

OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Policies and Procedures

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Contents

University Examinations – Regulations for Written and Computer Based Examinations 2
Purpose / Scope / Interpretation 2
University Examinations – Regulations 3
Pre Examination 3
During Examination 3
Responsibilities 7
Related Documents /Attachments 7
University Online and Proctored Examinations – Regulations 9
Pre Examination 9
During Examination: 10
Post Examination: 11
Proctored Examinations 12
Responsibilities 14
Related Documents /Attachments 14

University Examinations – Regulations for Written and Computer Based Examinations

Purpose / Scope / Interpretation

1. Purpose

The purpose of this policy is to advise students of their responsibilities with regard to the regulations governing examinations.

2. Scope

All University of Galway examinations are governed by these regulations. All students must ensure that they have read and fully understand these regulations prior to sitting examinations.

3. Interpretation

"**Candidate**" is a person taking an examination.

"Lead Invigilator" is a person responsible for the management and co-ordination of examination venue(s).

"ESG" is the Examinations Security Group (ESG) which investigates all suspected breaches of the University's Examination Regulations.

"Invigilator" is a person at an examination who ensures that University examinations run as smoothly and efficiently as possible and in accordance with the University's regulations.

"Corralling":
Is a process whereby invigilators quarantine candidates between different sittings of the same clinical examination (i.e. following an earlier sitting of an OSCE, candidates are placed in a holding area without access to their mobile phone, wearable technology (such as smart watches, smart rings and smart glasses), or any other electronic devices (excluding medical devices) - until the next cohort of candidates have finished the OSCE).
"Examination Venue": The venue where the examination is taking place. For clinical examination this may include simulation centre, clinical skills ward or clinical spaces.

University Examinations – Regulations

Pre Examination

1. Personal examination timetables are available on the Examinations Office website.
2. The University reserves the right, where circumstances so require it, to change the times and/or venues appointed for holding examinations or any other aspect of the arrangements. Scheduling of an examination cannot be moved for any personal reasons including but not limited to:
    a. Work or religious commitments
    b. Misreading the examination schedule
    c. Attending family engagements
    d. Holidays or travel
    e. Time zone
3. No examination card/number will be issued. Candidates will be seated according to the seating plan, set out by student identification ("ID") number.
4. Where a seating plan is given to students for an examination, it is a breach of examination regulations if the student does not sit in the allocated seat.

During Examination

5. The University expects students to behave in a manner which ensures that all students and staff are treated with dignity and respect. Students are expected to acknowledge the authority of the staff of the University, including in this case, the invigilation staff, in the performance of their duties.
6. Students are not allowed to bring personal valuables into the examination venue including wearable technology (such as smart watches, smart rings and smart glasses), recording devices, or other electronic devices (excludes medical devices). If you are in procession of a smart watch, smart glasses or other wearable technology during your examination you will be asked to turn it off and follow any instructions given by the Lead Invigilator.
7. Bags or other personal belongings may not be left at or approximate to entrance or exit points to examination venues or within the examination venues. Students are advised not to bring handbags or other valuable items to examination venues. Such items must be left outside the examination venue at their owner's risk. The University accepts no responsibility for personal belongings left unattended.
8. Candidates are required to display for inspection their current University student ID card. A fine applies if a candidate does not have a valid student ID card at an examination.
9. Each candidate's seat number is displayed on their personal examination timetable. On the day of the exam there will be a seating plan displayed outside the examination venue indicating exam module code, student ID number and corresponding seat number.

10. It is the responsibility of each candidate to ensure that (s)he is answering from the correct examination paper. Candidates must check the title of the paper and read any instructions carefully before commencing the paper. Candidates should be aware that examination papers could have questions on both sides of the sheet. Any queries should be brought to the attention of an invigilator immediately.

11. Where a computer examination is taking place, it is an examination breach for students to enlarge text or graphics on their computer screen.

12. If candidates are given permission to leave the venue for a short period e.g. illness, toilet visit, they will be required to sign a sheet, which will then be counter-signed by the accompanying invigilator, and the timespan of their absence will be recorded. No items may be taken to the toilet including a mobile phone, any wearable technology (such as smart watches, smart rings and smart glasses), or any other electronic devices (this excludes medical devices). Bathroom breaks - Students will be accompanied to the bathroom by an invigilator of the same gender, where possible. All students will be asked to confirm no materials on their person. They may also be asked to roll up their sleeves. A form will be completed with the required details. The record of bathroom visits is held by the Examinations Office.

13. Candidates are required to be in attendance at least 15 minutes before the commencement of each examination.

14. Unless permitted to do so by the invigilator-in-charge, candidates: -

    a) will not be admitted to the examination venue if they are more than 15 minutes late.
    b) will not be permitted to leave the examination venue until 60 minutes has elapsed from the time at which the examination began and will not be permitted to leave the examination venue within the last 30 minutes of the exam.
    c) will not be allowed to return to the examination venue, except as provided for under 12 above.

15. Candidates are not permitted to commence writing on answer books until the invigilator instructs them to do so.

16. Candidates are required to enter the several particulars required carefully on the answer books. If candidates require anything during the examination, they should call the attention of an invigilator. Under no circumstances should they leave their places.

17. Students are expected to adhere to the highest standards of integrity and honesty when sitting examinations at University of Galway.

18. The use or attempted use of a mobile phone, smart watch or any electronic devices (excluding medical devices & permitted calculators) is not permitted during an examination and constitutes a breach of the University of Galway Examination Regulations and is liable to disciplinary procedures and/or penalties. All mobile phones, wearable technology (such as smart watches, smart rings and smart glasses) and any electronic devices (excluding medical devices & permitted calculators) must be

fully switched off when inside the examination venue. These items must be kept in clear sight and students are required to follow invigilators' instructions in this regard.

19. No candidate shall bring into the examination venue or have in his/her possession any materials other than those explicitly permitted for that examination.
    a) It is the responsibility of the of each candidate to ensure that any permitted materials taken into the examination venue are free of annotation or inscription; calculators must be free of all programmes. Such materials are subject to inspection by invigilators. A list of permitted calculators can be found here. This list is not exhaustive. See Exams Office for more information on use of permitted and prohibited calculators.
    b) When an invigilator has reason to suspect that a candidate is using concealed unauthorised materials for the purpose of cheating, s/he can request the candidate to cooperate with an inspection of such material. Failure to comply with reasonable requests by invigilators will be reported to the ESG.
    c) Should candidates be found in possession of material which is not free of annotation or inscription, or in possession of non-permissible material, the material will be confiscated and the matter will be reported, as a breach of examination regulations, to the ESG.
20. Students are not permitted to take any of the following into an examination venue:
    a) Notes
    b) Writing of any nature on one's person, *e.g.*, on hands or arms
    c) Annotations on permitted material
    d) Calculator cover
    e) Annotations on back of calculators (All calculators are checked by invigilators)
    f) Electronic dictionary
    g) Pencil case
    h) Glasses case
    i) Handbags
    j) Adhesive tape, *e.g.*, Sellotape
    k) Earplugs, including foam and Bluetooth types
    l) Water only is allowed in a clear container; no glass containers or alcohol permitted in examination venues.
    m) No cigarettes, vapes, or illegal drugs permitted in examination venues.

The above list is not an exhaustive list and an invigilator may refuse a student entry to the examination venue while in possession of any item which the invigilator deems could lead to a breach of examination regulations.

21. Erasmus students (Course Instance 1EM1 only) and Visiting or Occasional students (Course Instance 1OA2, 1OA3, 1OC1, 1OE1, 1OL1, 1OM1, 1ON1 and 1OS1 only), whose mother tongue is neither English nor Irish, are allowed to use a language dictionary, from mother tongue to English, as appropriate, and vice-versa. However, dictionaries may not be used for examinations testing linguistic competence in Modern Languages. Dictionaries will be subject to inspection by

an Invigilator prior to the commencement of the examination. All other students, whose mother tongue is not English, are expected to have the required language competence to undertake their course of studies and they are not permitted the use of dictionaries. The use of a dictionary by a student whose mother tongue is English will be regarded as a significant breach of regulations and will be automatically referred for interview with the ESG. There is an exception for the "Cruinnscríobh agus Aistriúchán" exam (module code LN104 only) where a Gaeilge-Béarla dictionary is permitted.

22. Fluent Irish speakers are permitted use of paper Irish-English/English-Irish dictionaries for examinations other than those conducted through Irish.
23. No candidate shall take any answer book or part of an answer book, whether used or un-used, or any other supplied material out of the examination venue. (This excludes any exam paper that is permitted to be taken from the exam venue.)
24. Each candidate is responsible for the answer books given to him/her at the examination. It is a breach of examination regulations to deface an answer book.
25. No candidate shall aid, or attempt to aid, another candidate, or obtain, or attempt to obtain assistance from another candidate, or communicate in any way with another candidate in the examination venue.
26. In line with the Equal Status Acts, 2000-2018, and the United Nations Convention on the Rights of Persons with Disabilities, recognised assistance dogs (including guide, hearing, and autism dogs) are permitted in examination venues, and any student with such assistance dogs should register with the Disability Support Office to arrange appropriate alternative venue accommodations. Emotional support or therapy animals are not permitted.
27. Plagiarism in any form is forbidden in all examinations.
28. Any irregularities of conduct may be reported to the ESG as provided for in QA230 Procedures for dealing with Breaches of Examination Regulations.
29. Any candidate found violating these regulations shall be liable to be requested to leave the examination venue by the Lead Invigilator, and to have their case reported to the Deputy President and Registrar.
30. Candidates are reminded that they must at all times comply with the requirements of QA616 University of Galway Student Code of Conduct.
31. Defacing examination property such as logbooks, constitutions, or any supplementary materials supplied by the Examinations Office is a breach of examination regulations.
32. All electronic devices (excluding medical devices & permitted calculators) must remain switched off in the examination venue until all examination scripts are collected and students are outside the exam venue.
33. Rough work refers to calculations and scratch work done on the back of an answer book

during an examination. Students are advised to clearly mark any rough work done in this space on the answer book itself, so that the examiner is aware of it.

Responsibilities

The Examinations Office has responsibility for monitoring compliance with examination regulations. All candidates at University examinations have a responsibility to inform himself/herself of the examination regulations.

Name	**Responsibility**
Examinations Office	Policy Owner
All candidates at University examinations	Compliance with policy
Examinations Office	Ensuring implementation of policy Revisions to the policy

Related Documents /Attachments

- QA230 -Procedures for dealing with Breaches of Examination Regulations.
- QA616 University of Galway Student Code of Conduct.
- QA228 Undergraduate Marks and Standards
- QA236 Postgraduate Marks and Stand

Appendix 1 – Regulations for Online and Proctored Examinations

Purpose / Scope / Interpretation

1. Purpose

The purpose of this policy is to advise students of their responsibilities with regard to the regulations governing online examinations.

2. Scope

All University of Galway online examinations are governed by these regulations. All students must ensure that they have read and fully understand these regulations prior to sitting examinations.

3. Interpretation

"Candidate" is a person taking an examination.

"Invigilator/Proctor" is a person at an examination who ensures that University examinations run as smoothly and efficiently as possible and in accordance with the University's regulations. In these exceptional circumstances of exclusively remote assessment, the relevant Module Leader or nominee will act as Invigilator/Proctor for each examination and will be available for the duration of the exam to support the smooth running of the examination.

"Online Invigilator/Proctoring" used in preference to 'remote proctoring' since it references the critical role of the internet in providing a secure solution to the invigilation of examinations. The term 'remote proctoring' can refer to any form of invigilation that occurs outside of standard exam locations.

In a **"Live Proctored"** examination, a qualified proctor monitors the candidates, audio-video and screen share feeds in real time.

In an **"Automated Proctored"** examination the audio-video and screen share feeds of the test candidates are recorded during the test.

"ESG" is the Examinations Security Group (ESG), which investigates all suspected breaches of the University's Examination Regulations.

"**Online Timed exam"** is a scheduled examination taken either through a virtual learning environment such as Canvas or through another online assessment platform.

In an "**Online Proctored examination**" a candidate is monitored online during the examination duration typically with the help of a webcam, microphone and access to the screen of the candidate.

University Online and Proctored Examinations – Regulations

Pre Examination

1. Personal **online timed examination** timetables are available on the Examinations Office website only. Assessment times are given in **local Irish time**. For candidates taking timed assessments in different time zones, you may indicate your time zone on your examination paper. Scheduling of an examination cannot be moved for any personal reasons including but not limited to:
    a) Work or religious commitments
    b) Misreading the examination schedule
    c) Attending family engagements
    d) Holidays or travel
    e) Time zone
2. The University reserves the right, where circumstances so require it, to change the times or any other aspect of the assessment arrangements henceforth.
3. Students are expected to adhere to the highest standards of integrity and honesty when sitting examinations at University of Galway.
4. It is the responsibility of the candidate to check that the technology s/he is using to complete the **online timed examination** is fit for purpose; has the necessary internet connectivity; and that all required software has been downloaded in advance of the **online timed examination**.
5. Candidates are strongly advised to test access to Canvas and relevant software on home computers/laptops prior to the scheduled examination slot.
6. Prior to logging on for the **online timed examination**, students should close down all other software other than that required for the examination itself (*e.g.,* Canvas running in a browser with no other tabs open, and/or Word if the examination requires the submission of a word-processed essay).
7. Candidates are required to be logged in to Canvas at least 15 minutes before the commencement of each **online timed examination.**

During Examination:

8. Candidates are required to treat any **online timed examination** with the same degree of integrity as any other formal examination. The examination process is to provide you with an opportunity to indicate the extent of your knowledge and understanding of the subjects of study.

   Except for examinations which are explicitly stated to be 'Open Book' in nature (as will be indicated by the Module Leader), candidates should ensure that they have cleared a space around their computer free of distractions and materials which are not normally authorised in a traditional examination.

These include:

- Notes
- Writing of any nature on one's person, *e.g.,* on hands or arms
- Annotations on permitted material
- Calculator cover
- Annotations on back of calculators
- Mobile phones, wearable technology (such as smart watches, smart rings and smart glasses) or any electronic devices (excluding medical devices) and **except** in examinations where Module Leaders have advised a mobile phone may be required to submit hand-drawn/hand-written diagrams/calculations.
- Electronic dictionary
- iPod/iPad or any electronic devices (**except** in examinations where Module Leaders
  - have advised that such devices may be required to submit hand-drawn/hand-written diagrams/ calculations)
- Pencil case
- Glasses case
- Handbag
- Adhesive tape, *e.g.,* Sellotape
- Earplugs, including foam and Bluetooth types
- Water only is allowed in a clear container; no glass containers or alcohol permitted
- No cigarettes, vapes, or illegal drugs

The above list is not an exhaustive list and an invigilator/proctor may refuse a student entry to the examination while in possession of any item, which the invigilator/proctor deems could lead to a breach of examination regulations.

9. It is the responsibility of candidates to ensure that (s)he is answering from the correct online examination. Candidates must check the title of the examination and read any instructions carefully before commencing the examination. Any queries should be brought to the attention of the Module Leader immediately.
10. Candidates are required to provide any paper, pens and other instruments required to complete the assessment.

11. Where candidates are required to write an essay/assignment and subsequently upload to Canvas, or to scan (using mobile phone or hand scanner) drawings/diagrams completed during the online timed examination, for upload to Canvas, an additional 30 minutes will be added to the time allotted for the online timed examination. This additional time is for uploading the examination script only – candidates should not exceed the allocated time for completion of the assessment. It is the student's responsibility to ensure that the script is uploaded correctly.
12. No candidate shall aid, or attempt to aid, another candidate, or obtain, or attempt to obtain assistance from or communicate in any way with another candidate or any other person during the **online timed examination.**
13. Erasmus students (Course Instance 1EM1 only) and Visiting or Occasional students (Course Instance 1OA2, 1OA3, 1OC1, 1OE1, 1OL1, 1OM1, 1ON1 and 1OS1 only), whose mother tongue is neither English nor Irish, are allowed to use a language dictionary, from mother tongue to English, as appropriate, and vice-versa. However, dictionaries may not be used for examinations testing linguistic competence in Modern Languages. All other students, whose mother tongue is not English, are expected to have the required language competence to undertake their course of studies and they are not permitted the use of dictionaries.

    The use of a dictionary by a student whose mother tongue is English will be regarded as a significant breach of regulations and will be automatically referred for interview with the Examinations Security Group. There is an exception for the "Cruinnscríobh agus Aistriúchán" exam (module code LN104 only) where a Gaeilge- Béarla dictionary is permitted.
14. Fluent Irish speakers are permitted use of paper Irish-English/English-Irish dictionaries for examinations other than those conducted through Irish.
15. In line with the Equal Status Acts, 2000-2018, and the United Nations Convention on the Rights of Persons with Disabilities, recognised assistance dogs (including guide, hearing, and autism dogs) are permitted in examination venues, and any student with such assistance dogs should register with the Disability Support Office to arrange appropriate alternative venue accommodations. Emotional support or therapy animals are not permitted.
16. Plagiarism in any form is forbidden in all examinations.
17. Any irregularities of conduct may be reported to the ESG as provided for in QA230 Procedures for dealing with Breaches of Examination Regulations.
18. Candidates are reminded that they must at all times comply with the requirements of QA616 University of Galway Student Code of Conduct.

Post Examination:

19. Module Leaders reserve the right to follow up with a student by interview if there is any concern in relation to the integrity of the examination.
20. Candidates of clinical examinations should not, post examination, share clinical examination cases/ content in the interests of the patient confidentiality.

Proctored Examinations

21. **Candidates should note that the regulations below ONLY apply where candidates are required to take official examinations in a proctored online environment run by the Examinations Office.** All candidates must ensure that they have read and fully understand the below prior to sitting online proctored examinations.

    a. In an online-proctored examination, each candidate is monitored online during the test duration typically with the help of a webcam, microphone and access to the screen of the candidate.

    b. To sit an examination in an online environment proctored each candidate will require:

        i. A desktop or laptop computer* (*Examinations cannot be taken on a tablet, Chromebook or mobile phone)

        ii. A Microsoft Windows or Apple operating system

        iii. Recommended browsers are Google Chrome or Firefox with an up-to-date version of the browser (pop-up blocker must be disabled)

        iv. A built-in (or external) webcam microphone

        v. An internet speed of at least 2 Mbps download and 2 Mbps upload (mobile phone hotspots may not be suitable)

        vi. Student photo ID card.

        vi. A quiet space with an uncluttered desk and adequate lighting.

    If for any reason the candidate does not have access to the above requirements to take an online-proctored examination the candidate must notify the Examinations Office examsoffice@universityofgalway.ie in writing no later than two weeks before the examination session begins. The candidate will then be facilitated with sitting the examination in person on campus with invigilators present.

    c. It is the responsibility of the candidates to check their computers/laptops prior to the online examination start to ensure that they are working and that there is Wi-Fi connection. Please be aware it is not advised that candidates take any online examination through the use of their smartphone.

    d. Candidates who log on more than 60 minutes after the beginning of the online examination will not be permitted to sit the examination. Candidates who begin the online examination late will not be awarded additional time.

        I. An invigilator/proctor may complete a scan of the room where the candidate is sitting the examination online.

        II. Candidates must show their student ID card to validate.

III. Candidates may leave the room or the camera focus during the online examination to use the bathroom facilities. Equipment must be left running

IV. The candidate must be alone in the chosen examination space, no other person is allowed to enter the room or be present during the online examination. The examination may be deemed null and void should this happen.

V. Candidates must sit at a desk.

VI. All programs excluding the online examination software should be closed during the online examination. Candidates cannot access any programs such as:

- Excel
- Word
- PowerPoint
- Skype or other communication programs or any other website unless specified on the exam paper by examining staff.

VII. Candidates are not permitted to wear hats or sunglasses.

VIII. Use of headphones, earplugs (or similar audio devices) are not permitted. This includes Bluetooth earbuds.

IX. Use of mobile phones, wearable technology (such as smart watches, smart rings and smart glasses) or any electronic devices (excluding medical devices) or any listening equipment is strictly forbidden.

e. The following items are allowed on the desk/table only if specified by lecturing staff that they can be used:

1. Books
2. Paper
3. Pens
4. Calculators
5. Textbooks

f. University of Galway recommends that candidates remove all personal background items from their chosen examination space where possible.

g. Candidates are required to treat any online proctored examination with the same degree of integrity as any other formal examination.

h. In the case of personation (pretending to be another person) both the personator and personated are liable to permanent exclusion from the University.

i. If there is a full Wi-Fi connectivity or power outage (including use of mobile phone hotspots) during the online-proctored examination the University may seek confirmation from the providers of such an outage.

j. Erasmus students (Course Instance 1EM1 only) and Visiting or Occasional students (Course Instance 1OA2, 1OA3, 1OC1, 1OE1, 1OL1, 1OM1, 1ON1 and 1OS1 only), whose mother tongue is neither English nor Irish, are allowed to use a language dictionary, from mother tongue to English, as appropriate, and vice-versa. However, dictionaries may not be used for examinations testing linguistic competence in Modern Languages. All other students, whose mother tongue is not English, are expected to have the required language competence to undertake their course of studies and they are not permitted the use of dictionaries. The use of a dictionary by a student whose mother tongue is English will be regarded as a significant breach of regulations and will be automatically referred for interview with the ESG. There is an exception for the "Cruinnscríobh agus Aistriúchán" exam (module code LN104 only) where a Gaeilge- Béarla dictionary is permitted.

k. Fluent Irish speakers are permitted use of paper Irish-English/English-Irish dictionaries for examinations other than those conducted through Irish

l. If a candidate fails to adhere to these regulations during the online exam, the provisions of QA230 Procedures for Dealing with Breaches of the Examination Regulations will apply.

m. These regulations are to be read in conjunction with all relevant University of Galway policies and procedures, including GDPR and Data Protection policies.

AC/STD/23/A2/9.1(ii)

Responsibilities

The Examinations Office has responsibility for monitoring compliance with examination regulations. All candidates taking University examinations have a responsibility to inform himself/ herself of the examination regulations.

Name	**Responsibility**
Examinations Office	Policy Owner
All candidates at University examinations	Compliance with policy
Examinations Office	Ensuring implementation of policy Revisions to the policy

Related Documents /Attachments

- QA230 Procedures for dealing with Breaches of Examination Regulations
- QA228 Undergraduate Marks and Standards
- QA236 Postgraduate Marks and Standard
- QA616 University of Galway Student Code of Conduct