



D U N B O Y N E
C O L L E G E
O F F U R T H E R E D U C A T I O N

Rules for Examinations

Before the Exam

- All students must attend at the exam centre at-least **15 minutes before the scheduled start time.**
- All students must have their student card with them for identification purposes for every exam. Students will not be permitted to enter the exam without their student card.
- Please ensure you have taken care of any toilet needs before the exam. Toilet breaks will only be allowed in exceptional circumstances and if there is a person available to accompany the student.
- The exam centre will be locked until the supervisor arrives, at which time you will be assigned a seat by the supervisor.

During the Exam

- **Under NO circumstances are phones allowed on your person, whether powered ON and on SILENT or OFF entirely. If a phone is found to be on your person during the exam and/or during a toilet break, this will result in IMMEDIATE EXPULSION FROM THE EXAM CENTRE and will result in a “zero grade” for that exam. If you cannot safely store your phone away before the exam commences, the examination supervisor will retain your phone until you leave the exam centre.**
- **It is within the right of the exam co-ordinator, exam supervisor and exam substitute to request the pockets of students to be emptied during an exam and before being escorted to the toilet. Full student compliance is requested as refusal could lead to an investigation of suspected cheating by exam officials.**
- The college will adopt a clean desk policy during the exams – you are only permitted to bring with you writing materials and materials needed for the exam (as directed by the tutor.) Sharing of equipment is not allowed.
- You are not allowed to bring the following items to your exam desk: Pencil case, phone, calculator cover or any other item not listed above.
- All bags are to be placed at the front / back of the room or where directed by the supervisor. (The college is not responsible for belongings that go missing during exam times.)
- If your phone is in your bag, it must be switched off.
- **Students must adhere to any instructions given by the supervisor.**
- The supervisor may request a student to move seats during exams. 100% cooperation regarding this matter is required by all students.
- No communication with another student is allowed at any time while the examination is taking place.

- Do **not** turn your exam paper over until instructed to do so by the Exam Supervisor.
- Do **not** write anything on the exam paper or stationery until the exam begins.
- Silence must be observed during the examination. Failure to maintain silence may result in expulsion from the exam centre. There must be zero communication with other students. If a student needs assistance they can raise their hand to get the supervisors attention.
- Late students will **not** be permitted to enter the exam.
- Students will be removed from the exam centre and will receive a zero grade in the exam, without an opportunity to repeat under the following circumstances:
 - If there is a suspicion of cheating by the exam supervisor (Suspicion of cheating includes attempts to communicate with another student, materials on your desk or on your person that are not permitted in the exam centre, glancing at another student's work etc.) **Students who have been found to be cheating in an exam will sit all future exams in a separate centre.**
 - If a mobile phone is found on the student's desk or on their person during an exam and/or toilet break.
- Students may leave the examination after 30 minutes has passed if they are finished their exam. Once students leave the exam hall they will **not** be allowed to return.
- All students must sign the "sign out" sheet when leaving the exam and mark the time they leave.
- When students leave the exam early they must **not** congregate near the exam hall. **Noise made** will distract students still doing their exams.
- All exams will finish at the time scheduled. No extra time will be added.
- The Exam Supervisor's role is to implement the above rules.
- Exam Supervisors cannot help students with examination questions.
- In the unlikely event that there is a disruption to the exam students will remain in their seats and remain quiet. Papers will be turned over until the exam re-commences.

Toilet Breaks

- In the instance of recurrent/frequent visits (over 2 visits) made to the designated toilet facilities over the course of the exam period, students must provide a letter issued by their General Practitioner outlining a definitive medical need to frequent the toilet facilities on such a regular basis. **All toilet breaks are recorded by the examination supervisor and examination substitute for future reference.**