



TUS

**Technological University of the Shannon:
Midlands Midwest**
Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

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TUS Policy and Procedures for Invigilated In-Person Examinations 2025-2029



Document Control Record Template

Academic Quality Assurance and Enhancement Handbook Volume 4: No 2	
Document Title	TUS Policy and Procedures for Invigilated In-Person Examinations 2025-2029
Document Entrust	Academic Council Subcommittee: Admissions, Transfer and Progression
Document Status	Approved
Revision No	1.0
Pages	Page 1 of 14
Approval Body	Academic Council
Date of Approval	12/09/2025
Next Revision	2029

Revision History	
Revision No	Comments/Summary of Changes
1.0	Approved by Academic Council

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1.0 Introduction

The Vice-President Academic Affairs & Registrar of TUS shall have overall responsibility for the conduct of Examinations and Assessments in TUS and shall, in particular, ensure the proper conduct of examinations and assessments; and that appropriate accommodation arrangements are made for each student for examinations. It is a further responsibility to ensure that students are provided with the information relevant to them with regard to the conduct and regulation of Examinations and Assessment.

This policy and procedures document relates to the conduct of in-person invigilated examinations across the TUS campuses, throughout the academic year.

1.1 Candidates Entering for Examinations

- a) All registered students are automatically entered for examinations in the modules on which they have registered. Students wishing to register to repeat a module shall be entered for their examination by submitting a completed application form and paying the requisite examination fee by the scheduled closing date for receipt of entries. Once registered for an examination, the student is hereafter referred to in this document as “The Candidate”.

Permission to sit the examination shall normally be granted to those registered candidates who have complied with the specific regulations of their programme.

- b) In exceptional circumstances and at the discretion of the University, a candidate may be allowed to enter for a University examination after the closing date, upon payment of the appropriate fee.
- c) All examination results are provisional until approved by Academic Council
- d) It is the responsibility of The Candidate to make themselves aware of all matters relating to the examination process.

1.2 Exam Venues

In advance of the commencement of the examination, Candidates should make themselves aware of items which are required, permitted, and disallowed in the examination venue. See [Appendix 1 TUS Outline Guide of Prohibited items in Examination Venues](#) for an indicative list of prohibited items.

- a) An examination timetable will be made available on the TUS Website.
- b) The location of the Examination Venue(s) shall be specified on the examination timetable.

- c) It is the responsibility of each Candidate to make themselves aware of the relevant dates, location, and times of examinations by accessing the timetables online. The Candidate should be familiar with the location of such venue(s) before the examination date.
- d) The University reserves the right to alter the timetabled location of the Examination, where this is deemed to be in the best interest of the Candidates or in other exceptional circumstances. In such circumstances TUS will make all reasonable efforts to communicate the changes to the candidates, but it is the responsibility of the candidate to monitor relevant communication channels for notification of such changes.
- e) The Candidate shall present for each examination in an orderly manner and shall carry their TUS Student ID Card or suitable photographic identification for presentation when requested by the Invigilator.
- f) Candidates are required to assemble at the examination centre 15 minutes before the scheduled time for the examination but are not permitted to enter the centre until requested to do so by the invigilator.

1.3 Conduct of Examinations

The following supplemental documentation supports the conduct of examinations:

- *TUS Academic Regulations for Taught Programmes.*
- Guidance Notes on Use of Readers.
- Guidance Notes on the Use of Scribes.

2.0 Invigilation

It shall be the responsibility of the Examinations Office to organise and manage the invigilation of final examinations as scheduled. In discharging this responsibility, the Examinations Office shall ensure that Invigilators are informed of their duties and responsibilities.

Prior to undertaking invigilation, Invigilators will be required to undertake appropriate briefing on relevant TUS Academic Regulations for Taught Programmes and exam regulations.

2.1 Procedures before the Commencement of the Examination

Upon entering the examination centre, Candidates become subject to the authority of the invigilators and must comply with their instructions. Candidates must conduct themselves in a dignified manner and respect the interest of other Candidates at all times. Failure to follow reasonable instructions by an examination invigilator may constitute misconduct

Before the commencement of the Examination, the Invigilator(s) shall:

- 1) Prior to the admission of Candidates to the Examination Venue each Invigilator shall ensure that clock(s) are available and clearly visible to each Candidate
- 2) Check that Candidates have in their possession photographic identification. If a Candidate does not have such photographic identification, the Invigilator should direct the Candidate to the Examinations Office before the examination commences to obtain an entrance slip ([Appendix 2: TUS Examinations Entrance Slip](#)). In situations where it is not practical for Candidates to obtain an entrance slip before the commencement of the examination, on completion of the examination the Invigilator must accompany the Candidate to the Examinations Office to resolve the matter.
- 3) Ensure that no prohibited equipment or material as listed in the Examination and Assessment Promotional Material, is brought into the Examination Venue.
- 4) Ensure that Candidates are seated in their designated places.
- 5) Remind Candidates of the rules of conduct during the examination through the Invigilators announcement to Candidates before the commencement of examinations
- 6) Ensure that each Candidate is satisfied that they are in possession of the correct examination paper.
- 7) Announce clearly the commencement of the examination and the time allowed.
- 8) Candidates must not start writing, other than to complete the details requested on the cover sheet of the examination answer booklet, until given permission to do so by the invigilator, and should not open the answer booklet until instructed to do so.

2.2 Procedures during the Examination

During the Examination, the Invigilator shall:

- 1) Ensure that each Candidate signs the Examination Attendance Register (CRN) ([Appendix 3: TUS Examinations Attendance Register \(CRN\)](#)), and check each Candidate's photographic identification.
- 2) Complete and sign each page of the Examination Attendance Register (CRN) ([Appendix 3](#))
- 3) Maintain constant supervision of all Candidates in order to ensure that they do not avail of unfair assistance by consulting unauthorised material or by communicating with another Candidate in any manner.
- 4) Where there is a suspected breach of regulations the Invigilator shall follow the procedure set out in *Section 6.2.2* of the TUS Academic Regulations for Taught Programmes.
- 5) All incidents during an examination, no matter how minor, should be documented in the invigilator's report page of the Examination Attendance Register (CRN) ([Appendix 3](#)). This includes delay in start time, correction to examination paper, any noise, lighting or heating problem etc.
- 6) Not engage in any activity likely to cause disturbance to Candidates.
- 7) Ensure that Candidates do not engage in any activity likely to cause disturbance to other Candidates.
- 8) Keep a record of the Candidate's visits to the toilets and manage toilet breaks securely.
- 9) Supply appropriate tables or other materials as specified for the examination(s).
- 10) Supply answer books at the request of Candidates. Some examinations may stipulate separate answer books for separate sections of the examination paper. A record of the number of answer books supplied shall be recorded beside the Candidate's name on the Examination Attendance Register (CRN) ([Appendix 3](#)). These answer books will be stamped with the date of the examination.
- 11) Refer to the Examinations Office for resolution by the Internal Examiner or authorised nominee of any misprint, defect in the examination paper or request for clarification brought to the Invigilator's attention. Any clarification or correction provided by the Internal Examiner or authorised nominee shall be brought to the attention of all relevant Candidates. The Invigilator shall record any such issues on the Invigilator's Report page of the Examination Attendance Register (CRN) ([Appendix 3](#))

12) Not give any explanation of the meaning of an examination question.

13) Advise the Candidates when thirty minutes remain of the allotted time for the examination.

2.3 Procedures for a Suspected Breach of Regulations

Examination Infringements are outlined in Section 6.2.2 of the TUS Academic Regulations for Taught Programmes. The Invigilator who suspects a breach of regulations has occurred shall carry out the procedure listed below, in conjunction with the regulations:

- a) Where possible the Invigilator shall require a second Invigilator to witness the suspected offense.
- b) Where possible, the Invigilators shall mark the documents and/or scripts of the Candidate to indicate clearly the time, and the place, at which the alleged offence is suspected of having occurred.
- c) The Invigilators shall require the Candidate to countersign their action at 2.4(b) above.
- d) The Invigilators shall remove any, and all, suspect materials that may have contributed to the alleged offense, as well as any correcting fluid or erasers.
- e) The Invigilators shall permit the Candidate to continue with the remainder of the assessment in the normal way.
- f) The Invigilators shall complete, as soon as practicable, the Invigilators Report page of the Examination Attendance Register (CRN) (**Appendix 3**) for reporting an alleged offense against TUS Academic Regulations for Taught Programmes and present this Form, together with all of the suspect materials removed from the Candidate to the Examinations Office.
- g) In alignment with the TUS Academic Regulations for Taught programmes the relevant Faculty/Department/Lecturer will be informed of the alleged examination breach and a Board of Assessment Enquiry, constituted by the Head of Department shall conduct the investigation into the known and relevant circumstances of the alleged assessment infringement.
- h) Each Board constituted will inform the Vice-President Academic Affairs & Registrar, in writing, of the outcome of the Assessment Enquiry as a requirement outlined in the TUS Academic Regulations for Taught Programmes.

2.4 Procedures at the Conclusion of the Examination

At the conclusion of the Examination the Invigilator shall:

- a) Announce the end of the examination period and ensure that Candidates stop writing when instructed to do so.
- b) Ensure that Candidates remain seated while the scripts are being collected.
- c) Ensure that each Candidate submits all answer books and other materials for assessment. It is each Candidate's responsibility to ensure that all of their answer booklets are handed to an invigilator and that they have signed the appropriate attendance sheet confirming that the correct number of answer booklets received has been returned to the invigilator
- d) Record the number of answer books submitted by each Candidate and ensure that Candidates have returned all answer book(s) supplied to them, including unused answer books.
- e) Ensure that both the scripts and the unused answer books are inaccessible to Candidates as they leave the Examination Venue.
- f) A Candidate whose script has already been collected will not be re-admitted to the examination centre.
- g) Complete the Invigilator's Report Form.
- h) Return all Candidates' scripts, surplus unused answer books, examination question papers and other materials together with the Examination Attendance Registers (CRN) (**Appendix 3**), including the completed Invigilator's Report, to the Examinations Office.

2.5 Candidates leaving the Examination Venue

If, after reading the question paper, a Candidate wishes to withdraw from the examination, s/he may not be allowed to do so until one hour after the start of the examination. Candidates must remain at their desks until their examination script is collected, and they have been informed by the invigilator that they may leave the examination centre. The examination is not considered to have concluded until all scripts have been collected by the supervisor/invigilator.

- a) A Candidate who leaves the Examination Venue during any period of an examination without the permission of the Invigilator shall not be re-admitted during that examination. The Invigilator shall record any such event.

- b) Where a Candidate seeks permission to leave the Examination Venue for personal needs, then the Candidate shall be accompanied by an Invigilator (of the appropriate gender where possible) who shall record the Candidate's examination number.
- c) In the event that a Candidate becomes distressed or ill, the Examinations Office must be immediately informed.

Such Candidate shall be permitted to leave the Examination Venue accompanied by an Invigilator.

- 1) In the event that such Candidate is able to continue with the examination after a period of time has passed, the permission of the Senior Invigilator or nominee shall be obtained before the Candidate is permitted to proceed. Such Candidate must have been in the care of an authorised person during the entire period of absence from the Examination Venue.
- 2) In such circumstances a time extension equal to the period of absence from the Examination Venue may be granted, should the Candidate wish to proceed with the examination.
- 3) The Invigilator shall note on the Invigilator's Report page of the Examination Attendance Register (CRN) ([Appendix 3](#)) the time at which the Candidate had to leave the Examination Venue and the time at which they were permitted to return, together with details of the circumstances.

2.6 Late Admission to Examinations

Normally, no Candidate shall be admitted to the Examination Venue later than one hour after the start of the examination; in exceptional circumstances however, and providing that no other Candidate sitting the same paper has withdrawn and left the Examination Venue, a Candidate may be admitted later, at the discretion of the Examinations Office/or nominee. In cases of late entry, extra time will not normally be allowed.

2.7 Equipment Failure during an Assessment

In the event of equipment failure, where such equipment is essential for the conduct of the assessment (such as computing equipment) an appropriate time allowance shall be provided to enable the Candidate to complete the assessment.

2.8 Evacuation of the Examination Venue

In the event of a fire, or other emergencies, the safety of the Candidates and the University Staff shall be the primary concern, and the Invigilator(s) shall evacuate the Examination Venue in an orderly manner and without delay. In such circumstances, the examination shall be declared void and shall be rescheduled.

Appendices:

Appendix 1: Outline Guide of Prohibited Items in Examination Venues.



This list of prohibited items is not exhaustive and is subject to change. The University reserves the right to update the list at any time.

Prohibited Items: Students are not permitted to take any of the following prohibited items into an examination hall:

1. All course materials, unless otherwise specified on the examination paper.¹
2. Bag, including handbag
3. Calculator cover
4. Coats/Jackets/Hats/Scarves
5. Dictionaries: Science, mathematical, technical or language dictionaries, unless the module and its examination rules provide permission
6. Digital or electronic device (excluding non-programmable calculator) with or without remote data access or capability to communicate remotely [Example: smart watches, earphones)
7. Examination booklets
8. Food or Drink containers or wrapping
9. Mobile Phone/ Smart Device
10. Notes - written or typed
11. Notation of any nature on one's equipment or one's person e.g. notes on hands or arms
12. Optical containers (Example: spectacle cases)
13. Purse / Wallet
14. Stationery containers (Example: Pencil case)
15. All personal non-examination related items, for example ornaments, artefacts, and/or cuddly toys.

¹ Course materials permitted MUST not have been annotated in any manner.

Appendix 2: TUS Examination Entrance Slip



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Name of Student	
Student Number (A/K)	
Programme Title	
Signature	

This is to confirm that the above-named student is registered to sit their examination but does not have photographic ID.

Programme Title	
Date & Time	
Examinations Office Staff Name	
Examinations Office Staff Signature	

Appendix 3: TUS Examinations Attendance Register (CRN)



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Programme	
Date	
Time (am/pm)	
Class	
Venue	
No of Candidates Present	
Exam Session	

					Total Script Marks	a. Scale To	b. Cont. Ass	c. Oral Pra	d. Other	Final Mark a,b,c,d						
					Marks for Each Question											
					1	2	3	4	5	6	7	8	9	10	11	12
ID	Name	Signature	Seat Scrip													

Student Count	
Total Number of Scripts	