



**Tipperary**  
**ETB**

Bord Oideachais & Oiliúna Thiobraid Árann  
Tipperary Education & Training Board

**Examinations Procedure**  
(for Further Education and Training)

**Version 3.0**

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## Examinations Procedure

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## Definitions

<b>Assessment Attendant</b>	refers to the individual in the centre who is nominated as an attendant in the conducting of examinations.
<b>Assessment Resources</b>	refer to any permitted resources which learners require in an examination as informed by the programme. Examples include, but are not limited to: dictionaries, maths formulae and log tables, art materials, non-programmable calculators.  Additionally, some learners may require specific resources. These should be considered and approved under the Reasonable Accommodation in Assessment.
<b>Academic Misconduct*</b>	covers all actions which contravene academic integrity. Academic misconduct is any attempt by someone to seek unfair advantage in relation to academic activity.
<b>Cheating*</b>	actions that attempt to get advantage by means that undermine values of integrity.
<b>Erratum notice</b>	where an error in the examination has been noted
<b>Examination</b>	refers to any theory-based, oral, aural, online or practical examination which occurs on a specific date and for a specific duration.
<b>Intentional Cheating*</b>	intentional action or behaviour that violates established rules and gives one student an unfair advantage over another.
<b>Invigilator</b>	refers to the individual who supervises an examination. Ideally, the invigilator is an individual independent of the delivery of the module
<b>Intentional Cheating*</b>	intentional action or behaviour that violates established rules and gives one student an unfair advantage over another.
<b>Impersonation*</b>	undertaking in whole or in part any work required as part of a programme in the place of an enrolled learner, without permission from the provider.  Sitting an exam, or having someone else sit an exam in place of an enrolled learner, without permission of the provider.

\* The above definitions are taken from [National Academic Integrity Network: National Principles and Lexicon of Common Terms](#); Published by Quality & Qualifications Ireland (QQI), September 2021 (1st edition).

## Acronyms

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<b>ETB</b>	Education and Training Board
<b>FET</b>	Further Education and Training
<b>QA</b>	Quality Assurance
<b>QQI</b>	Quality and Qualifications Ireland

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## 1. Introduction

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These procedures have been developed to guide FET centres and staff on how to implement a quality-assured examination process to ensure that learners are assessed in a fair and consistent manner.

### 1.1 Purpose

The purpose of this document is to:

- Provide information on the process in relation to planning, conducting and concluding examinations.
- Highlight the documentation needed as part of the examination process.
- Outline the types of examination breaches and how to manage such breaches.

### 1.2 Scope

This procedure applies to programmes leading to QQI awards and includes written-theory and practical examinations. This guidance is not intended to cover examinations conducted as part of blended or online approved scope of delivery.

It does not apply to Apprenticeship or Construction Skills Certification Scheme (CSCS) programmes.

Programmes leading to certification in other awards should administer examinations in accordance with those associated regulations.

### 1.3 Responsibilities for Implementation

Responsibilities for implementation of this procedure are as follows:

- **Centre Management/Programme Coordinators** and **Assessors** are responsible for preparing learners for the examination process.
- **Invigilators** are responsible for implementing an effective examination process, including completing any required documentation, ensuring secure assessment post-assessment arrangements and reporting any instances of suspected breaches of examination regulations.
- The **Centres' Academic Investigation** Team is responsible for conducting a prompt and fair investigation process in cases of suspected breaches of examination rules by learners.
- **Tipperary ETB's Academic Investigation Committee** is responsible for reviewing serious cases of examination misconduct by learners. They also review appeals made by learners.

- The **FET QA Office** monitors this procedure to ensure its continual effectiveness.
- The **FET Senior Management Team (SMT)** is responsible for oversight of this procedure. They also note the outcomes from ETB's Academic Integrity Committee.

#### 1.4 Other Relevant Policies, Procedures, Guidelines

- [Academic Integrity Policy](#)
- [Academic Misconduct Procedure](#)
- [Secure Storage of Assessment Materials, Records and Learner Evidence Procedure](#)

## 2. Planning an Examination

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### 2.1 Planning an Examination

- Learners must be aware of conduct expected for examinations. A copy of the [Learner Instructions for Examinations](#) must be accessible to learners (see appendix).
- Sufficient notice of examination date, time and location must be given to learners in line with the assessment plan.
- Learners must receive prior notice if they are responsible for bringing with them any resources needed for the examination.
- Learners should arrive at the examination room at least 10 minutes prior to the examination start time.

### 2.2 Room Layout/Facilities

- Ensure that sufficient space around learners is available in the examination room. Seating arrangements must prevent learners from overlooking (intentionally or otherwise) the work of other learners.
- Each learner must have a workspace large enough to hold question papers, maps (as appropriate) and answer booklets. Learners who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with other learners.
- All learner workspaces must be visible to the Invigilator.
- All wall posters, charts, diagrams, maps etc must be removed prior to the examination relevant to the particular examination.
- Ensure that a working clock (analogue or digital) is available and visible to all learners. Do not use count down/up clocks (exception: unless required for on-screen tests).

- Ensure appropriate examination environment conditions are met including heating, lighting, ventilation and the level of outside noise.
- Ensure that a clearly legible sign is affixed to the entrance of the examination room indicating an examination in progress.
- For computer-based examinations, workstations must be arranged to facilitate the detection of any unauthorised activity by learners eg internet, electronic communications.

### **2.3 Check Centre Examination Equipment/Resources**

- Where examinations involve the use of computers and other hardware
  - check that sufficient work stations are available
  - ensure they are switched on in advance of the examination (unless the examination is testing this skill) and contain the software required to meet the demands of the examination
  - check that sufficient printing paper, toner/ink etc are available.

### **2.4 Check Learner Examination Equipment/Resources**

- All examination resources provided by the learner (eg dictionaries, thesaurus, log-books etc) must be checked to ensure integrity of the examination.
- Unless otherwise specified, learners must use [non-programmable calculators](#) (See Appendix).

### **2.5 Reasonable Accommodation**

- Ensure that the invigilator is notified of any reasonable accommodations for learners.

### **2.6 Seating Plan**

- Complete a seating plan, if applicable, that shows the name/initials of the learner at their workspace and the location of the Invigilator.

### **2.7 Bags, Coats, Personal Belongings and Class Notes/Folders/Books**

- All bags, coats, other personal belongings and class notes, folders or books must be placed out of reach of each learner.



## 2.8 Mobile Phones and Internet Enabled Devices

- Mobile phones or internet-enabled devices must be switched off and placed in a designated area. If a learner is found to have a mobile phone or internet-enabled device, that is switched on, it will be confiscated, recorded as a breach of the examination and will be investigated. Penalties may be imposed on the learner.

## 3. Conducting the Examination

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### 3.1 Learner Identification Check

- Only authorised learners and personnel should be present in the examination room.
- Where the learners are not known to the Invigilator, the Centre Manager or Programme Coordinator will need to verify their identity. Examples of learner identification include Photo ID (eg passport, drivers licence or Public Services Card).

### 3.2 Assessment Sign-in Sheet

- An [Assessment Sign-in Sheet](#) is used to record learner attendance.(Find on QA SharePoint space).
- The examination sign-in can be completed when completing the learner identification check.

### 3.3 Advise Learners of the Required Conduct for Examinations

- Strict silence must always be observed during examinations
- The learner must:
  - raise their hand if they want to attract the attention of the Invigilator
  - not use, or attempt to use, any books, notes or papers that are not authorised
  - not aid, or attempt to aid, another learner
  - not obtain, or attempt to obtain, aid from another learner or from the Invigilator
  - not communicate, or attempt to communicate, in any way with another learner in the examination room, the centre, or, another person outside of the centre
  - not take away the examination resources when leaving the examination, whether used or unused
  - not damage the examination resources or equipment
- If a learner violates any of the above, it will be recorded as a breach of the examination and will be investigated. Penalties may be imposed on the learner.

### **3.4 Advise Learners on Regulations for Entering and Leaving Examinations**

- No learner may be authorised to leave the examination until 25% of the specified duration of the examination has elapsed.
- No learner will be authorised to leave the examination in the final 10 minutes.
- Learners will not be permitted to temporarily leave the examination and return during the examination period unless the reason is genuine (eg illness). Those that are permitted to temporarily leave the examination should be supervised by an Assessment Attendant.
- When a learner leaves the examination, they must not take away any examination materials provided to them.
- Learners who have finished their work and have been allowed to leave must not be allowed to re-enter.
- Lost time, for any of the reasons above, must not be compensated for at the close of the examination period.

### **3.5 Distribution of Examination Papers and Answer Booklets**

- The examination papers, and answer booklets if required, must be distributed face down at the start of the examination. Learners will not be permitted to start until instructed.
- Instruct learners to check that they have received the correct examination paper and all necessary assessment resources.

### **3.6 Durations and Examination Times**

- The specified examination start time, duration and the end time will be read aloud and displayed on a whiteboard, flip chart, digitally or other.

### **3.7 Start the Examination**

- Announce clearly that learners can begin the examination.

### **3.8 Supervision**

Invigilators must give their entire attention to conducting the examination properly.

- Invigilators must not carry out any other task eg reading, marking, use of electronic devices etc.
- Invigilators must be able to observe each learner in the examination room at all times.

- Invigilators must actively monitor the learners for the entire duration of the examination to ensure the proper conduct of the examination.
- For computer-based examinations: printouts must be distributed by the Invigilator.

### 3.9 Advice and Assistance

The Invigilator must not:

- provide advice or assistance to learners.
- direct learners to particular questions or particular sections of the question paper.
- give any information to learners about possible mistakes in the question paper, unless there is an erratum notice.
- comment on the content of the question paper.
- re-phrase a question for a learner in a manner that provides technical assistance and therefore gives an unfair advantage.
- explain any subject-specific or technical terms to a learner.
- offer any advice or comment on the work of a learner.

### 3.10 Alleged Errors Noted by Learners in the Examination Paper

- Where a learner notes an error in the examination, clarification must be immediately obtained by the Invigilator from the assessor or other subject-matter expert.
- This clarification must then be communicated orally to all learners and reported on the [Report of Module Assessment](#).

### 3.11 Unexpected Event During an Examination

- When an unexpected event occurs during an examination eg technical failure, fire alarm, medical emergency or any other unexpected interruptions, the Invigilator must ensure that the integrity of the examination is maintained at all times. In the event of a critical illness, fire, power cut etc the examination may need to be abandoned.
- Unexpected events must be recorded in the [Report of Module Assessment](#).

### 3.12 Early Leaving Learners

- The Invigilator must note the learner's finish time on the [Assessment Sign-in Sheet](#) for those that leave before end of examination period.

## 4. Concluding the Examination

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### 4.1 Notice of Time Remaining

- Learners are to be reminded of 10 minutes remaining and must remain in the room until the examination concludes.

### 4.2 Stop the Examination

- Instruct learners to stop working when the time has elapsed and to remain in their seats until all examination material has been collected.

### 4.3 Provide Reminders to Learners

- Sign all examination scripts, answer booklets, practical work etc.
- Ensure that they have all the necessary information on their cover sheets.
- Collate all examination material securely.
- Ensure that all electronic files are saved to the designated location, where appropriate.

### 4.4 Collecting of Examination Material

- Check that there is a script/evidence for each learner marked as present on the [Assessment Sign-in Sheet](#).
- Sign and date the [Assessment Sign-in Sheet](#).
- Complete the [Report of Module Assessment \(F04b\)](#).
- Collate and package all assessment materials in the manner required by the centre.
- Ensure that test data is not stored on learner computers after the learner submits the examination.

### 4.5 Secure Storage of Assessment Material

- Securely store all assessment material, including practical and digital evidence, in line with Tipperary ETB's procedure for [Secure Storage of Assessment Materials, Records and Learner Assessment Evidence](#).

## **5. Online and Remote Examinations**

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Whilst it is standard practice that examinations take place in a physical Tipperary ETB FET Centre location, there are a few cases where examinations may need to be held remotely. For example, where a learner has relocated to another geographic area and requires the examination for end-stage certification.

Centres/programmes should check with the FET QA Office or their FET Senior Manager where other exceptional circumstances arise.

The following are specific and additional instructions for conducting online and remote examinations.

- Assessors must prepare the learner for the online examination process to ensure that it is understood by learners. This is essential to help minimise communications and interruptions during the actual examination.
- Provide a mock examination experience.
- Ensure the learner has the minimum technical/technological requirements needed.
- Additional time may be allocated for room set up, file transfer and invigilation arrangements.
- Learners are responsible for ensuring all their equipment is in working order and that devices are fully charged (Hardware, software, networks including the camera and microphone). Learners are advised to test these in advance.
- Learners must ensure the room they chose to do the exam in allows them to work without interruptions eg no noise, music etc.
- Learners must stay in view of their web cam/camera at all times during the examination.
- Distribution of assessments must be in a format that is not downloadable or shareable.
- Learners who have finished their work and are leaving the exam must submit their work before they leave the exam. The Invigilator will not be in a position to confirm that the work has been received otherwise. These learners will not be allowed to re-enter the exam.
- The Invigilator will call time when the exam is concluded.
- Submit exam answers via a Tipperary ETB approved platform and stay online until all examination answers are received by the Invigilator.

## 6. Managing Examination Breaches

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### 6.1 Academic Integrity

Examination integrity plays a key role in supporting good academic integrity standards and practices. Examination integrity, and therefore academic integrity, is threatened when there is engagement in unethical behaviours that undermine honesty and trustworthiness of the examination process ie academic misconduct.

### 6.2 Types of Examination Breaches by Learners

- Unauthorised possession of aids or information, without use
- Failure to comply with directions about the examination eg speaking aloud, or attempting to aid another learner
- Sharing information with learners about ways to breach examination academic integrity or facilitating a breach of academic integrity other than through distribution of their own work.
- Aiding another learner
- Using unauthorised aids or information
- Spoken or other communication (eg verbal, gestures, expressions, pointing etc) between a learner and any unauthorised person during the examination related to the content of the examination
- Cheating using cheat sheets or notes
- A learner asking another person to sit the examination on the their behalf
- Impersonation\*\* ie sitting an examination for someone else
- Taking away the examination resources when leaving the examination, whether used or unused
- Receiving restricted information from staff or another person relating to examination, without the approval of the ETB
- Other forms of unacceptable examination behaviour include:
  - Damaging the examination resources or equipment
  - Engaging in unsafe practice
  - Engaging in disruptive, violent or offensive behaviour.
- Any other behaviours that undermine the integrity of the examination process.

**Note: the behaviours (marked by \*\*) above are an offence under Section 43A of the Qualifications and Quality Assurance (Education and Training) (Amendment) Act, 2019.**

### 6.3 Managing Learner Examination Breaches

- The Invigilator completes the [Report of Module Assessment \(F04b\)](#) where there is a suspected examination breach.
- The breach is then reported to the Centre's Academic Investigation Team.
- The Centre's Academic Investigation Team convenes a meeting to review the alleged breach and follows the procedures for investigating and sanctioning, as per [Academic Misconduct Procedure](#).
- Where academic misconduct is found, it is recorded on the learner record and entered into the centre's Academic Misconduct Register.

### 6.4 Types of Examination Breaches by Staff

The following are examples of assessment malpractice by staff in relation to examinations:

- Failure to apply assessment processes and procedures which causes unacceptable loss, damage or injury

In relation to the **conduct** of the examination process:

- Non-adherence to health and safety requirements, defined examination procedures, or not using defined tools or equipment
- Use of unapproved personnel to conduct or assess an examination
- Loss of required examination material or assessment evidence
- Any actions that compromise the integrity of the examination process, for example:
  - Providing a copy of examination answers to learners\*\* or another unauthorised person, in advance of the assessment
  - Uploading any content (assessment, notes, slides etc) from a module to a third-party site (ie filesharing), regardless of whether there is any visible benefit to the learner involved\*\*
  - Providing a copy of an examination paper, that is to be completed under secure conditions, to learners or another unauthorised person
  - Providing restricted information to another learner or person relating to examination without the approval of the ETB
  - Creating or providing false documentation in relation to the examination process
  - Manipulation of examination data, assessment evidence or records
  - Providing assistance to learners that goes beyond acceptable standards of support or preparation, in relation to the examination process
  - Sharing information with learners about ways to breach examination integrity
  - Any other deliberate action that compromises the validity of the examination process.

**Note: the behaviours (marked by \*\*) above are an offence under Section 43A of the Qualifications and Quality Assurance (Education and Training) (Amendment) Act, 2019.**

## 6.5 Managing Staff Examination Breaches

All the above acts constitute staff assessment malpractice and are contrary to Tipperary ETB's Academic Integrity Policy that commits to uphold academic and assessment integrity.

- Report alleged examination breaches by staff to the Centre Manager and/or the Development, Support and Quality FET Senior Manager for consideration and/or referral to other policies.

## 7. Internal Monitoring and Review of this Procedure

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The FET QA Office is responsible for monitoring and evaluating the effectiveness of this policy and ensuring its compliance with standards and regulations. Monitoring and review is supported by the relevant QA governance groups and informed by stakeholder feedback.

The review schedule is shown on the table on page 2.

## 8. Evidence of Implementation of this Procedure

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Evidence to confirm implementation of this procedure may include, for example:

- Learner information/induction records
- Examination notice, Assessment Plan
- Learner Instructions for Examinations
- 'Exam in-Progress' Sign, in use
- Completed Seating Plan
- Completed Invigilator Checklist
- Completed Assessment Sign-in Sheet
- Completed Report of Module Assessment (F04b)
- Evidence of secure storage of assessment materials, records and learner evidence.



## **9. Monitoring of Effectiveness of this Procedure**

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The following can be considered when evaluating the effective implementation of this procedure, for example:

- Review and evaluation of staff training information
- Review and evaluation of learner information and communications
- Review and evaluation of staff resources needed for implementation of examination procedures and examination misconduct cases
- Review and evaluation of feedback from learners, assessors, teachers, coordinators, centre's investigation teams and ETB's Academic Investigation Committee
- Review and evaluation of examination misconduct allegations, reports and findings
- Analysis of frequency of examination misconduct types.

## Appendix A: Invigilator Checklist

### Invigilator Checklist

- Examination Pack
- Examination Learner Instructions (next page – read aloud)
- Examination Sign-In Sheet (signed by all learners)
- Seating Plan (If relevant)
- 'Exam in-Progress' Sign

✓ or X or N/A

### Invigilator Exam Checklist

	✓ or X or N/A
• Learners seated with sufficient space between each other	
• Learners have sufficient space to work	
• All learner work spaces visible to Invigilator	
• Any relevant posters/diagrams have been removed	
• Appropriate environment (sound/heat/light/ventilation)	
• Any centre exam resources/equipment - checked and present	
• Any learner exam resources - checked and present	
• All equipment required are in working order (USBs, Printers etc)	
• Reasonable Accommodation – required / present	
• Learner check to ensure ALL learners have correct exam papers	
• Sufficient paper/ink/toner for printing (if required)	
• Specific exam requirements (if any) were read out	
• Personal belongings/class folders – stored away	
• Mobile phone / internet-enabled devices – off and removed	
• Strict silence was observed throughout the exam with learners raising hand if requiring assistance	
• Timeline reminders: <ul style="list-style-type: none"> <li>- Time start, middle, 10 minutes prior to the end and END</li> <li>- Time on whiteboard/flipchart &amp; working clock visible to learners</li> </ul>	
• Late learners entered within 25% window	
• If learner permitted to leave temporarily – accompanied by centre rep	
• No learners exit within 25% window of end of exam	
• No learner was permitted to return to exam room post-exam	
• You, the Invigilator, have given your entire attention to conducting exam	
• Learners were instructed to stop writing and remain in seat until all assessment material was collected	
• Learners did not remove paperwork/documentation from the exam	

### Learner Instructions for Examinations

1. Mobile phones and/or internet-enabled devices must be switched off and placed in a designated area. If a learner is found to have a mobile phone and/or internet enabled device, that is switched on, in his/her possession, it will be confiscated, recorded as a breach of the examination and investigated. Penalties may be imposed on the learner.
2. Learners should not use other applications, including a web browser, during the exam (unless the exam requires this).
3. Bags and personal belongings including notes and folders must be placed out of the reach of each learner.
4. Learners will not be allowed to enter the examination once 25% of the specified duration of the examination has elapsed.
5. No learner may be authorised to leave the examination until 25% of the specified duration of the examination has elapsed.
6. Learners are not allowed to leave the examination in the final 10 minutes.
7. Learners will not be allowed to temporarily leave the examination and return during the examination period unless the reason is genuine (eg illness). Learners who are allowed to temporarily leave the examination will be in the care of a representative of the centre's Assessment Attendant.
8. When a learner temporarily leaves the examination, they must not take any examination materials with them.
9. Learners who have finished their work and are permitted to leave the examination room must hand in their work before they leave the examination. These learners must not be allowed to re-enter the examination.
10. Lost time cannot be compensated for at the close of the examination period.
11. Strict silence must be observed in the examination.
12. Learners must make sure that they have the correct examination instructions (eg examination paper, task list etc).
13. A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.
14. A learner shall not, while in the examination
  - Use, or attempt to use, any books, notes or papers other than the examination paper and answer books, etc that been supplied by the Invigilator). Exception: resources specifically required for the assessment event (eg dictionary, maths formulae and log table etc); or
  - Aid, or attempt to aid, another learner; or
  - Obtain, or attempt to obtain, aid from another learner, or Invigilator; or
  - Communicate, or attempt to communicate, in any way, with another learner within the Centre or by electronic means with a person outside the centre
15. A learner shall:
  - Not take out, or attempt to take out, of the examination, any answer books, whether used or unused,

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<ul style="list-style-type: none"><li>• Any unexpected event was recorded</li></ul>		<ul style="list-style-type: none"><li>- Not take out the examination paper (if applicable)</li><li>- Not damage the examination premises or its furniture</li></ul> <p>16. A learner should make a report to the Invigilator, or another staff member if:</p> <ul style="list-style-type: none"><li>- They have already seen the entire exam paper or answers, prior to the examination,</li><li>- The Invigilator or assessor is providing assistance on exam content during the examination,</li><li>- There is any other behaviour that does not promote good examination integrity standards.</li></ul>
<ul style="list-style-type: none"><li>• The Integrity of the exam was maintained at all times</li></ul>		

**Note:** This [Invigilator Checklist](#) can be extracted as a one-pager document from the QA SharePoint space.

## Appendix B: Learner Instructions for Examinations

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1. Mobile phones and/or internet-enabled devices must be switched off and placed in a designated area. If a learner is found to have a mobile phone and/or internet enabled device, that is switched on, in his/her possession, it will be confiscated, recorded as a breach of the examination and investigated. Penalties may be imposed on the learner.
2. Learners should not use other applications, including a web browser, during the exam (unless the exam requires this).
3. Bags and personal belongings including notes and folders must be placed out of reach of each learner.
4. Learners will not be allowed to enter the examination once 25% of the specified duration of the examination has passed.
5. No learner may be authorised to leave the examination until 25% of the specified duration of the examination has passed.
6. Learners are not allowed to leave the examination in the final 10 minutes.
7. Learners will not be allowed to temporarily leave the examination and return during the examination period unless the reason is genuine (eg illness). Learners who are allowed to temporarily leave the examination will be in the care of the centre's Assessment Attendant.
8. When a learner temporarily leaves the examination, they must not take any examination materials with them.
9. Learners who have finished their work and are permitted to leave the examination must hand in their work before they leave. These learners are not allowed to re-enter the examination.
10. Lost time cannot be compensated for at the close of the examination period.
11. Strict silence must be observed in the examination.
12. Learners must make sure that they have the correct examination instructions (eg examination paper, task list etc).
13. A learner should raise his/her hand if he/she wishes to attract the attention of the Invigilator during the examination.
14. A learner shall not, while in the examination:
  - Use, or attempt to use, any books, notes or papers other than the examination paper and answer books, etc that been supplied by the Invigilator). **Exception:**

resources specifically required for the assessment event (eg dictionary, maths formulae and log table etc); or

- Aid, or attempt to aid, another learner; or
- Obtain, or attempt to obtain, aid from another learner, or Invigilator; or
- Communicate, or attempt to communicate, in any way, with another learner within the Centre or by electronic means with a person outside the centre

14. A learner shall:

- Not take out, or attempt to take out, of the examination, any answer books, whether used or unused,
- Not take out the examination paper (if applicable)
- Not damage the examination premises or its furniture.

15. A learner should make a report to the Invigilator, or another staff member if:

- They have already seen the entire exam paper or answers, prior to the examination,
- The Invigilator or assessor is providing assistance on exam content during the examination,
- There is any other behaviour that does not promote good examination integrity standards.

**If a learner breaches any of the examination rules above, it will be recorded as a breach of the examination and will be investigated.**

**Penalties are likely to be imposed for learner academic misconduct.**

## Appendix C: Non-programmable Calculators

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- Programmable calculators are prohibited. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.
  
- Calculators with any of the following mathematical features are prohibited:
  - graph plotting
  - equation solving
  - symbolic algebraic manipulation
  - numerical integration
  - numerical differentiation
  - matrix calculations
  
- Calculators with any of the following general features are prohibited:
  - data banks
  - dictionaries
  - language translators
  - text retrieval
  - capability of remote communication (State Examinations Commission, 2017)

The State Exams Commission offers a useful guide for full list of calculators which are allowed and disallowed. [www.examinations.ie](http://www.examinations.ie)