



Institiúid Teicneolaíochta Chorcaí  
Cork Institute of Technology

## **IMPORTANT NOTES FOR EXAMINATION CANDIDATES.**

- **If you are a candidate with special examination arrangements, such as a separate centre, scribe or reader, you will be able to see your separate examination centre on your examination timetable from 9<sup>th</sup> August at 4pm. If you have an entitlement to such arrangements and a special exam centre has not been assigned to you, please contact [examsmgt@cit.ie](mailto:examsmgt@cit.ie) immediately.**
- **If you are a student whose first language is not English, you may be entitled to the use of a dictionary in your examinations. If you already have a form signed by your Head of Department for this academic year (2009-2010) you can use this at the August session. If you need a form for the August repeat examinations, please go to <http://exams.cit.ie> to download the form of entitlement. The form needs to be completed and signed by your Head of Department and a copy of the form lodged with the Examinations Organisation Office (ground floor Administration Building). You have to present the appropriate form signed by your Head of Department at all examinations.**
- **It is essential to check your examination seat number before each examination. You can view this number when you check your examination timetable at <http://examtimetables.cit.ie> Seat numbers will also be posted outside the Examination Hall before your examination starts.**
- **You must not leave your bag or other personal belongings in the corridor or outside the Examination Hall for Health and Safety and security reasons. A cloakroom will be available on the day, where you can hand in personal belongings.**

- **If for some reason your name is not on the list of seat numbers posted outside the exam hall, you should speak to an invigilator. You will then normally be assigned a seat. Any delay in your examination start-time will normally be compensated for at the end of the examination.**
- **Entering the Examination Hall after thirty minutes of examination time has elapsed is not permitted.**
- **Ensure that you bring your student ID to the exam and place on the top right-hand corner of your desk for the invigilator's attention.**
- **Non-programmable calculators only are allowed into the Examination Hall.**
- **Mobile phones may not be used as calculators.**
- **You are not allowed to borrow a calculator from another student.**
- **You are not allowed to bring any books, notes or written material of any kind into the Examination Hall without the permission of the invigilator.**
- **It is advisable not to bring a pencil case with you to the Examination Hall. However, if you do bring a pencil case with you, this may be examined by the invigilator. MAKE SURE THAT ANY PENS, RULERS, OR CALCULATOR YOU BRING INTO THE HALL HAVE NOTHING WRITTEN ON THEM**
- **Checks for unauthorised material will be carried out during the examinations – your desk may be checked or you may be asked to empty your pockets.**
- **Before the examination starts, your examination paper will be placed face down on your desk. You must not look at the paper until instructed to do so by the invigilator.**

- **It is the responsibility of each candidate to ensure that he or she is answering the correct paper. Check that the correct course code, module title and lecturer name is shown on the examination paper.**
- **If you have any query about your examination paper, you should bring this to the attention of an invigilator immediately.**
- **If you feel unwell during the examination, you should call an invigilator.**
- **After you have finished your examination, you must hand up all examination material to the invigilator. If you are required to answer part or all of a question directly onto the examination paper, you must ensure that you also hand up this material.**