

## Exam Regulations Policy (ED-Pol-078)

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<b>Related Documents</b>	<p>ED-Pol-076 - Assessment Policy</p> <p>ED-SOP-077 – Assessment and Grading Procedure</p> <p>ED-SOP-079 – Programme Exam Board Procedure</p> <p>ED-SOP-080 – External Examining Procedure</p>

## 1. Purpose

The purpose of this policy is to outline the regulations around synchronous online examinations, online oral examinations, and written examinations.

## 2. Scope

This policy applies to all RCPI staff and faculty who have responsibility in the design and delivery of examinations. This policy also applies to the relevant Programme Exam Boards and Programme Boards.

## 3. Responsibilities

The Manager of the Education Development Department is responsible for the implementation of this policy.

## 4. Exam Regulations – Examination Details

### 4.1 Learners should inform themselves of:

- The date(s) and time(s) and venue of each examination
- The technical requirements of the examination(s) and ensure that they are in place and, where possible, tested prior to the commencement of the exam

### 4.2 If the examination is a written examination, the learner must:

- present themselves in the Examination Centre at least 30 minutes before the commencement of the examination but must not enter the examination hall until instructed to do so.
- leave the following items in the designated areas: bags, books, coats, mobile phones, answer books or any other unauthorised material. All mobile phones and smart watches must be switched off and placed in bags, they must not be accessed during the examination.

### 4.3 The use of electronic calculators will only be allowed when the invigilator has granted permission for such use.

### 4.4 All materials brought into an Examination Centre are subject to inspection by the Invigilators.

## 5. Breach of examination regulations

### 5.1 Consultation or collaboration with other learners or individuals is not permitted. Learners must not speak to or have any communication with any other learner or individual during an examination.

### 5.2 When a learner is suspected to be in breach an of the exam regulations, the matter will be progressed in line with the [Academic Integrity Policy for Learners \(ED-Pol-063\)](#).

## 6. Synchronous Online Examinations

### 6.1 Synchronous Online Examinations Regulations - The Examination Environment

6.1.1 Synchronous online examinations are not invigilated. Learners are advised to:

- Take the examination in a room alone and notify members of their household of their assessment schedule in advance to avoid disruption.
- Ensure that their computer battery is fully charged and will remain so for the duration of the examination.
- Check Internet connectivity and practise setting up a Wi-Fi hotspot, where possible, in advance, in case of connectivity issues.

### 6.2 Attendance and Timing

6.2.1 All examinations commence on time, learners should be ready to take the examination 15 minutes before the scheduled start time; this includes ensuring that they have logged on to the required IT systems.

6.2.2 No extra time will be given to late starters.

6.2.3 Learners experiencing technical issues during the examination should immediately advise the Programme Coordinator. RCPI helpdesk should then be contacted, if appropriate.

6.2.4 Learners should save their work throughout the examination.

6.2.5 Learners granted extra time in examinations under the Reasonable Accommodation Policy (ED-Pol-084) will be provided with extra time in the online exam.

6.2.6 It is the responsibility of learners to ensure that examinations are successfully uploaded and submitted by the deadline.

## 7. Online Oral Examinations

### 7.1 Online Oral Examinations - The Examination Environment

7.1.1 Learners should prepare the examination environment in advance of the examination.

7.1.2 Learners must take the test in a room alone. The room lighting should be of daylight quality so that learners can be clearly seen by the Assessment Lead.

7.1.3 The learner's laptop or camera and keyboard should be placed on a clear desk or flat table.

7.1.4 Learners may not take or consume food in the examination room.

7.1.5 Learners must remove any unauthorised material from the room in which they will be undertaking their examination, including books, coats, mobile phones, smartwatches, computers, electronic devices, or laptops that are not connected with the examination.

7.1.6 Any written, printed, or digital materials are unauthorised materials. Learners may not take notes during the oral examination, writing materials are considered unauthorised.

7.1.7 Learners must ensure that any additional materials in their possession during the examination are authorised by the Assessment Lead prior to the commencement of the examination.

7.1.8 A learner found to have unauthorised materials in their possession during the examination shall be deemed to be in breach of examination regulations and subject to disciplinary action.

## **7.2 Attendance**

7.2.1 Learners must present themselves in the online waiting room at least 10 minutes before the commencement of the examination but must not enter the online examination until instructed to do so.

7.2.2 Examinations will commence on time and no extra time will be given to latecomers.

7.2.3 Any learner who attends for an examination more than 10 minutes late will not be permitted to take the examination.

## **7.3 Recording of examinations**

7.3.1 Online oral examinations are normally recorded for the purposes of assessment and/or assuring academic integrity.

7.3.2 Learners are not allowed to record the examination; this is to ensure the integrity of the examination process.

## **7.4 Technical Issues**

7.4.1 If an IT connection is lost during the pre-examination or examination period, learners must remain at their desk/table and await further instruction.

7.4.2 Where technical issues arise, examination recordings may be reviewed for the purposes of assuring academic integrity.

7.4.3 Additional time to complete the examination may be provided at the discretion of the Assessment Lead.

## **7.5 Securing the Oral Examination Environment**

7.5.1 Online oral examinations are overseen by the Assessment Lead. Learners must comply with the instructions of the Assessment Lead.

7.5.2 Learners must sit their examinations in a room with no other persons present. Should another person be found in the room or enter the room, the matter will be considered as a breach of regulations.

- 7.5.3 Prior to commencement of the examination, learners will be asked to demonstrate the security of the examinations environment by moving their laptop or web-camera as instructed to demonstrate their compliance with the examination regulations.
- 7.5.4 Learners should ensure that all programmes, applications and websites are closed unless instructed to open them by the Assessment Lead for the purpose of taking the exam.
- 7.5.5 Learners may be asked to share their screen with the Assessment Lead throughout the examination to ensure no unauthorised applications are opened.

## 8. Written Examinations

### 8.1 Written Examinations - Attendance During Examinations

- 8.1.1 Learners are required to present identification at all examinations. Learners are required to sign an attendance register for each examination.
- 8.1.2 Examinations will commence on time and no extra time will be given to latecomers.
- 8.1.3 Any learner who attends for an examination more than 30 minutes late may not be permitted to take the examination.
- 8.1.4 If a learner finishes the examination in less than the time allowed, and after 30 mins from the start of the examination, they may hand in their answer book(s) and leave the Examination Centre.

### 8.2 Regulations During Written Examinations

- 9.1.1 During examinations, learners must comply with the Invigilator's instructions.
- 9.1.2 Silence must be always observed in the Examination Centre.
- 9.1.3 Learners who wish to leave the Examination Centre temporarily may do so only with the permission of, and if accompanied by, an Invigilator. Any unaccompanied departure from the Examination Centre during an examination will cause the learner to be disqualified.
- 9.1.4 At the end of the examination, learners will be asked to remain seated and silent until all answer books (including rough work ) are collected. No answer books may be removed from the Examination Centre.
- 9.1.5 It is the learner's responsibility to ensure that all answer books are handed to the Invigilator and that the front page of each one is fully completed their details, including RCPI ID number, prior to the end of the examination.
- 9.1.6 Learners must not remove any examination answer books from the Examination Centre.
- 9.1.7 Learners must not speak to nor have any communication with any other learners during an examination.

9.1.8 Learners found to have unauthorised materials in their possession in the Examination Centre, or during an accompanied absence from the examination, shall be deemed to be in breach of examination regulations and subject to disciplinary action.

## 9.2 Extenuating Circumstances

9.2.1 In the instance that a learner is absent from an examination for certain extenuating circumstances, they may request deferral of their assessment in line with the [Deferral Policy \(ED-Pol-052\)](#), where a deferral is granted, no academic penalty will be applied in these circumstances. However, deferral of assessment may lead to delayed progression and/or provision of transcripts.

9.2.2 Learners with disabilities may be unable to demonstrate their achievement of the intended learning outcomes through certain assessment tasks. In the instance where a learner requires reasonable accommodation this will be made when designing the assessment strategy. This is outlined in the [Reasonable Accommodation Policy \(ED-Pol-084\)](#).

## 10. References

QQI Assessment and Standards (Revised 2013)

[https://www.qqi.ie/Publications/Publications/Assessment\\_and\\_Standards%20Revised%202013.pdf](https://www.qqi.ie/Publications/Publications/Assessment_and_Standards%20Revised%202013.pdf)

Standards and Guidelines for Quality Assurance in the European Higher Education Area, May 2015

[https://enqa.eu/wp-content/uploads/2015/11/ESG\\_2015.pdf](https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf)

QQI's Core Statutory Quality Assurance Guidelines

<https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf>