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Welcome and Introduction

Paediatrics involves the medicine, surgery and psychology of the newborn, the infant, the toddler and the child up to the age of 18 years. The seven week rotation in Paediatrics will be delivered using blended learning. Students will have three weeks of online and live interactive teaching sessions using various platforms such as panopto, black board collaborate ultra and three clinical weeks which will be delivered face to face. During the three clinical weeks students will be placed at CHI Crumlin/CHI Temple Street/CHI Tallaght where they will receive clinical demonstrations, tutorials and will be attached to clinical teams. There will be one week of project work and study days. A week of neonatal teaching which takes place during the Obstetrics and Gynaecology programme.

The Discipline of Paediatrics supports the philosophy of self-directed learning and life-long learning. Students must retain responsibility for their learning which is supported by the extensive teaching programme and teaching staff.

Mission Statement:

The Mission Statement of our discipline is to provide knowledge, skills and attitudes, with a caring, child and family centred approach in an enjoyable and rewarding manner. Students are encouraged to develop a life-long commitment of self-learning and to become compassionate, caring, competent, and efficient doctors, with well-developed communicating skills. The course is delivered using a caring child and family centred approach encompassing a multidisciplinary team committed to continual improvement in clinical care through innovation and research.

Course overview:

The course is delivered over seven weeks, four times a year.

METHODS OF TEACHING AND LEARNING

- Online lectures via Panopto
- PBL’s via blackboard collaborate ultra
- Live tutorials via blackboard collaborate ultra
- Targeted teaching films and discussion via blackboard collaborate ultra
- Clinical demonstrations using models
- Clinical case presentations
- Attachments to clinical teams in CHI hospitals
- Evidence based group research projects

Neonatal teaching will be delivered during the O&G rotation and will consist of simulation teaching, online teaching and in-person clinical activities.
### Academic Discipline Staff:

**Professor Eleanor Molloy**, Chair and Professor of Paediatrics and Head of Discipline of Paediatrics  
Eleanor.molloy@tcd.ie

**Professor Edna Roche**, Professor in Paediatrics  
rocheef@tcd.ie

**Dr Judith Meehan**, Undergraduate Program Coordinator  
jmeehan@tcd.ie

**Assistant Professor in Paediatrics**

Dr John Allen, Assistant Professor in Paediatrics  
allenj2@tcd.ie

Dr Eman Isweisi, Assistant Professor in Paediatrics  
isweisie@tcd.ie

Dr Niamh O’Cathain, Assistant Professor in Paediatrics  
cathinn@tcd.ie

**Sandra Kenny**, Executive Officer  
s.kenny@tcd.ie  
01 896 3763

**Nuala Bermingham**, Executive Officer, Part time  
berminn@tcd.ie  
01 896 3747

**Anna Lambe**, Executive Officer, Part-time  
mcalinda@tcd.ie

CHI at Crumlin and Temple Street  
01 409 6035

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**Main Office Address**

**Discipline of Paediatrics**

Trinity Centre for Health Sciences Building

CHI @ Tallaght

Tallaght University Hospital

Dublin 24
Covid-19 Student Information

In the era of the Covid-19 pandemic we aim to combine high educational standards and safety of patients, students and staff.

It is vitally important that you familiarise yourself with Trinity’s policies and procedures around Covid-19. Please find this information on blackboard, in the year 4 overview module https://tcd.blackboard.com/bbcswebdav/pid-1563723-dt-content-rid-9541291_1/xid-9541291_1

- Fill in the mandatory Covid-19 daily self-declaration every day (whether at lectures or on clinical placement)
- If you are feeling unwell do not attend, self-isolate and contact your GP/College Health
- Wear a mask at all times
- TCD medical student scrubs are to be worn while on clinical placement
- Ensure hand hygiene and respiratory etiquette
- Observe social distancing
- Please follow the up dated School of Medicine algorithm if you develop any symptoms

Aims of the Paediatric Course

The student will:

- Be able to take a paediatric history and perform a clinical examination in newborns, infants, toddlers, older children and adolescents (including children with complex medical needs) to formulate a differential diagnosis and identify relevant investigations.
- Be able to communicate appropriately with children and effectively with parents and colleagues.
- Be able to describe the pathophysiology, natural history, clinical findings, relevant investigations and management approach for common and important paediatric conditions.
- Understand the childhood origins of adult disease
- Appreciate the importance of family and societal influences on child and adolescent health
- Understand the importance of prevention in improving child and adolescent health
- Understand health issues particular to adolescence and the importance of transition
- Understand patterns of disease, disease prevention and paediatric service provision in an Irish context
Essential Clinical Skills

Conduct a Patient/Parent Interview
- Obtain a history from a Parent/Guardian, as well as directly from the patient if age appropriate.
- Use different styles of questioning - open ended, directed, follow-up and summary.
- Communicate information to parents/patients.
- Direct an interview and exam for an acute specific complaint or for a specific purpose (e.g., evaluation of heart murmur)
- Ensure a complete past medical, surgical, Birth and neonatal history, family history, developmental history, vaccination history and social history is taken to ensure an accurate overall picture.

Perform a physical exam
- Complete a physical examination,
- incorporating relevant observation/inspection in children of all ages
- Perform a competent, sensible physical examination of the following systems
  - Cardiovascular
  - Developmental
  - Respiratory
  - Abdominal
  - Neurological
  - Musculoskeletal
  - Skin
  - Ear Nose and Throat, Head and neck

Interaction
- Adjust the approach, content, sequence and focus of exam based on the patient's age.
- Assess the child's developmental level, modify the exam accordingly and use strategies to improve rapport with the patient.

Age Specific
- Demonstrate age specific examination for example:
  - Measurement/Recording
    - Measure height, weight, and head circumference.
    - Plot and interpret data on growth chart.
    - Calculate and interpret BMI.
  - Newborn
    - Perform a full neonatal examination.
    - Assess infant maturity.
    - Examine hips in the newborn using a model and be aware of screening methods for DDH.
• Toddler, pre-school child
  o Use techniques for building rapport with children who have stranger anxiety.
  o Assess motor, language, and social development.
• Adolescent
  o Be aware of the importance of Tanner pubertal staging

Written and verbal communication skills
• Produce a written record of the history and physical examination. The history must:
  o Identify the chief or presenting complaint.
  o Chronologically organize the present illness.
  o Include: Neonatal history (birth weight; approximate gestational age; complications of pregnancy in mother; exposure to drugs, alcohol, medications; infections and complications of the newborn period, such as prematurity, respiratory distress, jaundice).
  o Immunisations to date
  o Development (6-7 milestones to ask about - social smile, roll over, sit alone, transfer object, stand alone, walk, say first words).
  o Diet (breast fed, formula etc).
  o A detailed family and social history
• Review of systems
• Physical exam, including patient's appearance, vital signs, height, weight, head circumference, and centiles
• Differential diagnosis
• Appropriate investigations to enable confirmation of diagnosis.
• Problem list assessment.
• Oral presentation that includes the essential elements of the patient's history in a chronological sequence
• Summary of the pertinent physical exam
• Communicate a diagnoses and management plan to the child and family
Course Content

The course in Paediatrics provides both instruction in theory and clinical practice on the following topics:

### History Taking and Clinical Examination

**Lectures**
- Taking a Paediatric History
- Introduction of Clinical Examination of Children
- Child Protection Guidelines for the Trinity student
- Clinical exam for Examination

**Tutorials**
- Examination of the Cardiovascular System (Tut)
- Examination of the Respiratory System (Tut)
- Examination of the GIT (Tut)
- Neurological Examination (Tut)
- Developmental Assessment (Tut)
- Musculoskeletal Examination (Tut)

### General Paediatrics

**Lectures**
- Meningococcal disease
- Failure to Thrive
- Growth
- Growth/Centile Charts
- Vaccinations
- UTI
- Fluids & electrolytes
- Accidents & poisons
- Examination of the Joints

**PBL**
- Febrile convolution
- UTI
- The vomiting Infant
- Enuresis

**Tutorials**
- General Paediatric (Tut)

### Cardiology

**Lectures**
- Congenital Heart Disease
- Examination of the CVS

**PBL**
- Heart Failure
- Congenital Heart Defect

**Tutorials**
- Examination of the CVS (Tut)

**Clinical Cases**
- Cardiology OPD
Community Paediatrics and Neurodisability

Lectures
- Cerebral Palsy
- Learning Disabilities
- Child Protection Guidelines for the Trinity student
- Child Abuse
- Developmental assessment
- Management of Down Syndrome & Disability

PBLs
- Common syndromes
- Delayed walking
- Cerebral palsy
- Autism spectrum disorder
- Complete Child and Neonate

Tutorials
- Child development (Tut)

Clinical Cases
- Developmental/General OPD

Genetics and Metabolic

Lectures
- Genetics in Paediatrics
- Inherited Metabolic Disorders

PBL
- Common Syndromes

Infectious Diseases

Lectures
- Paediatric infectious diseases
- Paediatric Infectious diseases II
- Vaccinations
- Meningococcal disease
- Respiratory Infections
- UTI

PBL
- Fever in child under 2years

Paediatric Emergencies

Lectures
- Paediatric Emergencies – A Practical Approach
- Recognition/Management of Acutely Sick Children
- Paediatric Emergency Cases Interactive Workshop
- Accidents & poisons

PBLs
- Anaphylaxis

Clinical cases
- ED attendance
Neonates
Lecture
Normal neonate and Common problem of the term neonate
Neonatal Feeding, nutrition and growth /Jaundice
Neurological problems in the neonate
Respiratory problems in the neonate
Overview of Congenital anomalies.
Complex neonates

Adolescent Health in General Paediatrics
Lectures
Adolescent Health and Transition of Care
Puberty
Clinical cases
General OPD

Dermatology & Rheumatology
Lectures
Paediatric Dermatology
Paediatric Rheumatology
Examination of the Joints
Clinical cases
Rheumatology OPD OLCHC

Palliative Care
Lectures
Medicolegal and ethical issues in Paediatrics
Symptom Management – Basics of Palliative Care
Clinical cases
Virtual Visit to Laura Lynn & PICU
Communication
Breaking Bad News

Paediatric Critical Care (PICU) and Advanced Paediatric Life Support
Lectures
Critical Care Work Shop (Virtual visit to PICU)

Renal and Radiology
Lectures
Paediatric radiology
Paediatric Nephrology
UTI
PBLs
UTI
Enuresis

Renal and Radiology
Lectures
Paediatric radiology
Paediatric Nephrology
UTI

Paediatric Critical Care (PICU) and Advanced Paediatric Life Support
Lectures
Critical Care Work Shop (Virtual visit to PICU)
The care and well-being of the child must take precedence over all else. While every effort is made to ensure that events take place as scheduled, sometimes this is not possible due to clinical commitments and clinical emergencies.

The teaching programme is as comprehensive as our allocated time permits. However, it is not possible or desirable to cover every aspect of the vast area of Paediatrics in lectures, PBL’s and tutorials and students are required to supplement the programme provided with personal study and research.

This is a guide to topics covered and more detail and other topics included in Lectures.
List of Lecturers

Discipline of Paediatrics Lecturers
Professor Eleanor Molloy
Professor Edna Roche
Dr Judith Meehan
Dr John Allen
Dr Eman Isweisi
Dr Niamh O’Cathain

General & Community Paediatrics
Professor D McDonald
Dr E Curtis
F McGrane
Dr J Donnelly

Hematology and Oncology
Professor A O Marcaigh
Dr C McMahon
Dr B Nolan
Dr M Capra
Dr J Pears

Nephrology
Dr M Stack

Gastroenterology
Dr S Quinn
Professor B Bourke

Endocrinology
Professor H Hoey
E O’Mullane
Dr C McDonnell

Radiology
Dr A Snow

Neonatology
Dr D Corcoran

Palliative Care
Dr J Balfe
**Guidelines for the Clinical Examination of Children**

The care and safety of children in hospital is the key concern of those working with children. You will no doubt be aware, through media reports, of concerns regarding the safety of children in hospital. The exposure to allegations of sexual abuse or misconduct in the care of children must be considered at all times by those who are involved in the history taking from relatives/children and the clinical examination of children. It is with this in mind and for your protection that the following guidelines must be adhered to during your time in Paediatrics.

**Children First and Hand Hygiene Mandatory Training:**

- All students must complete "Children First" training either before or within the first week of their rotation. This is a mandatory course that must be completed and a copy of your certificate of completion must be submitted/emailed to the Discipline office, in Tallaght (s.kenny@tcd.ie). Failure to submit your certificate will mean that your ward privileges will be withdrawn until a Certificate is produced and noted in the office. The link for the course is [http://childrenfirst.hsland.ie](http://childrenfirst.hsland.ie).

- All students must also complete the Hand Hygiene training. This module can be accessed at www.HSEland.ie you will need to register with HSEland as with the Children First. Once you are logged in, do to 'My Learning'. In 'Search Learning Catalogue' type "hand hygiene" into 'keywords', here you will find 'Hand hygiene for clinical staff'. Click on the module to start. Complete the module, print and/or save your cert. This certificate also needs to be submitted to our Discipline office (s.kenny@tcd.ie).

**Identify Yourself:** Trinity Student Identification badges with both name and photograph must be worn at all times by students while in the hospital or attending special visits to other institutions. These badges must be prominently displayed at the neck or lapel area. It is vital that you introduce yourself clearly to the parent and child.
Permission must be sought from the Ward Sister of Senior Staff Nurse on duty prior to the examination of any child on the wards. Parental permission and the permission of the child themselves should also be sought, where the child is old enough. Be mindful of meal times and visiting hours.

Isolation: Familiarise yourself with and observe any isolation procedures. Please wear a plastic apron while examining patients on infant wards. Please wash your hands before and after examining any patient. Stethoscopes or toys used while examining children should be wiped down with Alco wipes before seeing patient.

Safety: The wellbeing of the child is the responsibility of the examining medical student during the examination and must take precedence over any personal learning objective. The child must be left in safety and comfort at the end of any examination. i.e. with cot sides up and changed as necessary. NEVER leave a cot side UNATTENDED and make sure the cot side is up and secure when leaving the cubicle.

Comfort of child: The privacy and dignity of children should be respected at all times. It is not acceptable that a child be distressed, hurt or embarrassed during a clinical examination. Unnecessary exposure of a child is not justified, especially in a pubertal child, as this causes distress and embarrassment. Certain procedures are not indicated at this level of examination and include any intimate examinations, such as palpation of the breast or examination of the genitalia in a pubertal child. Examination of the genitalia in a pubertal child, if indicated, should only be performed in the presence of a staff member with a parent present where possible. It is recommended for your own protection and from a learning point of view that clinical examination of children be performed in groups of two students. In the absence of a second student another party can be recruited to act as a chaperone, perhaps a nurse or doctor would oblige.

Documentation: It is required that after taking a history or examining a child on the wards that you sign your name and student ID number in the patient’s chart. Confidentially is of paramount importance and care should be taken not to discuss patients on public corridors or within hearing of non staff members.
Barrier Nursing:

- Please wear a mask at all times
- Open cubicle with elbow
- Wash hands and dry on paper towel
- Put paper towel in foot-operated bucket
- Put on plastic apron and examine patient
- Remove plastic apron and wash as before
- Leave cubicle by opening door with elbow

Dress Code

*When you attend your clinical placement make sure you wear your TCD scrubs at all times.*

Dress Code is an important aspect to professional practice and is part of your training in becoming doctors. It also forms part of your responsibilities as described by the Irish Medical council, see website [www.medicalcouncil.ie/Education/Career-Stage-Undergraduate/Guidelines-for-Medical-Schools-on-Ethical-Standards-and-Behaviour-appropriate-for-Medical-Students.pdf](http://www.medicalcouncil.ie/Education/Career-Stage-Undergraduate/Guidelines-for-Medical-Schools-on-Ethical-Standards-and-Behaviour-appropriate-for-Medical-Students.pdf). For more information please see 4th year Handbook.

**Respectful:** Patients should never feel that their personal, ethnic or religious convictions are compromised because of inappropriate dress.

**Safety:** Dress must conform to the local health and safety regulation. This is to protect both the student and the patient.

Awards

**Professors Prize in Paediatrics**

The O’Donohoe Medal is awarded to the student with the highest mark in the final medical examination in paediatrics.

**Prize for Best Group Project**

One group project from each attachment will be selected on merit and the four best group projects of the year will be presented in both oral and poster format to the whole class in June.
## Paediatrics 2020/2021:

### Assessments and Examinations

<table>
<thead>
<tr>
<th>In Course Assessments and Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group Research Project</strong></td>
</tr>
<tr>
<td>Group Guidance and Discussion Meetings</td>
</tr>
<tr>
<td>6 minute presentation of research with discussion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Professionalism</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Project Participation</td>
</tr>
<tr>
<td>Individual Guidance and Discussion Meetings</td>
</tr>
<tr>
<td>Unsatisfactory individual performance will result in additional project work being allocated to those students</td>
</tr>
<tr>
<td>Conduct</td>
</tr>
<tr>
<td>Students will be deemed to be <strong>satisfactory</strong> or <strong>unsatisfactory</strong> after completion of the course</td>
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<table>
<thead>
<tr>
<th>End of Year/End of Course Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>History and Clinical Examination 35%</strong></td>
</tr>
<tr>
<td><strong>Clinical Data Interpretation Examination 30%</strong></td>
</tr>
<tr>
<td><strong>MCQ 35%</strong> 200 questions negatively marked -0.5</td>
</tr>
<tr>
<td><strong>Viva Voce</strong> Viva Voce in certain cases</td>
</tr>
</tbody>
</table>
Professionalism

Professionalism Assessment in Paediatrics 2020/2021

- Student’s Professionalism will be assessed throughout the 7 week paediatric rotation in particular the category of team performance and research skills. Assessment will be undertaken by the lecturers/tutors during scheduled teaching activities.

- Assessment will be carried out by the paediatric lecturers during the following activities:

  - **Group Project Participation**
    - Individual Guidance and Discussion Meetings
      Unsatisfactory individual performance will result in additional project work being allocated to those students

- **Conduct and Participation**

  - Students will be deemed **satisfactory** or **unsatisfactory** at the end of the rotation and this will be recorded in their logbook with any other relevant information. If there are concerns regarding professionalism these will be discussed with the student after 4 weeks of the rotation at a review meeting. At this meeting a plan will be made for improvement/remediation.

Course Appraisal

The Discipline of Paediatrics is committed to excellence in its Paediatric training. It is proactive and constantly seeks to improve the quality of its programmes by exploring new technologies and teaching methods. Student feedback is encouraged by the provision of detailed course appraisal questionnaires to each student on completion of their Paediatric attachment. The resulting appraisals are analysed and a report compiled and discussed within the discipline. Continual course review is practiced within the discipline.
Reference Requests

All reference requests are centrally managed.

If you require a reference please email your request to Sandra Kenny at s.kenny@tcd.ie

Please give a minimum of two weeks’ notice and please supply a postal address with your request.

Requests must not be made to individual members of staff directly as these will not be processed.

Publication and Presentations of Research

Presentation and/or publication of any work completed as part of the group research project in paediatrics is directly supervised by a senior academic member of the discipline and needs to be approved for submission to a meeting.

Please approach us in advance of any submissions or this work may have to be withdrawn.

We are also to be involved in assisting with the completion of paper and projects for publication.

All discipline academic staff names must be included on all papers, publications, posters and presentations. The template of correct names and titles is to be found on page 23.

A list of abstract deadlines and conferences are available from our office
Poster Template

Title

Authors
- Student names go first (first author as determined by the group)
- Include the following academic staff on all posters as senior authors. Dr J Meehan, Dr J Allen, Dr D E Isweisi, Professor E Roche, Professor E Molloy
- Other consultants can be added following written approval from Head of Discipline of Paediatrics

Affiliations
For students
- Discipline of Paediatrics, Trinity College Dublin
- CHI at Tallaght

For academic staff
- Discipline of Paediatrics, Trinity College Dublin
- CHI at Tallaght

Logos
Please ensure that the Official Trinity College Logos are used please see https://www.tcd.ie/identity/ for more information

CHI at Tallaght also needs to be included on the poster
### Recommended Reading Lists

<table>
<thead>
<tr>
<th>Title</th>
<th>Authors/Editors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Paediatrics</td>
<td>Hull and Johnston (The most current basic text)</td>
</tr>
<tr>
<td>Illustrated Textbook of Paediatrics 5th Ed</td>
<td>Lissauer &amp; Clayden</td>
</tr>
<tr>
<td>Lecture Notes on Paediatrics</td>
<td>Smithells &amp; Meadow (alternative basic text)</td>
</tr>
<tr>
<td>Paediatric Physical Examination</td>
<td>Gill &amp; O’Brien (A handbook for the clinical attachment)</td>
</tr>
<tr>
<td>Paediatrics and Child Health</td>
<td>Rudolf/Lee/Levene (Wiley Blackwell Publishers)</td>
</tr>
<tr>
<td>Clinical Paediatrics for Postgraduate examinations</td>
<td>Stephenson &amp; Wallace</td>
</tr>
<tr>
<td>Paediatrics (Lecture Notes)</td>
<td>Simon J. Newell &amp; Jonathan C Darling</td>
</tr>
<tr>
<td>The Unofficial Guide to Paediatrics</td>
<td>Zeshan Qureshi</td>
</tr>
<tr>
<td>Neonatology at a Glance</td>
<td>Avroy Fanaroff &amp; Tom Lissauer</td>
</tr>
</tbody>
</table>

### Recommended Texts

<table>
<thead>
<tr>
<th>Title</th>
<th>Authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colour Atlas of Paediatric Dermatology</td>
<td>Verbov</td>
</tr>
<tr>
<td>(Essential to see the full range of skin conditions no longer seen as in-patients)</td>
<td></td>
</tr>
<tr>
<td>The Normal Child</td>
<td>Illingworth</td>
</tr>
<tr>
<td>From Birth to Five Years</td>
<td>Mary D. Sheridan</td>
</tr>
</tbody>
</table>
Library Facilities

Please refer to TCD Library web site for guidelines regarding library use.

Useful Apps/websites

RCH Clinical Practice Guidelines app and website
Sick child Advisor app – Android only not on iOS
APLS app
PGALS app
Patient.co.uk/doctor
‘Don’t forget the bubbles’ podcast and website
‘Archives of Disease in Childhood’ podcast
Lifeinthefastlane.com
Starship.org.nz – clinical guidelines
Paediatricpearls.co.uk
GPpaedstips.blogspot.com

Recommended Children’s Books for you

Wonder
RJ Palacio
A Monster Calls
Patrick Ness

Other Books of Interest

When Breath Becomes Air
Paul Kalanithi
Complications
Atul Gawande

Reference Texts

Textbook of Paediatrics
Forfar & Arneil
Nelsons Textbook of Paediatrics
Vaughan & McKay
Recognisable Patterns of Human Malformation
Smith
Essentials of Paediatric Surgery
Nixon & O'Donnell
Paediatric Problems in General Practice
Robert Boyd & Michael Modell
The Bedside Dysmorphologist
William Reardon

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William Reardon

Essentials of Paediatric Surgery

Starship.org.nz – clinical guidelines
Paediatricpearls.co.uk
GPpaedstips.blogspot.com
Appendix   Guidelines for Students at Examinations and Conduct of Examinations

Guidelines for Students at Examinations

1. The onus lies on each student to establish the dates of examinations by consulting their MyTCD portal for their written examination dates and times. No timetable or reminder will be sent to individual students by any office. ¹
2. You are expected to familiarise yourself with the location of every examination venue to which you have been assigned.
3. Once you have entered a venue, complete SILENCE must be maintained at all times.
4. Each student must be in possession of their student ID card for each examination session. You should place your student ID card on the right-hand side of you desk for the duration of each examination.
5. A ‘clean-desk’ policy applies for all official examinations. In addition to pens, pencils, rulers, ID card, etc. only materials permitted for an examination may be placed on the desk. Invigilators will be instructed to request students to remove any non-permitted items from their desk.
6. You should check the title of the paper on your desk to ensure that it is the correct examination paper for your course and read carefully all the instructions given.
7. Your attention is drawn to the ‘CONDUCT OF EXAMINATION’ which is reproduced overleaf and appears at http:www.tcd.ie/Senior Lecturer/teo/teopdf/notexam.pdf.
8. You will not be admitted to the examination after the first half-hour and will not be allowed to leave during the last half-hour. If you arrive after the first half-hour, contact your College Tutor or his/her replacement as a matter of urgency. If your tutor is not available, contact the Senior Tutor’s Office.
9. You are not allowed start you examination until instructed to do so by the invigilators. Please use any spare time at the start to fill in your answer book cover. Write legibly in ink - pencils are only allowed for OMR forms.
10. You will be advised of the time ten minutes before the end of the examination.
11. At the end of an examination, you will be advised that;
   a. it is your responsibility to hand in everything you wish to have marked;
   b. you should ensure that all of your answer books are labelled correctly with your examination number (where appropriate), seat number and all other relevant information required and also complete the section at the bottom right-hand corner as requested before sealing the flap on every anonymous booklet used; fasten securely with a treasury tag;
   c. you must immediately stop writing and hand up your booklets when instructed to do so by an Invigilator
   d. you must remain in your seat until all scripts have been collected
   e. you must not remove from the examination venue answer books, rough work or other materials supplied.
12. If you wish to leave the examination venue at any stage during the examination you must be escorted by an Invigilator. If necessary you will be accompanied to a bathroom by an Invigilator.
13. If you wish to leave before the end of the examination you must hand your booklet(s) to an Invigilator
14. If you are taken ill just before an examination and are unable to sit it, immediately contact your tutor or his/her 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 asked if you wish to go to the Student Health Centre and will be accompanied by; an Invigilator.
15. Smoking breaks are not allowed during examination sessions.
16. No mobile phones are allowed in examination venues.
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 or 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 Senior Lecturer, or of the Disability Officer, to have materials in their possession during an examination, then candidates may of course make use of such materials, but only of such material, and the general prohibition above continues to apply in respect of any and all other material.

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 student may be expelled from the University.

Students 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 examination. Where submitted work is part of a procedure of assessment, plagiarism is similarly regarded as a major offence and is liable to similar penalties.

Senior Lecturer

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