

GUIDE 11.0

Conduct at Invigilated Examination Centres

Introduction

At all TU Dublin examination centres, student conduct shall be governed by principles of integrity, fairness, and respect to peers and to those assigned to manage the various aspects of the process, all aimed at maintaining orderly examination environment for all candidates. Requirements include: punctuality; presentation of identification when requested; use of permitted items only (e.g., calculators, parameter tables etc.); maintenance of silence; compliance with exam rules and invigilator instructions; courtesy/respect to both staff and peers. Violations may lead to penalty, including disciplinary action. Specific operational and procedural details of the requirements are outlined in this Guide 11.0 to the [Assessment Regulations for Taught Programmes](#).

1. Process Setup

1.1 Introduction

- 1.1.1 It shall be the responsibility of the Examinations Office to organise and manage the invigilation of formal written examinations.
- 1.1.2 In discharging this responsibility, the Examinations Office shall ensure that invigilators are informed of their duties and responsibilities.

1.2 Permission to sit written examinations

- 1.2.1 Each student qualify for entry into the examination by completing module registration or such other process specified.
- 1.2.2 Permission to sit the examination shall normally be granted to those registered students who have also complied with the specific regulations of their programme.
- 1.2.3 Students shall use relevant information and guidelines provided to inform themselves of all matters relating to the examination process.

1.3 Examination centres

- 1.3.1 The location of the examination centre(s) shall be specified on examination timetables. Students should familiarise themselves with the location of such Centre(s) prior to their first examination.
- 1.3.2 The Examination centres shall be set out to adequately accommodate all candidates attending the examination.
- 1.3.3 Centres shall be clean, well-lit, well-ventilated, and adequately heated with due attention paid to extraneous excessive noise levels.

1.4 Invigilator roles and responsibilities during in-person examinations

1.4.1 Prior to the commencement of the examination

All Invigilators must be present in the examination room to which they have been assigned at time specified by the Examinations Office. This is normally at least 30 minutes before the commencement of the examination and until all answer books have been removed from the examination room after the conclusion of the examination.

1.4.2 Prior to the admission of students to the examination centre

All Invigilators must be present in the examination room to which they have been assigned at time specified by the Examinations Office. This is normally at least 30 minutes before the commencement of the examination and until all answer books have been removed from the examination room after the conclusion of the examination.

1.4.3 Admission of students to the examination centre

- (a) Ensure that only students in possession of their university identity card or other valid photographic ID are granted entry to the examination centres.
- (b) Inform students that no unauthorized materials or computing equipment, including but not limited to, electronic organisers and programmable calculators or devices; recording equipment, radios, mobile phones, smart devices, books, notes, paper, drawings, or other unauthorised materials are brought into the Examination centre, or in their possession while in such Centre. Exceptions are equipment which have been authorised in advance of the examination by both the Examinations Office and the Disability Support Service.

Heads of School should advise the Examination Office if hard copy dictionaries or books for Open Book Examinations should be available to candidates in specific examinations. The use of such authorised hard copy dictionaries shall be explicitly indicated on the front cover of the examination paper. Similarly, Heads of School should advise the Examinations Office when books are permitted in the exam venue for the purposes of Open Book examinations, the use of which should be explicitly described on the front cover of the of the relevant examination paper.

- (c) Inform students that only approved calculators can be brought into the Exam Hall. The University has adopted the rules of the State Examination Commission concerning the use of calculators in Examinations. The list of permitted and prohibited calculators in TU Dublin Examinations is available [here](#). If a calculator is not listed, it is prohibited, unless specifically approved for use in advance by the relevant Head of School or Head of Discipline.
- (d) Direct students as to where personal effects such as coats or bags must be deposited.
- (e) Ensure that students are seated in their designated places.
- (f) Read the rules of conduct to the students at the beginning of the examination.
- (g) Distribute the examination papers facedown.
- (h) Supply appropriate handouts as specified for the examination(s). These could include materials needed for students registered with the Disability Support Service, e.g. enlarged papers or coloured overlays.
- (i) Ensure that students are satisfied that they are in possession of the correct examination papers.
- (j) Announce the commencement of the examination.

1.4.4 During the examination

- (a) Maintain constant supervision of the students to ensure that they do not avail of unfair assistance by consulting unauthorised materials, or by communicating with another student in any manner. Where there is a suspected breach of regulations, the invigilator shall follow the procedures outlined in Section 12 of the UAR on Handling Violation of Assessment Regulations.
- (b) Not engage in any activity which is likely to cause disturbance to students.
- (c) Ensure that students do not engage in any activity likely to cause disturbance to other students.
- (d) Supply extra answer books at the request of students. Only a single extra book shall be supplied at any one time. A record of the number of answer books supplied shall be recorded beside the student's name on the Attendance Form.
- (e) Refer without delay any misprints, defects in the examination papers or requests for clarification brought to the Invigilator's attention to the Examinations Officer for resolution by the Internal examiner or authorised nominee. Any clarification or correction provided by the Examinations Officer shall be brought to the attention of all relevant students. The Invigilator shall record any such issues on the Invigilators' Report Form, which shall be brought to the attention of the Examination Board.
- (f) Accompany students who wish to temporarily leave the Examination centre. In such circumstances the Invigilator shall record, on the Invigilator's Report Form, the student number, and the time. In any event, no person may enter or leave the Examination centre without the Invigilator's permission and normally no student may leave during the first and final half-hour of the examination period.
- (g) Complete and sign each page of the Attendance Form.
- (h) Advise the students when thirty minutes remain of the allotted time for the examination.

1.4.5 At the conclusion of the examination

At the conclusion of the examination the invigilator(s) shall:

- (a) Announce the end of the examination period and ensure that students stop writing when instructed to do so.
- (b) Request that each student submits all answer books and other materials for assessment.
- (c) Record the number of answer books submitted by each student and ensure that students have returned all answer book(s) supplied to them, including unused answer books.
- (d) Ensure that both the scripts and the unused answer books are inaccessible to students when they leave the Examination centre.
- (e) Complete the Invigilator's Report Form.
- (f) Return all students' scripts, surplus unused answer books, examination papers and other materials together with the Attendance Form(s) and the Invigilator's Report Form, to the Examinations Officer.
- (g) Inform the Examinations Officer (or their representative) immediately of any unsatisfactory conditions or activities which they consider detrimental to the conduct of examinations.
- (h) Any other relevant duties that may be assigned by the Examinations Officer.

1.5 Student roles and responsibilities for in-person examinations

1.5.1 Prior to the commencement of the examination

- (a) Students must ensure they are in possession of their University Identity Card or other valid photographic ID upon entry into the examination centre.
- (b) It is the student's responsibility to arrive at their assigned Examination centre at least 15 minutes ahead of the commencement of an examination.
- (c) Students shall present themselves for each examination in an orderly manner. Students with medical conditions, e.g. diabetes, may require permission to take food and/or drinks into the exam venues. Application for permission to partake of essential medication during an examination must be supported by medical certification submitted to the Examinations Office or at the discretion of the Examinations Office. Such certification should normally be submitted to the Examinations Office in advance of the examination date.

1.5.2 During the examination

During the examination, the student(s) shall:

- (a) Not have in their possession, any unauthorized materials or computing equipment, including electronic organisers, programmable calculators or devices, prohibited calculators (see section 1.4.3), mobile phones, smart devices, recording equipment, radios, books, dictionaries (unless where a derogation from these regulations has been approved for a specific programme and/or modules and/or student cohort), notes or paper whatsoever, save such answer books and other materials as shall be authorised and/or provided by the Invigilator. The only equipment/materials allowed are those that have been authorised by both the Examinations Office and the Disability Support Service.
- (b) Ensure that where a student has brought such a device into the Examination centre, it must be powered off and placed on the floor face down in front of the student, in clear view of the invigilator for the duration of the examination. Where a student is found by the Invigilator to have such a device on their person, the device shall be removed by the Invigilator and taken to the Examinations Office.
- (c) As required, use drawing instruments, and non-programmable calculators in the Examination centre. Such equipment must be provided by the student.
- (d) Abide by and obey legitimate requests/instructions from the assigned Invigilators.
- (e) Not engage in any activity which is likely to cause significant disturbance to other students.
- (f) Sign the Attendance Form when requested by the Invigilator and shall leave their University Identity Card in a visible position on the desk so that their student numbers may be checked throughout the duration of the examination.
- (g) Ensure that they are in possession of the correct examination paper and must comply with the instructions printed on the examination paper and on the answer books.
- (h) Ensure that they enter on the front cover of all answer books issued to them:
 - (i) Their student number, programme code and date.
 - (j) The module title of the examination (as printed on the examination paper).
- (k) Ensure that their name does not appear anywhere on the answer book.
- (l) Ensure that rough work is included in the answer book and identified as such.
- (m) Not temporarily leave the Examination centre, unless permitted by, and accompanied

by, an Invigilator. In such circumstances the Invigilator shall record, on the Invigilator's Report Form, the student number, and the time. In any event, no person may enter or leave the Examination centre without the Invigilator's permission and normally no student may leave during the first and final half-hour of the examination period.

- (n) Ensure that in the event of becoming distressed or ill during an examination, a student may be permitted to temporarily leave the Examination centre accompanied by an Invigilator. In such circumstances, and at the discretion of the Examinations Officer, a time extension may be allowed to the student to complete the examination.
- (o) Not avail of unfair assistance by consulting unauthorised materials.
- (p) Not aid, or attempt to aid, another student, or obtain, or attempt to obtain, assistance from another, or communicate in any way with any other student(s) in the Examination centre.
- (q) Not pass materials to, or receive materials from, another student while in the Examination centre.
- (r) Raise their hand to seek the attention of the Invigilator when wishing to ask a question or obtain additional answer book(s).
- (s) Upon the invigilator announcing the end of the examination, immediately cease writing and put their pens/pencils down, and remain in place until all answer books have been collected. Students may leave the Examination centre only when instructed to do so by the invigilator.
- (t) Assume the responsibility to submit all scripts, unused answer books, and other materials provided by the invigilator before leaving the Examination centre. Students may not remove from the Examination centre any items provided by the University, other than examination papers, but without any parts that may be required for submission with the answer booklets.
- (u) Not seek the return of an answer book once it has been handed to, and accepted by, the Invigilator.

1.5.3 Consequences for students breaching the examination regulations

The following applies to students breaching the examination regulations as outlined in Section 1.5.2:

- (a) Retention of any unauthorised material or possession of programmable devices/prohibited calculators as described above shall constitute infringement of the regulations and therefore subject to the procedures outlined in Breaches of Assessment Regulations and shall be reported by the Invigilator to the relevant Examinations Officer/Nominee.
- (b) A student whose behaviour is disruptive and who persists in such behaviour following a warning shall be expelled by the Examinations Officer from the Examination centre. In such circumstances, all materials issued to the student shall be retained by the invigilator. The matter shall then be dealt with through the [Student Disciplinary Procedures](#).
- (c) Any alleged breach of regulations by a student shall be documented by the Invigilator and reported to the Examinations Officer. The student shall be notified to this effect by the Invigilator and student is advised to continue with the examination.

1.6 Students leaving the examination centre

The following applies to a student leaving an examination centre while sitting an examination:

- (a) A student who leaves the Centre during any period of an examination without the permission of the Invigilator shall not be re-admitted during that examination. The invigilator shall record any such event and contact the Examinations Officer.
- (b) Where a student seeks permission to leave the Examination centre for personal needs, then the student shall be accompanied by an Invigilator who shall record the student number and the time of leaving the Examination centre.
- (c) If a student becomes distressed or ill, the Examinations Officer (or nominee) must be immediately informed. Such a student shall be permitted to leave the Examination centre accompanied by an Invigilator.
- (d) If such a student can continue with the examination after a period has passed, the permission of the Examinations Officer or nominee shall be obtained before the student is permitted to proceed. Such students must have been in the care of an authorised person during the entire period of absence from the Examination centre.
- (e) In such circumstances a time extension equal to the period of absence from the Examination centre may be granted at the discretion of the Examinations Officer or nominee.
- (f) The Invigilator shall note on the Invigilator's Report Form the time at which the student had to leave the Examination centre and the time at which they were permitted to return, together with details of the circumstances.

1.7 Late admission to an examination

- 1.7.1 Normally, no student shall be admitted to the Examination centre more than one half hour after the start of the examination. In exceptional circumstances however, and provided that no other student sitting the same paper has left the Examination centre, a student may be admitted later, at the discretion of the Examinations Officer (or nominee). In such circumstances, extra time will not normally be allowed.

1.8 Equipment failure during an assessment or examination

- 1.8.1 In the event of equipment failure, where such equipment is essential for the conduct of the assessment (such as computing equipment), an appropriate time allowance shall be provided to enable the student to complete the assessment.
- 1.8.2 The University shall ensure that adequate technical support is available to reduce the risk of such equipment failure.

1.9 Evacuation of an examination centre

- 1.9.1 In the event of fire, or other serious incident, the safety of the students and the University's staff shall be the primary concern, and the invigilator(s) shall evacuate the Examination centre in an orderly manner and without delay.
- 1.9.2 Students should be instructed to leave all examination materials on their desks. In such circumstances the examination shall be declared void and shall be rescheduled, and students informed accordingly.
- 1.9.3 Some flexibility may be offered to candidates who request it, when decision for evacuation is made close to end of an examination session. Rather than require for reschedule for all candidates; it may be possible to allow for 'opting out' for students who will have completed the paper and/or those who may be of the considered view that they had completed and allow for marking with an agreed disclaimer.

This guide was updated in August 2026