

## EXAMINATION REGULATIONS FOR STUDENTS' ACADEMIC YEAR 2021/22

This year, due to COVID-19 factors as well as stakeholder feedback and educational sectoral developments nationally and internationally, IOB is offering online remote examinations deploying Test Reach® [TestReach | Online Assessment Software](#) and Proctorio [Proctorio: Securing the integrity of your online assessments. | Proctorio](#). The chosen methodologies of online invigilation ensure a continued commitment to academic integrity, specifically in relation to online examinations.

Online examinations, and related remote invigilation methodologies, will enable candidates' continued participation in examinations while maintaining the privacy, security and integrity of IOB's examination processes.

### **Note to candidates:**

- These regulations are designed to (a) assure the integrity of IOB's examinations; facilitating the proper conduct of examinations designed to measure the candidate's achievement of learning outcomes, (b) provide for a well-ordered and calm environment in which candidates can complete their examinations, and (c) ensure that no candidate can gain unfair advantage over their peers.

The document comprises the following sections:

### **1. Registering for Examinations**

- a. Registering for examinations:** Students must be currently registered to sit an examination. Any student who is not currently registered, may, at the discretion of the Registrar (or nominee), be prevented from sitting an examination. To be automatically registered for examinations each candidate must
  - be properly registered; and
  - have no outstanding fees or debts of any kind due to IOB.
- b. Resit/Repeat Candidates**

Candidates can register online for a resit of an examination by the date specified on the Key Dates Poster [www.iob.ie/info/student-info](http://www.iob.ie/info/student-info)

It is the responsibility of every candidate to ensure that they are registered for relevant assessments, including, where necessary, resit/repeat examinations by the specified deadline date.

### c. **Registration for Online Examinations**

Candidates will be advised at least one month in advance of their examination as to the invigilation system for their examination; TestReach or Proctorio.

Registration and enrolment to an examination takes place as follows:

- *Test Reach*: registered candidates enrol directly with TestReach for their exam sitting. This enrolment is in addition to their registration to their IOB programme and/or module. Registration and enrolment are in line with guidance e-mails and related communication(s) from IOB and as part of the notification of examination(s) process as set out herein at section 2(b). For examinations relying on TestReach invigilation, candidates take their online exams using a desktop or laptop using the TestReach application and are supervised through shared-screen, microphone and webcam by a TestReach invigilator. Invigilation Report(s) are reviewed by the examination team in line with examination processes and related policies for example, the Code of Conduct.
- *Proctorio*: registered candidates are automatically enrolled for their exam sitting including proctorio invigilation. Examinations are taken through IOB Learn. For examinations, relying on Proctorio, candidates take their online exams using a desktop or laptop with the Proctorio extension installed by each candidate (in advance of the examination) and their exam is invigilated (recorded) by Proctorio. Proctorio recordings and related Proctorio Invigilation Report(s) are sampled and reviewed by the examination team through LMS gradebook in line with examination processes and related policies for example, the Student Code of Conduct.

## 2. **Examination Timetable**

- a. The examination timetable for each academic year (September to August) is published on the IOB website. It is the responsibility of each candidate when registering to modules to ensure that for each module selected, the examination dates do not clash by checking the examination timetable. Should examination dates clash, the candidate must re-register for the module examination of their

choice at the next available sitting, paying the appropriate re-registration fee or withdraw from one of the modules within the permitted withdrawal period.

b. **Examination Attendance Notice:**

Notification of examinations and related communications are managed by the Exams Officer. Examination notification is received by exam candidates approximately one month prior to the scheduled examination date via e-mail.

It is the candidates' responsibility to ensure that they are aware of the date, time location of their examinations and invigilation methodology (TestReach or Proctorio) and related arrangements thereto for TestReach and/or Proctorio.

Candidates must present a valid form of Identification (Passport or Driver's Licence) at the commencement time for their online examination. Valid Identification is part of the examination checks to enable and allow candidates take their examination through TestReach examinations or through IOB Learn (Proctorio) examinations. Failure to present such Identification may result in a candidate being refused access to and participation in their online examination.

- TestReach Notification Details

- IOB, as the examining body, registers candidates with TestReach, a remote invigilation solution, at least three months in advance of the exam.
- IOB communicates with learners at least one month prior to their examination with exam and TestReach invigilation related instructions.
- Candidates receive an email from TestReach with a username, password, and any specific instructions for the exam, inviting candidates to login to the TestReach system, download and install the TestReach application and carry out system checks.

- Proctorio Notification Details

- Proctorio is deployed as an overlay on IOB Learn (LMS). All registered candidates to a module and related examination are automatically enrolled to take an examination on the specified date and time as allocated in the examination schedule.
- Candidates are notified at least one month in advance of their examination and that they will take their, closed-book, exam through IOB Learn with online invigilation, Proctorio.

- Candidates are also advised of the requirement to install the Proctorio extension on their desktop or laptop and to test Proctorio. There is no requirement for candidates to register separately with Proctorio.

**Note:** The Proctorio extension must be downloaded by the candidate, to their device, in advance of the examination time and in line with instructions from the Exams Officer received one month in advance of the examination.

- c. It is the candidate's responsibility to ensure their IT and devices are appropriate for their examination. Candidates are required to conduct the required system checks on receipt of exam instructions and invigilation methodology deployed. Exam instructions, received in advance of an examination, will outline methods for downloading relevant software and related IT checks to ensure the candidates' examination environment and IT equipment are appropriate in advance of the examination. Full information on the platforms required for both software applications, TestReach and Proctorio, are available on [www.iob.ie/info/student-info](http://www.iob.ie/info/student-info)

### 3. Special Case Candidates

See document entitled 'Students with Special Requirements' – Student Information' posted on the Student Information page on [www.iob.ie/info/student-info](http://www.iob.ie/info/student-info) under exams.

### 4. Admission to Exam

- a. TestReach
  - Once a candidate downloads the TestReach application, they can be admitted to the exam via the TestReach dashboard which displays the exam for which the candidate is enrolled including the time and date of their examination, as confirmed through their registration with TestReach and as per IOB communications. Candidates must present for their examination at their allocated time (or chosen slot) and date of their exam.
  - Candidates can use a desktop or laptop with a webcam, a microphone and stable internet connectivity (wi-fi).
  - On the examination date, candidates take their exam on a computer using the TestReach application and are supervised simultaneously by a TestReach invigilator. Online invigilators monitor candidates for the duration of an exam using the webcam, microphone, and screen-share functionalities. Invigilation reports are reviewed in line with examination policies and processes by designated registry personnel to ensure the academic integrity of examinations is maintained.

b. Proctorio

- On the date and time of the examination, in line with the examination schedule and as per the communications from the exams team, candidates log onto IOB Learn and click on the module to which the examination relates.
- An exam link will appear at the designated exam time and the candidate clicks on this link.
- Candidates are invited to undertake examination self-checks such as valid Photographic Identification Card check, microphone, webcam and room-scan.
- Examination checks take place during the examination timings to maintain integrity of the examination and to this end, IOB offers an extra 30 minutes for each examination sitting to facilitate such checks and to ensure candidates do not experience disadvantage by reason of the examination taking place online.
- Once checks are completed candidates can proceed to take their examination.

c. All exam candidates taking online examinations deploying TestReach and/or Proctorio must present their valid Photographic Identification Card (with name printed and their signature) when prompted at the exam by the online invigilator or Proctorio exam self-checks. Candidates who do not have conclusive evidence of identity may not have their exam script corrected and/or may not be permitted to continue with their examination.

d. It is the candidates' responsibility to present online at the allocated examination time and ensure that they have read a summary of the exam regulations which will be displayed on IOB Learn for the relevant examination as well as on the cover sheet of their examination.

e. Except in exceptional circumstances and at the discretion of the Registrar (or nominee), candidates:

- will not normally be admitted to the examination if they present more than **15 minutes late for their online examination**. Extra time will **not** be afforded to latecomers and the shortened examination time cannot form the basis of appealing the module result.
- will **not** normally be allowed to return to the examination sitting once they leave.

**Note:** If candidates leave an examination involuntarily, wi-fi outage for example, they may be permitted to re-enter in line with examination processes as communicated to the exam candidate by the exams team prior to the exam and as communicated on the exam date.

- **Conduct during an Examination**

- a. All examinations are invigilated using either TestReach® invigilators or Proctorio invigilation recordings which are reviewed in line with examination processes by designated Registry personnel. TestReach® and Proctorio produce an invigilation report for each examination session which is made available to the Examination Boards.
- b. It is candidates' responsibility to ensure that their device and wi-fi are appropriate to their online examination and related invigilation methodology and to advise IOB of any difficulties thereto well in advance of the examination date.
- c. Candidates are obliged to follow instructions issued by IOB as to what constitutes acceptable conduct for the duration of the examination. It is the candidates' responsibility to ensure that their environment and behaviour are in line with examination conditions for example a quiet room with a closed door with no interruptions nor communication of any sort with any unauthorised persons.
- d. Bathroom Breaks are not normally permitted but if taken the candidate is not entitled to any additional time. Bathroom breaks in excess of what is considered reasonable will be noted on the Invigilation Report and pursuant to a review may lead to a report to the Registrar and an investigation for academic impropriety in line with IOB Code of Conduct.
- e. No candidate shall try to obtain assistance from another unauthorised person or system during the examination. To do so may result in a report to the Registrar and an investigation for academic impropriety in line with IOB Code of Conduct.
- f. In cases of impersonation, the impersonator and the impersonated shall both be deemed to be in breach of Examination Regulations and Code of Conduct.
- g. Plagiarism in any form is forbidden in assessments, theses or other academic exercises. Plagiarism is defined by the act, not the intention. Where candidates are considered by IOB upon review pursuant to examination processes, including but not limited to a review of the TestReach invigilator's report or Proctorio invigilation report, to have copied, or to have attempted to copy, or to have assisted in copying, the Exams Officer and/or Regulations and Standards Lead shall make a written report to the Registrar. The IOB has adopted the UCD policy on plagiarism – further details are available on [Governance Document Details \(ucd.ie\)](#).

- h. It is the candidates' responsibility to ensure they are in an exam appropriate environment and that materials such as notepad, pre-coded calculators or pens are not present in the exam environment, unless specifically authorised. While the examination is in progress candidates shall not have in their possession, **any unauthorised materials**.

Candidates should remove all items that are not required for their examination. For online examinations candidates should adhere to the instructions, from the online invigilator and/or the Exams Office, as to what constitutes authorised and/or unauthorised materials, for example:

- *TestReach* – the invigilator will ask the candidate to use a webcam to scan their exam environment to show that there are no unauthorised materials available. Silent personal (battery-operated) electronic calculators may be used except in circumstances where their use is expressly forbidden. Programmable or text storing calculators or devices are **not** permitted and an online invigilator may require sight of any such calculator. Candidates may have a notepad but must show this to the online invigilator at the start and the end of the examination to ensure pre-prepared notes are not contained therein.
  - *Proctorio* – the system will prompt a room-scan and the Exams Officer will advise candidates of approved resources for example; calculator and rough work page. Candidates download an Exam Answer Book and upload through IOB Learn, monitored by Proctorio and subsequently reviewed by the Exams Team.
- i. Candidates found to be in possession of unauthorised materials during an examination or pursuant to an analysis of an invigilation report and/or invigilation recording are liable to disciplinary procedures and penalties may be imposed. **See policies and IOB Student Code**.
- j. Candidates for whom English is not their first language may use dictionaries, but they must first seek approval for their use from the Exams Officer at least one week in advance of an examination. The dictionary must be clean and appropriate for use in the examination and approval for its use sought prior to the start of the examination.
- k. Candidates may not have access to their own mathematical/statistical tables, or any other unauthorised materials during the exam. Mathematical/statistical tables will be supplied, if required.
- l. Candidates completing open-book examinations must only have approved materials on their possession.

- m. Mobile 'phones, smart watches or other electronic communication/storage devices should not be accessible during the exam save for exceptional circumstances.
  - Exceptional circumstances include, but are not limited to, a phone call to IOB regarding a medical emergency or power outage that has a significant impact on the candidate's capacity to undertake and/or complete their examination. To rely on such a call as part of any application (for example extenuating circumstances) subsequent to the examination, IOB will review and log such a call and compare with the invigilation report and/or invigilation recording to ensure integrity is maintained and to adjudicate the merits of any subsequent application by the candidate.
- n. Candidates are required to provide their answers to the examination questions in the templates used as per the instructions issued prior to the exam. Submissions after the examination time has elapsed will not normally be accepted.
- o. Candidates are required to read the instructions and directions on the cover of the examination paper prior to starting their examination but the reading of such instructions is part of the allocated examination timings.
- p. By continuing to an online examination, a candidate declares that they have read, understood and agree to be bound by these Examination Regulations.
- q. Candidates are not permitted to leave the exam environment during the exam, save emergencies as set out hereinbefore.
- r. Candidates who infringe any of these Regulations will be reported to the Registrar who will deal with the matter according to the disciplinary procedures outlined in the IOB Student Code.