

Guidelines for Use of Dictionaries in Examinations

Purpose: The following guideline describes the use of bilingual translation dictionary in QQI examinations. For assessments in non-QQI awarding bodies, the regulations of the awarding body must be followed.

Scope: used for learners whose first language is not English or Irish.

Guidelines:

1. Learners must present a permission form signed by the PLC co-ordinator/Centre Manager to each invigilator.
2. Dictionaries permitted are English/first language (word for word) dictionaries that do not contain explanations or definitions of words or phrases.
3. A thesaurus, electronic or single-language dictionary is not permitted.
4. Not all learners for whom English is an additional language will need to use a bilingual translation dictionary. The use of the dictionary should reflect the learners' normal way of working within the FET centre.
5. Modules in which the use of dictionaries will not be permitted are:
 - a. English
 - b. Irish
 - c. The learners' first language
 - d. A language closely related to the learners' first language. For example, a learner whose first language is French will not be permitted to use the dictionary in the French examination. Where a query arises as to the definition of a closely-related language, the TETB QA Office must be consulted in advance of the examination for advice in this respect.
6. The dictionary must be checked by the invigilator before each examination.
7. It is the centre's responsibility, prior to the examination, to check that the dictionaries to be used by learners are clean copies. They must be checked to ensure that no unauthorised information such as notes, revision data etc, have been enclosed within or written on the pages of the dictionary. Learners can use their own dictionaries provided they are clean.
8. Extra time is not allowed for learners using a dictionary.