

Pontifical University, St Patrick's College Maynooth

University Examinations – Regulations and Procedures



EXAMINATION REGULATIONS:

1. No candidate shall take into, or have in the Examination Hall, any books or notes save such material or answer books as shall be supplied by the Pontifical University, or as shall be expressly authorised for use in the examination.
2. Candidates are required to be in attendance at the Examination Venue at least a quarter of an hour before the scheduled time of commencement of each examination.
3. Unless candidates have received permission from the Senior Invigilator, candidates:
 - (A) will not be admitted to the Examination Hall if they are more than fifteen minutes late.
 - (B) will not be permitted to leave the Examination Hall in the case of examinations lasting one hour.
 - (C) will not be permitted to leave the examination Hall in the case of examinations lasting ninety minutes or longer in the first hour or in the final twenty minutes.
 - (D) will not be allowed to return to Examination Hall, once your exam paper has been handed up
4. Candidates are required to enter carefully on the Answer Books the several particulars required.
5. At the end of an examination no candidate shall leave the Examination Hall until their Examination Answer Book has been collected by an Invigilator.
6. No candidate shall take out of the Examination Hall any answer books whether they be used or unused. Rough notes made on an answer book should be enclosed with the answer papers for the inspection of the Examiner.
7. No candidate shall aid or attempt to aid another candidate; or obtain, or attempt to obtain, assistance from another; or communicate in any way with any other candidate in the Examination Hall.
8. Invigilators are present in the Examination Hall to ensure the proper conduct of the examinations and to deal with problems which may arise. If candidates require anything during the examination they should attract the attention of the Invigilator by raising their hand. Under no circumstances should they leave their places unless directed to do so by the Invigilator(s). Candidates are obliged to comply with reasonable instructions given by Invigilators.
9. In cases of personation the personator and the personated shall be liable to permanent exclusion from courses and examinations within the Faculty.
10. Plagiarism in any form is forbidden in all examinations, theses or other academic exercises.

11. Smoking is not permitted in the Examination Hall and smoking breaks are not permitted during the examination.
12. Electronic Dictionaries and Portable Storage Devices are not allowed in the Examination Hall. Examples include, but are not limited to, CDs, DVDs, USB devices.
13. Calculators are not required for Theology examinations and are therefore not permitted in the Examination Hall.
14. Candidates are permitted to bring Mobile Phones and/or mp3/mp4 players into the Examination Hall. However, candidates must ensure that they switch these devices off and place them **under their chair** for the duration of the examination. If a candidate's mobile phone activates in any way and causes a disturbance in the examination hall (e.g. audible ring, alarm or reminder activation) the phone shall be removed by the Invigilator. The phone will be returned, at the conclusion of examinations in that venue.
15. During Theology examinations candidates may be required to reference The Bible. Candidates are not allowed bring their own Bibles into the Examination Hall. Candidates may only use the Bibles provided by the Pontifical University.
16. Eating and drinking is prohibited in the Examination Hall. Opening sweet papers, mineral cans, etc distracts other candidates and these noises should not occur in the Examination Hall. Water is available upon request from the Invigilator.
17. If the Faculty judges that a candidate has violated Rule 1 above it shall deprive him of the entire examination in all subjects and shall exclude him/her from further courses and examinations for a period of one year. Violation of Rules 6 and 7 above may be punished by exclusion from courses and examinations for up to one year. In order to be readmitted to courses or examinations the candidate must make written application to the Faculty of Theology.
18. Any candidate found violating these Regulations in the judgement of the Supervisor of Examinations, or in the judgement of the person(s) supervising that particular examination, shall be liable to immediate expulsion from the Examination Hall, and a full report, together with any written evidence available, shall be made to the Faculty of Theology before its examination meeting, by the person(s) supervising that examination.
19. If the student accused of any of the above misdemeanours shall object to the action of the Supervisor or person(s) supervising, he shall be afforded an opportunity to be heard in his defence, in which case the evidence available shall be reviewed by the Faculty.
20. A candidate who refuses to comply with the directives of the persons(s) supervising or of the Supervisor of Examinations in the Examination Hall maybe expelled. In such an event a report will be sent to the Faculty.
21. An examiner, who, in the course of examining, suspects that copying has taken place, shall refer the matter to the Supervisor of Examinations, and a full report shall also be made to the Faculty.

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STUDENT EXAMINATION PROCEDURES

1. It is the responsibility of each candidate to inform himself/herself of the regulations governing examinations.
2. The onus is on each candidate to note the exact date, time and location of their examination. Extra time will not be granted to students who arrive late for an examination in this circumstance.
3. The desks in the Examination Hall will be numbered. Your desk number will be issued to you prior to the commencement of the examinations. The onus is on the candidate to remember their desk number. Seating maps will be displayed outside the Examination Hall before each examination session.
4. Candidates will be admitted to the Examination Hall at least five minutes before the commencement of each examination session.
5. **Students must place their Student Identity Card on the desk during the examination.**
6. Silence must be maintained in the Examination Hall at all times.
7. The examination question papers with answer books will be placed on the desks before candidates are admitted to the Examination Hall. Candidates may not proceed to read his/her examination paper until they are instructed to do so by an Invigilator.
8. Candidates must provide their own pens, pencils, erasers, rulers etc. Bags, large pencil cases and coats should not be brought into the Examination Hall. Invigilators are entitled to check any extra items brought into the Hall by a candidate.
9. Candidates must ensure that they answer the correct paper. Candidates should read the title of the examination paper and the instructions carefully. Any queries should be brought to the attention of an Invigilator immediately.
10. Candidates who wish to leave the Hall before the final twenty minutes of the Examination period must hand their scripts to an Invigilator.
11. Candidates will not be permitted to leave the Examination Hall during the final twenty minutes of the examination session.
12. Candidates who remain to the end of the Examination period must remain in their seats until all scripts have been collected. Scripts must be handed up immediately on request to an Invigilator. It is unfair to your fellow students if you do not stop writing when the time is up.
13. Please ensure that you write your name (as on the university register) and student number on each answer book as soon as you receive it. Invigilators, when collecting scripts, will not wait for a candidate to complete these details.

14. Candidates should listen attentively to all announcements.

NOTICES

1. Notice is hereby given that while the examinations will not begin earlier than the dates set forth in the authorised Timetable, they may be extended beyond the stated date of conclusion of the examinations, should such extension be deemed necessary.
2. The University reserves the right, where circumstances so demand it, to change the times allocated for individual examinations.
3. Inter semester break will commence at the end of the last exam.
4. Under no circumstances will examination results be giving out over the telephone