



## Guidelines for Candidates at Examinations

### General

1. Each student will receive their examination timetable on the my.tcd.ie portal under the 'My Exams' tab
2. The onus lies on each candidate to establish the dates, times and venues of their examinations. No reminder will be sent to individual candidates by any office.
3. An examination number is required for all undergraduate anonymously marked semesterised and reassessment examinations. A new anonymous examination number will be issued at the start of each academic year. Candidates must check their anonymous exam number on their portal page at my.tcd.ie prior to the commencement of each examination session.
4. Candidates are expected to familiarise themselves with the location of every examination venue to which they have been assigned. For details of exam locations please see exam venues page.
5. Use of Mobile phones, or other electronic or communication devices, are not permitted in examination venues.
  - a) Mobile phones must be switched off at all times and stored with their belongings. Having a mobile phone on your person is a breach of the examination regulations.
  - b) Smart watches, smart glasses or any other electronic device which can store information or communicate with other devices must also be powered off and stored with their belongings for the duration of the examination. Having any such item on your person is a breach of the examination regulations.
  - c) The use or attempted use of any electronic device that holds, receives or transmit data (unless the use of this device has been specifically confirmed by the Trinity disAbility Services) is strictly prohibited during an examination. If a Candidate is found in possession of or attempt to use their mobile phone or any electronic device such as a smart watch during the exam it will be confiscated, and they will be issued a fine of €35 by the office of the Junior Dean. This fine is non- negotiable, and no appeals will be accepted by the Junior Dean or any of their Assistants.
    - i. if a Candidate's phone/electronic device in their bag or jacket (not at their desk) rings or the alarm activates during the examination, the device shall be removed and confiscated by an invigilator
    - ii. If a Candidates phone/electronic device is confiscated during an exam at the RDS, they can collect it on site from the Junior Dean's office representative.
    - iii. If a Candidates phone/electronic device is confiscated during an on-campus exam, they can collect it from a Junior Dean's office representative at the Academic Registry (AR) service desk. Confiscated phones/electronic devices will be returned to the AR one hour after the exam has finished.



6. Candidates will not be permitted additional time if arriving late for an examination. (Exceptional circumstances will be considered).
7. Invigilators are required to implement the examination regulations of the University and therefore students must follow the instructions given by the invigilators in a co-operative and respectful manner at all times.

### Before entering an examination venue

8. Candidates will be assigned a designated seat in advance of the exam; Seat numbers will be available on the mytcd.ie portal.
9. Candidates must sit in their assigned seat, or an alternative at the request of the invigilator.
10. Candidates should check their seat number on the my.tcd.ie portal before entering the examination venue. Seating lists will not be displayed. If a Candidate cannot access their mytcd.ie portal, please check with the invigilator in the examination venue.
11. Candidates are asked to leave all personal belongings, including bags, coats, hats, etc. as directed by the invigilators in the examination venue as this may differ depending on the venue the examination is taking place in.
12. Candidates (except in exceptional circumstances)
  - a) will not be admitted to the examination after the first half-hour
  - b) will not be allowed to leave during the last half-hour.
  - c) will not be permitted to re-enter the examination venue after they have left.

If a Candidate arrives after the first half-hour, they should contact their college Tutor as a matter of urgency. If neither are available, Candidates are advised to contact the Senior Tutor's Office.

### While in an examination venue

13. Candidates should arrive at their examination venue at least 15 minutes before the start of the examination.
14. Candidates must be seated in their allocated seat at least 5 minutes before the start of the exam.
15. Once Candidates have entered a venue a quiet space is enforced
16. Complete SILENCE must be maintained at all times, during the announcements at the start of an exam and during an exam unless otherwise instructed by the invigilator.
17. Candidates must be in possession of their Student ID card for each examination session. Candidates should place their Student ID card on the right-hand side of their desk for the duration of each examination. Candidates failing to produce a current student ID card may present alternative photo ID (passport, drivers' licence) which shows a picture, full name and date of birth which will be subject to an ID check.
18. A 'Clean Desk' policy applies for all formal examinations. In addition to pens, pencils, rulers, Student ID card, etc. only materials permitted for an examination may be placed on the desk. Invigilators will be instructed to request Candidates to remove any non-permitted items from their desk. Pencil cases and calculator covers are not permitted. Candidates are advised that random pocket searches may be conducted during an examination session. Upon request, Candidates should remove all items from their pockets for scrutiny by an invigilator. Failure to



empty pockets when requested is considered a disciplinary offence and will be referred to the Junior Dean.

19. Food and Drink (with the exception of water) is not normally permitted in the Examination venue.
20. Your attention is drawn to the 'CONDUCT OF EXAMINATIONS' notice at the entrance of each venue.

### During an Examination Session

21. Candidates must not turn over the examination paper on the desk until requested to do so by the Invigilator.
22. Candidates should check the title of the paper on their desk to ensure that it is the correct examination paper for their course. Candidates are asked and read carefully all the instructions given.
23. Candidates are not allowed to start their examination until instructed to do so by the invigilators. (Please use any spare time at the start to fill in your answer book cover(s), remembering to complete the section at the bottom right-hand corner as requested before sealing the flap on every anonymous booklet used. Write legibly in ink – pencils are only allowed for OMR forms.)
24. It is the responsibility of each Candidate to ensure that they have an adequate supply of pens, pencils, ink, etc., required for an examination. The borrowing of such materials will not be permitted during an examination. Candidates may not bring blank paper into the examination venue. All paper will be supplied by the Invigilators.
25. Candidates will be advised of the time thirty minutes and fifteen minutes before the end of the examination.
26. If a Candidate wishes to leave the examination venue temporarily at any stage during the examination, they must be accompanied by an Invigilator. (Candidates may have to wait until an invigilator is available).
27. If a Candidates wishes to leave before the end of the examination, **all** booklet(s) must be handed to an Invigilator and ensure you hand up everything you wish to have marked, including rough work.
28. If a Candidate is ill just before an examination and are unable to sit it, immediately contact your tutor or their replacement. If your tutor is unavailable, contact the Senior Tutor's Office. If you feel unwell during your examination, please inform an Invigilator - you will be attended by a nurse in the RDS or asked if you wish to go to the College Health Centre and will be accompanied by an Invigilator.
29. Smoking or use of electronic smoking devices is not permitted in examination venues. Smoking breaks are not allowed during examination sessions.
30. During an examination, a Candidate must not, on any pretext whatsoever speak to or have any communication with any other Candidate; such communications will be regarded as a breach of the Examination Regulations. If anything is required during the examination, Candidates should raise their hand to alert the invigilator.
31. Candidates are not permitted to have in their possession or consult or use any books, dictionaries, papers, notes, memoranda, written or electronic material of any nature unless



specifically authorised by the examiners. If a Candidate is discovered to have unauthorised material in their possession it may be regarded as a breach of the Examination Regulations.

32. Personal standard scientific calculators are permitted only where their use is explicitly noted on the examination paper . Programmable or text storing calculators are not permitted. Candidates are required to record on their answer booklet the make and model of calculator used. It is the responsibility of each Candidate to ensure that their calculator is in working order.

### On completion of an examination session

33. Candidates will be advised:

- a) they must immediately stop writing, combine all their examination materials in the blue booklet and hand up their booklets (whether used or unused) when instructed to do so by an Invigilator;
- b) they should ensure that all their answer books are labelled correctly with their examination number (where appropriate), seat number and all other required information;
- c) they must remain in their seat until the Invigilator has collected their answer book(s), the answer books have been checked, and the Invigilator has announced that Candidates may leave the Examination Hall.
- d) It is the responsibility of each Candidate to ensure that their complete answer booklet(s) are handed to the Invigilator. No pages are permitted to be removed. It is also the responsibility of the Candidate to ensure that their exam paper has been handed up where instructions on the exam paper state as such.
- e) they are not permitted to remove from the examination venue any TCD examination materials including answer books, rough work, or other materials supplied.

### Breaches of Examination Regulations

34. A candidate who is found to have unauthorised materials in their possession in the Examination Hall shall be deemed to be in breach of the Examination Regulations. Any written or printed materials not written on official answer books, including material written on the candidate's person, or electronic devices containing text, shall be considered to be unauthorised materials.
35. The unauthorised materials, together with the candidate's student identity card, shall be removed and retained by the Invigilators who shall make a written report. The candidate may also be requested to meet the Junior Dean to discuss the contents of this report. The candidate shall be allowed to complete the examination.
36. The same procedure will be followed where a candidate or candidates is/are considered by the Invigilator to have copied or to have attempted to copy any material from each other.



## CONDUCT OF EXAMINATIONS

Except as provided for below, Candidates for examination are forbidden during an examination to do or to attempt to do, any of the following: to have in their possession or consult or use any books, papers, notes, memoranda, mobile phones or written or electronic material of any nature, or to copy from or exchange information with other persons, or in any way to make use of any information improperly obtained.

Where the examination is of such a nature that materials are provided to the Candidates, or where the Candidates are allowed by the rules of that examination to have materials in their possession, then Candidates may of course make use of such materials, *but only of such materials*, and the general prohibition above continues to apply in respect of any and all other materials.

Where Candidates have the prior written permission of the examiner(s), of the Dean of Undergraduate Studies (Senior Lecturer) or the Dean of Graduate Studies, or of the Disability Service, to have materials in their possession during an examination, then Candidates may of course make use of such materials, *but only of such materials*, and the general prohibition above continues to apply in respect of any and all other materials.

Where Candidates are allowed to bring personal belongings into the examination venues upon condition that such belongings are stored in an area – such as the back of the venue – away from the area in which the Candidates are sitting their examinations, then Candidates may bring personal belongings into the hall, provided that they are placed in the indicated area *and are not returned to by the Candidates* until they have finished their examinations and are leaving the hall.

Any breach of this regulation is regarded as a major offence for which a Candidate may be expelled from the University.

Candidates must not leave the hall before the time specified for the examination has elapsed, except by leave of the invigilator.

Examinations or other exercises which are part of continuous assessment are subject to the same rules as other College examinations. Where submitted work is part of a procedure of assessment, plagiarism is similarly regarded as a major offence and is liable to similar penalties.