



Procedure on Regulations for the Conduct of Written Examinations

Policy Procedure Protocol Guideline

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

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1.0 Purpose

The purpose is to provide instructions for Programme Coordinators, Invigilators and Learners on Regulations for The Conduct of Written Examinations.

2.0 Regulations for the Conduct of Written Examinations - Instructions for Learners

2.1 Attendance

- 2.1.1 The date and time of examinations are identified on the Programme Assessment Schedule and Programme Timetable.
- 2.1.2 All examinations will take place in the Centre, unless otherwise indicated by the Programme Coordinator.
- 2.1.3 Learners will wait in a designated area in advance of entry to the examination room.
- 2.1.4 Learners must attend the examination room twenty minutes prior to commencement of each examination and are not permitted to leave the examination room after this time.
- 2.1.5 Learners are not permitted to leave the examination room within the first 30 minutes following commencement of the examination, or within the last 15 minutes of the examination.
- 2.1.6 In exceptional circumstances, learners who arrive late may be admitted to the examination room during the first 15 minutes of an examination only and must wait to be seated by the Invigilator(s). No additional time will be afforded for the completion of the examination.

2.2 Learner Identification

- 2.2.1 Learners are required to bring their learner number and valid form of photo identification, (i.e. driving licence, workplace identification or passport) to each examination and place on the desk for verification by the Invigilator(s), prior to commencement of the examination.

2.3 Unauthorised Materials

- 2.3.1 Books, notes, coats, bags, mobile phones, or any other electronic devices (unauthorised material) must not be brought into the examination room. These items must be placed in an identified area reserved for the storage of personal items for the duration of the examination.
- 2.3.2 Any learner found in possession of unauthorised material during an examination is in breach of the examination regulations. The Invigilator(s) will discontinue the learner's examination immediately and confiscate all materials to substantiate this decision, following which the Learner must quietly leave the examination room.
- 2.3.3 Any learner found in breach of the Examination Regulations will be subject to the policies and sanctions outlined in the Policy and Procedure on Promotion of Academic Integrity among Learners.

2.4 Conduct of Examinations

- 2.4.1 Invigilator(s) are present in the examination room to ensure the proper conduct of the examination and to manage any issues that may arise.
- 2.4.2 Learners must ensure that their learner number and other particulars required are entered on first and subsequent examination answer booklet(s) provided by the Invigilator(s).

- 2.4.3 Silence must always be maintained in the examination room.
- 2.4.4 The examination will commence and finish on the instruction of the Invigilator(s). Learners must not open the examination paper or begin writing until instructed to do so.
- 2.4.5 Any learner who wishes to leave the examination room temporarily (e.g. feeling unwell), should raise their hand to request permission from the Invigilator(s). Learners permitted to leave the room will be escorted by an Invigilator(s).
- 2.4.6 Any learner who leaves the room without an Invigilator(s)'s permission will be deemed to have left the examination and will not be allowed to return.
- 2.4.7 No learner shall aid, or attempt to aid another learner, obtain, or attempt to obtain assistance from another learner, or communicate in any other way with another learner in the examination room (refer to section on Breach of Examination Regulations below).
- 2.4.8 Learners who have completed the exam ahead of time (but not within the last 15 mins) and who wish to leave must inform the Invigilator(s) by raising their hand and remain in their seat until examination answer booklet(s) are collected and they are subsequently instructed by the Invigilator(s) to leave.
- 2.4.9 At the end of an examination, the Invigilator(s) will instruct Learners to stop writing. Learners must remain seated at their desks, in silence, until all examination answer booklet(s) have been collected by an Invigilator(s) and they are instructed to leave the examination room.
- 2.4.10 Examination answers booklet(s), used or unused, are the property of the Centre and are not to be removed under any circumstances by the Learner from the examination room.

2.5 Action in the event of a fire alarm

- 2.5.1 In the event of a fire alarm sounding during an examination, learners must follow the instructions of the Invigilator(s).

3.0 Regulations for the Conduct of Written Examinations Instructions for Programme Coordinators and Invigilators

- 3.1 The Programme Coordinator must be available in the designated examination Centre for the duration of the examination, to manage any queries or issues which may arise relating to the examination. If the Programme Coordinator is unable to be present, he/she must delegate this role to another Registered Tutor or member of team who holds an MSc in Education.

3.2 Prior to Examination

The Programme Coordinator is responsible for:

- 3.1.1 Ensuring adherence to the published Programme Assessment Schedule and scheduled examination times;
- 3.1.2 Providing all Learners with a copy of the programme handbook, within which a copy of the Regulations for Conduct of Written Examinations: Instructions for Learners is included;
- 3.1.3 Discussing with Learners the Regulations for Conduct of Written Examinations: Instructions for Learners prior to the date of the written examination and scheduling same on programme timetable;

- 3.1.4 Organising the invigilation process for scheduled examinations, at least one month in advance of examination dates. This includes booking two Invigilators and providing each with a copy of the latest version of the Regulations for Conduct of Written Examinations: Instructions for Programme Coordinators and Invigilators;
 - 3.1.5 Identifying a designated waiting area for learners in advance of entry to the examination room;
 - 3.1.6 Preparing the Examination Attendance and Invigilation Record in advance of the scheduled examination date and for ensuring that only learners eligible to take the identified examination are entered on the record;
 - 3.1.7 Preparing the examination room/s prior to the scheduled examination and ensuring the removal and safe storage of education materials. A clock (in working order) must be displayed in the room and visible by all learners;
 - 3.1.8 Ensuring that a copy of the Regulations for Conduct of Written Examinations: Instructions for Learners is placed on the door of the examination room;
 - 3.1.9 Ensuring that an alert notice is displayed outside the examination room and in adjoining corridors, advising entrants of the need to maintain silence for the duration of the examination;
 - 3.1.10 Allocating learners and Invigilators to each examination room, in advance of the scheduled examination date, in the event that more than one examination room is required;
 - 3.1.11 Arranging in advance of the examination date, an identified area reserved for the secure storage of learner's personal belongings for the duration of the examination and advise learners accordingly;
 - 3.1.12 Bringing to the examination centre a signed, sealed envelope, accompanied by the Examination Attendance and Invigilation Record. This envelope must contain the following documents:
 - Examination papers;
 - Examination answer booklets;
 - Labelled envelope for the storage of all examination answer booklets (used and unused) and Completed Examination Attendance and Invigilation Record, following completion of the examination.
 - 3.1.13 Leaving the examination room, prior to commencement of the Invigilator administrative checks.
- Both Invigilators are responsible for:
- 3.1.14 Arriving no later than half an hour before the scheduled examination time to check the examination room is set up, as above, and informing Learners of the location of the designated storage area for personal belongings;
 - 3.1.15 Ensuring that learners do not enter the examination room until twenty minutes before the scheduled commencement time for the examination;
 - 3.1.16 Ensuring that Learners do not bring any unauthorised material (i.e. text books, dictionaries, notes, calculators, mobile phones, recording media, other electronic devices, or any other means of unfair assistance) into the examination room;

- 3.1.17 Not leaving assessment materials unattended at any stage from commencement of the examination until handed over to the Programme Coordinator, or locked in the designated cabinet, following the examination.

3.3 Examination

Both Invigilators are responsible for:

- 3.3.1 Ensuring that Learners are seated in the examination room twenty minutes before the scheduled examination commencement time;
- 3.3.2 Conducting verification of administrative checks identified on the Examination Attendance and Invigilation Record, signing to indicate this has occurred;
- 3.3.3 Officially registering each learner for the examination by:
- Checking each learner's identity with a valid form of picture identification, such as a driving licence, passport or work identification card;
 - Ensuring that the attendance section of the Examination Attendance and Invigilation Record has been ticked to record the learner's attendance before commencement of the examination;
- 3.3.4 Maintaining security of examination material following receipt of examination envelope from the Programme Coordinator;
- 3.3.5 Ensuring that, five minutes prior to the scheduled examination commencement time, only the Invigilator(s) and Learners remain in the examination room;
- 3.3.6 Ensuring that silence and strict examination conditions are maintained;
- 3.3.7 Reminding learners of the duration of the examination, agreeing commencement time and finishing time as per clock displayed in the examination room;
- 3.3.8 Instructing learners to remain seated and raise their hand if they wish to attract the attention of the Invigilator for any reason during the examination;
- 3.3.9 Distributing one examination answer booklet to each individual learner, as relevant to the examination, instructing them to complete, in its entirety, the front cover of first and all subsequent answer booklets used during the examination;
- 3.3.10 Distributing the examination question paper on each desk, facing downwards, and instructing learners not to open the paper until directed to do so;
- 3.3.11 At this point, the secondary Invigilator leaves the examination room and remains available outside of examination room in support of the primary Invigilator.

The Primary Invigilator is responsible for:

- 3.3.12 Ensuring that, once the examination has commenced, no learner is permitted to leave the examination room until 30 minutes have elapsed. Any deviation from this is documented as unauthorised leave in the relevant section of the Examination Attendance and Invigilation Record;
- 3.3.13 Recording in the relevant section of the Examination Attendance and Invigilation Record, the number of examination answer booklets provided to each learner;

- 3.3.14 Ensuring that learners who have completed their examination after the first 30 minutes and prior to the 15 minutes, remain in their seats, raise their hands and wait for instruction from the invigilator who will collect their examination answer booklet/s prior to leaving the examination room;
- 3.3.15 Informing learners when 15 minutes of the examination remain. Learners are not permitted to leave the examination room after this time.

The Secondary Invigilator is responsible for:

- 3.3.16 Ensuring that Learners, who arrive late for the examination, are not permitted to enter the examination room after the first 15 minutes of commencement of the examination. (In exceptional circumstances, learners who arrive late may be admitted to the examination room during the first 15 minutes of an examination only and must wait to be seated by the Invigilator(s). No additional time will be afforded for the completion of the examination);
- 3.3.17 Escorting any learner who wishes to leave the examination room temporarily (e.g. feeling unwell/ use of bathroom facilities) and remaining with them until their return to the examination room;
- 3.3.18 Contacting the Programme Coordinator should any examination query or issue arise.

3.4 Breach of Examination Regulations

- 3.4.1 If, after the examination has commenced, a learner is found in possession of any unauthorised material, the Primary Invigilator must discontinue that Learner's examination immediately and confiscate all materials considered to substantiate this decision.
- 3.4.2 The Learner must quietly leave the examination room.
- 3.4.3 The event must be recorded by the Invigilator in the relevant section of the Examination Attendance and Invigilation Record, and be brought to the attention of the Programme Coordinator immediately following the examination.
- 3.4.4 Any learner found in breach of the Examination Regulations will be subject to the policies and sanctions outlined in the Policy and Procedure on Promotion of Academic Integrity among Learners.

3.5 Action in the Event of a Fire Alarm Sounding

- 3.5.1 In the event of a fire alarm sounding during an examination, learners will be instructed by the Invigilator to discontinue writing, leave all materials on their desk and make their way to the nearest fire exit.
- 3.5.2 Learners must not communicate with each other and examination conditions will be maintained.
- 3.5.3 Invigilator(s) are responsible for verifying attendance against the signed record in the Examination Attendance and Invigilation Record ensuring that all learners have evacuated the building.

3.6 On Completion of the Examination

The Secondary Invigilator re-enters the examination room. Both Invigilators are responsible for:

- 3.6.1 Announcing that the examination has ended, and instructing learners to immediately discontinue writing and lay down all writing implements;
- 3.6.2 Instructing learners to remain seated and silent, as examination conditions apply until all examination answer booklets are collected;
- 3.6.3 Checking that the correct Learner Number is recorded on each examination answer booklet used prior to collection from learners;
- 3.6.4 Cross checking the examination answer booklets against the relevant section of the Examination Attendance and Invigilation Record to ensure the number of answer booklets collected from each learner correlates with the documented number distributed;
- 3.6.5 Instructing learners to leave the room.

3.7 Immediately Following the Examination

Both Invigilators are responsible for:

- 3.7.1 Ensuring that no unauthorised personnel enter the examination room until all examination material is safely secured;
- 3.7.2 Completing the Examination Attendance and Invigilation Record, ensuring any incidents which occurred during the examination and actions taken by the Invigilator, are documented within;
- 3.7.3 Placing examination documents in the pre-labelled envelope as follows:
 - Completed examination answer booklets;
 - Unused examination answer booklets;
 - Completed Examination Attendance and Invigilation Record.
- 3.7.4 Sealing and signing across the seal of the envelope;
- 3.7.5 Handing over the examination envelope to the Programme Coordinator, or in his/her absence, place in a securely locked designated cabinet in the administrator’s office;
- 3.7.6 The Programme Coordinator is responsible for the security of the assessment material from this point forward.

4.0 Document Control

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Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
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	V.1.0	04/11/2022
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Supporting Documentation	<ul style="list-style-type: none"> • Quality and Qualifications Ireland (QQI). (2013a). <i>Assessment and Standards, Revised 2013</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-09/assessment_and_standards-revised-2013.pdf [accessed 30 January 2022]. • Quality and Qualifications Ireland (QQI). (2013b). <i>Quality Assuring Assessment Guidelines for Providers Revised 2013</i> [online]. Available from: https://www.qqi.ie/sites/default/files/2021-10/quality-assuring-assessment-guidelines-for-providers-revised-2013.pdf [accessed 30 January 2022]. 	

	<ul style="list-style-type: none"> Regional Centre of Nursing and Midwifery Education. (2009). <i>Quality Assurance Policies and Procedures RCNME</i>. Tullamore: Regional Centre of Nursing and Midwifery Education.
Related Policies & Procedures	<ul style="list-style-type: none"> Policy on Assessment of Learners [PDF, 8 Pages] Procedure on Assessment of Learners [PDF, 7 Pages] Policy on Reasonable Accommodation in Assessment [PDF, 5 Pages] Procedure on Reasonable Accommodation in Assessment [PDF, 5 Pages] Policy on Submission of Assessment [PDF, 4 Pages] Procedure on Submission of Assessment [PDF, 5 Pages] Policy on Security of Assessment [PDF, 4 Pages] Procedure on Security of Assessment [PDF, 8 Pages] Policy on Grading and Certification of Learner Assessment [PDF, 6 Pages] Procedure on Grading and Certification of Learner Assessment [PDF, 8 Pages] Policy on Assessment Appeals [PDF, 7 Pages] Procedure on Review, Recheck and Appeal of Learner Assessment Decisions [PDF, 6 Pages] Policy on Promoting and Maintaining Academic Integrity [PDF, 7 Pages] Procedure on Promotion of Academic Integrity among Learners [PDF, 5 Pages]
Related Resources	<ul style="list-style-type: none"> Examination Attendance and Invigilation Record Learner Code of Conduct Learner Programme Handbook Assessment Schedule