Untrue claim to the proper acquisition of results IN PRACTICAL WORK
 - (j) is perpetrated by a Candidate whether acting alone, or in concert with any other person or persons.
4. Students will be obliged to have an LIT approved plagiarism software report, where appropriate, associated with every written assignment.

4.14.2 Preparation & Attendance

1. Each student has a personal responsibility to ensure that they have entered for the appropriate examination, before the required closing date. Clarification of dates can be obtained from the Examinations Office.
2. It is the Candidate's responsibility to familiarise themselves with the examination timetable.
3. To gain entry to an examination a Candidate must be in possession of one of the following forms of Photographic Identification: a current Institute Identity Card, a valid passport, a valid driver's licence.
4. A Candidate should normally be seated at their appointed place 10 minutes before the scheduled starting time of the examination.
5. A Candidate shall not normally be admitted to the examination venue later than half an hour after the start of the examination.
6. In exceptional circumstances, and provided 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 Senior Invigilator. In such circumstances additional time shall not normally be allowed. In the event that the circumstances warrant additional time this may be permitted at the discretion of the Senior Invigilator.
7. The Candidate shall place their Photographic Identification in a visible position on their appointed desk for the duration of the examination.
8. The Candidate shall sign the Attendance form when requested by the Invigilator.
9. A Candidate who is prevented through illness from taking any examination shall submit to their Head of Department a certificate from a registered medical practitioner within FIVE working days of the examination taking place.
10. A Candidate wishing to temporarily leave the Examination Venue may not do so unless accompanied by an Invigilator.
11. A candidate may not permanently leave the examination venue until after 45 minutes have elapsed.
12. Where a Candidate becomes distressed or ill during the course of an examination, such a Candidate may be permitted to temporarily leave the Examination Venue accompanied by an Invigilator. In such circumstances, and at the discretion of the Senior Invigilator, a time extension may be allowed to the Candidate to complete the examination.
13. A Candidate who permanently leaves the examination after 45 minutes have elapsed may take the question paper with them unless otherwise stated on the question paper.
14. A Candidate who receives permission to leave the examination venue shall do so expeditiously and quietly.
15. A Candidate may not permanently leave the examination venue within the last 15 minutes of the time allowed.

4.14.3 Examination Materials

1. Permitted items:
 - (a) A Candidate is permitted to bring into the examination pens, pencils, pencil sharpener, ruler, pencil eraser and a bottle of water or a bottle of other non-alcoholic drink.
 - (b) Where specified in the requirements for a particular examination, a Candidate may also be permitted to bring to the examination mathematical instruments, and/or drawing instruments.
 - (c) Where specified in the requirements for a particular examination, a Candidate may also be permitted to bring to the examination a bottle of correcting fluid and/or a pocket calculator with a maximum of two lines display. The calculator must be non-programmable, non-mains operated and silent. If the Candidate uses a calculator in an examination, they must write the make and model number on the front of the answer book
2. Annotation of materials permitted in the examination.
3. In most modules, no course or other materials are permitted. For some examinations, however, Candidates are expected to have part of the course material, or other materials,

with them. The texts or course materials that are permitted are listed on the examination paper. When course materials are permitted for a particular examination, these materials must NOT have been annotated in any fashion.

4. Prohibited items:
 - (a) All course materials, unless specified otherwise on the examination paper.
 - (b) Science, mathematical and technical dictionaries, unless the module rules say they are permitted.
 - (c) Any programmable device with or without remote data access capability such as laptop computers, tablets, personal organisers, radio pagers, mobile telephones, smart watches, or any other communication equipment, electronic device, electronic dictionary, or thesauri. Device alarms must not be set to go off during the examination.
 - (d) Anything not listed as permitted in these rules or the rules of individual modules.
5. Permitted items must not be tampered with or contain any material that would assist the candidate during the examination.

4.14.4 Running of Examination

1. Silence must be maintained at all times while in the examination venue.
2. Smoking is not allowed in the examination venue.
3. Personal effects such as coats or bags must be deposited in such place as the Invigilator may direct.
4. A Candidate may not communicate with, receive assistance from, or copy from the paper of another Candidate.
5. A Candidate may not use unfair means before or during an examination.
6. A Candidate shall not, without permission, eat in the Examination Venue.
7. Candidates may not leave the Examination Venue until permitted to do so by the Invigilator (Reference: *Section 4.14.2*).
8. Application for permission to partake of essential medication during an examination must be supported by medical approval.
9. An Invigilator shall be empowered to inspect any material in the possession of a Candidate during an examination.
10. A Candidate shall ensure that they are in possession of the correct examination paper and must comply with the instructions printed on the examination paper and on the answer book.
11. A Candidate is required to enter on the front cover of all answer materials issued to them by the Invigilator, their examination number and the module title of the examination (as printed on the examination paper).
12. A Candidate may begin writing/working only when instructed to do so by the Invigilator.
13. A Candidate who requires additional writing/drawing paper should raise their hand to gain the attention of the Invigilator.
14. When the Invigilator announces the end of the examination, Candidates shall immediately cease working and remain in place until all examination material have been collected.
15. Rough work should be included in the answer book and identified as such.
16. It is the responsibility of the Candidate to submit all scripts, drawing papers/charts including rough work, unused answer books, and other materials provided by the Invigilator before leaving the Examination Venue.
17. The Candidate may not seek the return of examination material once it has been handed to and accepted by the Invigilator.
18. The Candidate may not remove from the Examination Venue any items provided by the Institute other than examination question paper.
19. The Invigilator shall expel a Candidate whose behaviour is disruptive and who persists in such behaviour from the Examination Venue. In such circumstances, the Invigilator shall retain all materials issued to the Candidate.

4.14.5 Breach of Examination Regulations

1. Any breach by a Candidate of these regulations:

- (a) during the examination shall be documented by the Invigilator and reported to the Examinations Office. The Candidate shall be notified to this effect by the Invigilator
 - (b) which is discovered during the marking of the examination, shall be documented by the Lecturer and reported to the Head of Department.
2. The penalties to be imposed by a Board of Assessment Enquiry are set out in *Section 4.11.4* Point 6.

4.14.6 Plagiarism

Definition: (The University of North Carolina)

“the deliberate or reckless representation of another’s words, thoughts, or ideas as one’s own without attribution in connection with submission of academic work, whether graded or otherwise”

4.14.7 Training on Plagiarism

It is recommended that appropriate training should be provided to all students in the avoidance of plagiarism. For example, students should be made aware of the library publication Write it Right and should be encouraged to adopt it or some other standard in writing assessments.

Students should be encouraged to electronically submit assignments through an LIT-approved plagiarism software application (e.g. Turnitin). The associated report reinforces the importance of avoiding plagiarism and provides appropriate feedback to students.

4.15 Readers, Scribes and Sign Language Interpreters

4.15.1 Guidance Notes on Use of Readers

1. A reader is a person who, on request, will read to the Candidate:
 - (a) The entire or any part of the examination paper or coursework material
 - (b) Any part of the Candidate’s answers.
2. A reader may also act as a scribe.
3. The use of a reader should not give a Candidate an unfair advantage, nor should it further disadvantage the Candidate.
4. The use of a reader must not modify scheme content or any specific scheme requirements. In some cases, the reading of material may be the skill being examined.
5. Additional time will be permitted for the use of a reader and will normally be up to 25% of the prescribed duration of the examination.
6. A reader should be a responsible adult who is able to read accurately, and at a reasonable rate, and who, in the case of a foreign language, scientific, mathematical or technical subject, should ideally be competent in the reading of that subject.
7. A reader should not be the Candidate’s own lecturer, but there may be exceptional circumstances in which it is necessary to use the Candidate’s own lecturer. Again, only in exceptional circumstances, may a relative of the Candidate be used as a reader. In these circumstances, the reader may not act as an invigilator (see point 10 below).
8. A Candidate should, wherever possible, have had adequate practice with a reader.
9. A Candidate having the services of a reader should be accommodated in such a way that no other Candidate is able to hear what is being read.
10. The Reader/Scribe may also act as an Invigilator.
11. During an assessment, a reader:
 - (a) Shall read accurately and read only the rubrics and questions
 - (b) Shall not give factual help to the Candidate nor offer any suggestions
 - (c) Shall not advise the Candidate regarding which question to attempt, when to move to the next question, nor the order in which the questions should be completed. Instructions given on the question paper can be repeated only when the reader is specifically requested to do so by the Candidate

- (d) Shall immediately refer any problems in communication during the examination to the Floating Invigilator.

4.15.2 Guidance Notes on Use of Scribes

1. A Candidate is eligible to dictate their answers to a scribe if they suffer from long-term or temporary disability that prevents them from communicating by any other means.
2. A scribe may also act as a reader.
3. The use of a scribe should not give a Candidate an unfair advantage, nor should it further disadvantage the Candidate.
4. The use of a scribe must not modify scheme content or any specific scheme requirements. In some cases, the writing of material may be the skill being examined.
5. Additional time will be permitted for the use of a scribe and will normally be up to 25% of the prescribed duration of an examination.
6. A scribe should be a responsible adult who is able to produce an accurate record of the Candidate's answers, can write legibly and at a reasonable speed, and in the case of a foreign language, scientific, mathematical or technical subject, will ideally be competent in the writing of that subject.
7. A scribe should not normally be the Candidate's own lecturer, but there may be exceptional circumstances in which it is necessary to use the Candidate's own lecturer. Again, only in exceptional circumstances, may a relative of the Candidate be used as a scribe. In these circumstances, the scribe may not act as an invigilator (see point 10 below).
8. A Candidate should, wherever possible, have had adequate practice with a scribe.
9. A Candidate using a scribe should be accommodated in such a way that no other Candidate is able to hear what is being dictated.
10. The Reader/Scribe may also act as an Invigilator.
11. During the assessment, a scribe:
 - (a) Shall not give factual help to the Candidate nor offer any suggestion
 - (b) Shall not advise the Candidate regarding which question to attempt, when to move to the next question, nor the order in which questions should be done
 - (c) Shall write down answers exactly as they are indicated
 - (d) Shall draw or add to maps, diagrams, graphs strictly in accordance with the Candidate's instructions
 - (e) Shall write in a correction on a typescript or Braille sheet if requested to do so by the Candidate
 - (f) Shall immediately refer any problems in communication during the examination to the Floating Invigilator.

4.15.3 Guidance Notes on Use of Sign Language Interpreters

1. A sign language interpreter is a person who, on request, will sign to the Candidate the entire or any part of the examination paper or coursework material.
2. The use of a sign language interpreter should not give a Candidate an unfair advantage, nor should it further disadvantage the Candidate.
3. The use of a sign language interpreter must not modify scheme content or any specific scheme requirements. Where a student's first language is ISL an interpreter may, if requested, offer a translation of ISL vocabulary into English; this may include offering the spelling of word in English on the basis of ISL vocabulary. The student may request that the interpreter translate questions from the written examination paper. If, following translation, there is need for further clarification, the interpreter may attempt to rephrase their interpretation but they must not attempt to introduce additional information over and above that which is specifically mentioned in the question. Any further clarification that is sought should be referred to the examiner and not offered by the interpreter.
4. Additional time will be permitted for the use of a sign language interpreter and will normally be up to 25% of the prescribed duration of the examination.

5. A sign language interpreter should be a responsible adult who is able to sign accurately, and at a reasonable rate, and who, in the case of a foreign language, scientific, mathematical or technical subject, should ideally be competent in the signing of that subject. Where possible, the Sign Language Interpreter should be an accredited professional bound by the Irish Sign Language Interpreters own code of ethics which clearly indicates the requirement for neutrality.
6. A sign language interpreter should not normally be the Candidate's own lecturer, but there may be exceptional circumstances in which it is necessary to use the Candidate's own lecturer. Under no circumstances may a relative of the Candidate be used as a sign language interpreter.
7. A sign language interpreter may NOT act as an Invigilator. The interpreter should translate all announcements and information given by the invigilator prior to and during the examination.
8. The interpreter should translate all interaction between the examiner and the student, including questions and clarifications. The interpreter should interpret no other speech/sign, nor go beyond the student's or the invigilator's/examiner's communications.
9. If a student wishes to sign their assignment or examination and to have this simultaneously transcribed by a scribe, the interpreter may seek clarification, as is normal in interpreted interaction. This should be done in a manner that reduces the impact upon the student's flow.
10. During an assessment, a sign language interpreter:
 - (a) Shall sign accurately and sign only the rubrics and questions
 - (b) Shall not give factual help to the Candidate nor offer any suggestions nor guidance to the student in answering a question
 - (c) Shall not advise the Candidate regarding which question to attempt, when to move to the next question, nor the order in which the questions should be completed. Instructions given on the question paper can be repeated only when the sign language interpreter is specifically requested to do so by the Candidate
 - (d) Shall not provide additional examples nor contextual information
 - (e) Shall immediately refer any problems in communication during the examination to the Invigilator.

4.16 External Examiners

External Examiners may be appointed to Awards and/or Modules under LIT's External Examiners Policy and Procedures. External Examiners should be prepared to work within the context of a credit based modular system. *LIT's External Examiners Policy and Procedures* continue to apply to External Examiners. However, the role of a Module External Examiner will be to ensure that module marks are agreed to the right standard fairly and consistently. Award External Examiners will view students' overall performance, determine progression or award classification based on the programme requirements at the Programme Board of Examiners, and ensure that the academic standard of LIT's Awards is set and maintained at the appropriate level, having regard to the QQI standards.