

**MAYNOOTH UNIVERSITY DEPARTMENT OF CHEMISTRY CONTINUOUS ASSESSMENT LAB/CLASS
TESTS/EXAMINATIONS - REGULATIONS AND PROCEDURES**

The following regulations and procedures apply to continuous assessment lab/class tests/examinations as do the Maynooth University examination regulations and procedures.

REGULATIONS

- 1. No candidate shall bring into the Examination /Test Hall or have in his/her possession while in such Hall any materials other than those explicitly permitted for that examination. Possession of material in the Examination/Test Hall will compromise the examination and a sanction will be imposed.**
2. At the end of an examination/test no candidate shall leave the Examination/Test Hall until their Examination/Test Answer Book has been collected by an Invigilator.
3. No candidate shall take out of the Examination/Test Hall any Answer Books, whether used or unused, or other supplied material.
4. No candidate shall aid, or attempt to aid another candidate, or obtain, or attempt to obtain assistance from another candidate, or communicate in any way with another candidate in the Examination/Test Hall.
5. If any candidate shall be adjudged by the Head of Department to have violated any of the regulations of the test/examination, or in any other way to have acted improperly, the Head of Department shall have power to deprive him/her of his/her continuous assessment marks, or of any part thereof, and also to publish his/her name as having been deprived of his/her continuous assessment marks, either wholly or in part, for having violated the Regulations of the Examination/Test.

Any Candidate found violating these Regulations shall be liable to be expelled from the Examination/Test Hall, and his/her name shall be erased from the list of Candidates at the Examination/Test.

PROCEDURES IN EXAMINATION/TEST HALLS

- A. It is the responsibility of each candidate to inform himself/herself of the regulations governing examinations/tests.
- B. Silence must be maintained in the Examination/Test Hall at all times.
- C. Please ensure that you write your name (as on the university register) and student number on each answer book/sheet as soon as you receive it. **Invigilators, when collecting scripts, will not wait for a candidate to complete these details.**
- D. Candidates should listen attentively to all announcements.