

# Regulations for Oral Examinations (online or in person)

## Part A - Academic Integrity Statement

(1) Students are always expected to adhere to College regulations, as set out during the registration process, with particular reference to the Hibernia College Quality Framework. Academic Integrity practices should be informed by the [Academic Integrity and Good Practice Policy](#).

(2) Students are advised to refamiliarise themselves with the Hibernia College [Student Charter](#), the [Establishing Overarching Standards for Student Conduct Policy](#) and the [Academic Integrity and Good Practice Policy](#) prior to the examination.

(3) Students are reminded that academic misconduct is defined as morally culpable behaviour by individuals or institutions that transgresses ethical standards held common between other individuals and/or groups in institutions of education, research or scholarship (NAIN, Lexicon). It is further defined as all actions which contravene Academic Integrity, resulting in an unfair academic advantage or disadvantage. Examples of academic misconduct are provided in the [Academic Integrity and Good Practice Policy](#).

## Part B - Preparing for Oral Examinations

### Before the Exam

(4) (5) Students should:

- a. Inform themselves of the dates, times and venues of each examination
- b. For online oral examinations, inform themselves of the technical requirements of the examination and ensure that they are in place and, where possible tested, prior to the commencement of the exam

### The Online Examination Environment

(5) Students should prepare the examination environment in advance of the examination.

(6) Students must take the test in a room alone.

(7) The room lighting should be of daylight quality so that students can be clearly seen by the Invigilator/Assessors.

(8) Student's laptop or camera and keyboard should be placed on an uncluttered clear desk or flat table.

(9) Students must sit on a standard chair, i.e. couches, beds and so on are not permitted unless they have specific reasonable accommodations which prevent them from doing so.

(10) Students must ensure that their ears and eyes remain visible throughout the examination and must not wear any hats, sunglasses, or headphones or any other items which might obscure their features from view. Hearing aids are only permitted when requested prior to the sitting.

(11) Students may not consume food during the examination. A clear glass of water is permitted.

(12) Students must ensure that their hands remain in sight throughout the examination.

## **Unauthorised Material**

(13) Students must remove any unauthorised material from the room in which they will be undertaking their examination, including books, coats, mobile phones, smartwatches, computers, electronic devices or laptops that are not connected with the examination. Software for the purposes of cheating must not be accessed during the examination.

(14) Any written, printed or digital materials shall be considered to be unauthorised materials. Students may not take notes during the oral examination, and so, writing materials are considered unauthorised.

(15) It is in each student's own interest to ensure that any additional materials in their possession during the examination are authorised by the Invigilator/Assessors prior to the commencement of the examination.

(16) A student found to have unauthorised materials in their possession during the examination shall be deemed to be in breach of examination regulations and subject to disciplinary action.

## **Part C - Regulations During Online Oral Examinations**

### **Attendance**

(17) Students must present themselves in the online waiting room at least 10 minutes before the commencement of the examination but must not enter the online examination until instructed to do so.

(18) Candidates are required to present their Student Identity Cards at all examinations.

(19) All examinations will commence on time unless students are notified otherwise.

(20) No extra time will be given to latecomers.

(21) Any candidate who attends for an examination more than 10 minutes late will not be permitted to take the examination.

### **Recording (online)**

(22) Online oral examinations are normally recorded by Hibernia College for the purposes of assuring assessment standards and/or assuring academic integrity.

(23) Students are not allowed to record the examination; this is to ensure the integrity of the examination process.

### **Technical Issues**

(24) If an IT connection is lost during the pre-examination or examination period, students must remain at their desk/table and await further instruction.

(25) Where technical issues arise, examination recordings may be reviewed for the purposes of assuring academic integrity.

### **Securing the Oral Examination Environment**

(26) Oral examinations are overseen by Invigilators and/or Assessors.

(27) During examinations, students must comply with the instructions of the Invigilators and /or Assessors.

(28) Students must sit their examinations in a room with no other persons present. Should another person be found in the room or enter the room, the matter will be considered as a potential breach of regulations.

(29) A student must not, under any pretext whatsoever, speak to nor have any communication with, any person other than the Invigilators/Assessors during the course of an examination. Any such communication will be considered as a potential breach of regulations.

(30) Prior to commencement of an online the examination, students will be asked to demonstrate the security of the examinations environment by moving their laptop or web-camera as instructed to demonstrate their compliance with the examination regulations e.g. that they have no notes or unauthorised materials in the room and that they are alone in the room.

(31) During online examination students should ensure that all programs, applications and websites are closed unless instructed to open them by the Invigilators/Assessors for the purpose of taking the exam. Students may be asked to share their screen with the Invigilators/Assessors throughout the examination to ensure no unauthorised applications are opened.

## **Part D - Breach of Examination Regulations**

(32) When a student is suspected to be in breach of examination regulations, they will be allowed by the Invigilators and/or Assessors to finish the examination.

(33) The Invigilators and/or Assessors will notify the Academic Integrity and Assessments Manager (AAO) of the suspected breach.

(34) The AAO will contact the candidate after the examination to discuss the incident. The AAO may also review any examination recordings. If, following this discussion and any review, the AAO concludes that the candidate is likely to have committed an academic misconduct, the case will be referred to the College Registrar, who will determine whether a disciplinary procedure should take place.

(35) Where the Registrar deems the matter to be grave, a Discipline Committee will be convened.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	15th September 2023
<b>Review Date</b>	15th September 2026
<b>Approval Authority</b>	Quality Assurance Officer
<b>Approval Date</b>	15th September 2023
<b>Expiry Date</b>	Not Applicable
<b>Enquiries Contact</b>	Quality Assurance

## Glossary Terms and Definitions

**"Academic Misconduct"** - Academic Misconduct is any form of cheating or other attempt to seek an unfair reward for the amount of genuine effort put into an assessment task or an advantage over other students.