



**COLÁISTE CHEATHARLACH
NAOMH PÁDRAIG**

**CARLOW COLLEGE
ST. PATRICK'S**

**Carlow College, St Patrick's
Rules and Regulations for End-of-Semester College Examinations**

1. Candidates must be present at the Examination Hall ten minutes before the commencement time of the examination. Full-time and part-time students must have their current College I.D. cards with them.
2. There will be no admittance to the Examination Hall thirty minutes after the examination has begun. No candidates may leave the Examination Hall until half the stated examination time has elapsed. No candidates may leave the Examination Hall during the final thirty minutes of the examination.
3. Strict silence must be observed on entry to the Examination Hall and in the course of the examination. Should a candidate need the attention of the invigilator, they must raise a hand without leaving their seat.
4. Candidates may not leave and return to the Examination Hall during an examination unless accompanied by an invigilator. When leaving the Hall, for whatever reason, due consideration should be given to other candidates doing examinations.
5. No cheating: candidates shall not by any improper means obtain, or endeavour to obtain, assistance in their work. Neither shall they give, or endeavour to give, assistance to any other candidate, or commit any breach of good order.
6. We operate a clean-desk policy. Pencil cases and all other personal and/or wearable electronic devices must be switched off and placed under a candidate's desks or chairs for the duration of the examination. It is the responsibility of candidates to ensure that they have all necessary writing materials.
7. Should a candidate miss an examination paper through illness, an Extenuating Circumstances Form must be completed and this, along with supporting documentation, should be furnished to the Examinations Officer.
8. Upon completion of the examination, the candidate should leave the answer book(s) on their own desk for collection by the invigilator. The candidate should raise a hand to indicate that the examination has been completed. The candidate should wait for the invigilator to collect the script before leaving the Examination Hall.
9. It is the responsibility of the candidate to ensure that the cover page of each answer book is appropriately filled in.

10. No food or drink is permitted in the Examination Hall. Where necessary, a glass of water will be provided by the invigilators.
11. Candidates must ensure that all mobile phones and all other personal and/or wearable electronic devices are fully switched off and are placed under their desks or chairs for the duration of the examination. Subsequent discovery of a device in the possession of a candidate will result in a serious disciplinary procedure up to, and including, the forfeiting of the exam. Should a mobile phone ring in the Exam Hall, the candidate will be subject to a serious disciplinary procedure up to, and including, the forfeiting of the exam. In such instances, the candidate will be obliged to re-sit the exam at the next scheduled sitting of the examination.
12. Candidates are expected to follow the Rules and Regulations for End-of-Semester College Examinations and follow the directions of Invigilators. Failure to do so, or any breach of the College's Learner Code of Conduct, will be subject to a serious disciplinary procedure up to, and including, the forfeiting of the exam. A candidate who commits any infringement of the rules governing examinations is liable to disqualification from the particular examination, to immediate expulsion from the Examination Hall, and to such further penalty as may be determined by the Examinations Disciplinary Board. Candidates who have been granted additional arrangements under Reasonable Accommodations are required to comply with the agreed terms.
13. In the event of an emergency, candidates should remain seated in silence and follow the instructions of staff and invigilators.