

## **Code of Conduct of Examination Candidates**

The following rules and regulations govern all examinations held within Cork Institute of Technology and have been approved by the Academic Council:

1. Examination candidates should attend for each examination at least fifteen minutes before the designated starting time.
2. Instructions from the examination invigilator must be carried out promptly.
3. No book, bag, notes or other unauthorised material may be brought into the Examination Hall without the prior approval of the invigilator.
4. Communication with another candidate is not permitted. If an examination candidate requires assistance, he/she should attract the attention of the invigilator, taking care not to disturb the other candidates.
5. Any behaviour or activity, which causes inconvenience or disruption to other examination candidates, is not permitted. Please avail of the toilets before entering the Examination Hall.
6. Smoking is not allowed in the Examination Hall.
7. **MOBILE PHONES, ELECTRONIC DEVICES OR OTHER COMMUNICATION DEVICES ARE NOT PERMITTED IN THE EXAMINATION HALL.**
8. Entering the Examination Hall after thirty minutes of examination time has elapsed is not permitted.
9. Unaccompanied departure from the Examination Hall within thirty minutes of the commencement of the examination is not permitted.
10. Where a pocket calculator is used it must be silent, self-powered and non-programmable and may not be passed from one candidate to another. Instructions for its use may not be brought into the Examination Hall.
11. Where an open book examination is scheduled all parties must be informed, prior to the examination, of the material permissible in the Examination Hall. Any such material may be examined by the invigilator or such other person(s) authorized by the Examination Secretary.
12. Any complaint concerning the examinations should be brought to the attention of the invigilator immediately. The invigilator will inform the Examination Office of the complaint.
13. **For the purposes of identification and registration at examinations, all candidates are required to produce a current C.I.T. student identity card.**
14. To be allowed to sit for an examination subject, the student is required to have satisfactory attendance in the subject.

**All candidates are deemed to have read and to agree to abide by these and other examination regulations as determined by the Institute authorities from time to time.**

Any infringement of these regulations may have serious consequences and may be referred to the Examinations Infringements Board. See pages 48 to 50 of Student Regulations (available at [www.mycit.ie](http://www.mycit.ie)).

It is in the interests of all examination candidates to co-operate to ensure that the examinations are conducted in a proper and orderly manner.

**Candidates must make themselves available for meetings with the External Examiner(s) if required.**