

Procedures in Examination Halls - UCC Information for Students

1. It is the responsibility of each student to acquaint himself/herself with the regulations concerning each examination, including the timetable of examinations and the location thereof.
2. Examination Timetables will be available online at <http://www.ucc.ie/en/sit/> Each Candidate must bring a clean printed copy of his/her examination timetable to each examination. The examination timetable will include the following information: **Examination Number, Student ID Number, Student Name, Examination Paper Title, Date, Time, Venue and Seat Number.**
3. On arrival at the Examination Hall, check your seat position on the hall plan posted outside the hall.
4. Candidates will be admitted to the Examination Hall not later than fifteen minutes before the commencement of the examination.
5. The examination question papers and answer books will be distributed by the invigilators. Question papers will be placed face down on each desk. When all question papers have been distributed, candidates will be instructed to commence examinations.
6. It is the responsibility of each candidate to ensure that they are answering the correct paper. Each candidate must check the title of the paper, and read any instructions carefully before commencing an answer. Any queries should be brought to the attention of the invigilator immediately.
7. Invigilators are present in the Examination Hall to ensure the proper conduct of the examination and to deal with problems which may arise. Any such problems should be brought to their attention during the course of the examination by raising a hand.
8. Any irregularities of conduct within the Examination Hall will be reported and a candidate who is disruptive to the proper conduct of the examination for other examinees, in the opinion of the Senior Invigilator, may be required to leave the Examination Hall.
9. Checks for unauthorised material will be carried out during the examinations – you may be asked to empty your pockets.
10. If you feel unwell during the examination, please inform an Invigilator – you will be asked if you wish to go to the Student Health Centre and will be accompanied by an Invigilator.
11. Candidates must put all of their answer books on the treasury tag provided.
12. Candidates who wish to leave the Examination Hall before the final twenty minutes of the examination period must call an invigilator and hand their answer books to the invigilator.
13. At the end of the examination period, candidates must remain in their seats until all answer books have been collected. Answer books must be handed up immediately on request to the invigilator. In the case of Multiple Choice Question papers, students are required to hand up **BOTH** the EDPAC answersheet and Question Paper.
14. Smoking is not permitted in the Examination Hall, and smoking breaks are not permitted during the examination.
15. Mobile Phones cannot be used as calculators.

Examination Results

1. Provisional Examination Results will be available online at <http://www.ucc.ie/en/sit/> Students will need their Student ID number and UCC Pin Number to access their results online. Dates of issue of results for each College/Faculty are on the Student Records and Examinations Office Web Page <http://www.ucc.ie/admin/registrar/examsrec> Provisional results will not be available until after these dates. If students wish to have a paper copy of their examination results posted to a specified address, a copy can be requested by emailing: webexams@ucc.ie
2. Examination results are confidential to the individual student, and will not be discussed with any third party. Results will only be discussed in person or through correspondence with the student and not over the telephone or otherwise.