

NATIONAL UNIVERSITY OF IRELAND, MAYNOOTH.
Ollscoil na hÉireann, Má Nuad.

MATURE AND RESTRICTED ENTRY TESTS – REGULATIONS AND PROCEDURES

It is your responsibility to note the exact date, time and location of your test(s). Extra time will not be granted to candidates who arrive late for a test.

You must provide your own pens, pencils, erasers, rulers etc. If a calculator is required for the test you must bring one with you - standard and scientific calculators are permitted but programmable and graphing calculators are not allowed. You should ensure that your calculator does not contain any writing, formulae or notes - invigilators will check calculators.

You are permitted to bring your bag and coat into the examination hall. You are also permitted to bring your mobile phone and/or mp3 player into the examination hall. However, you must ensure that you switch these devices off and place them under your chair for the duration of the test.

You are not allowed to eat or drink in the examination hall. Smoking is not permitted in the examination hall and smoking breaks are not permitted during the test.

You are not permitted to bring into the examination hall or have in your possession while in the examination hall any materials other than those explicitly permitted for the test. You should not have any writing on your hands or arms. Possession of material in the examination hall and/or writing on your person will compromise the test and a sanction will be imposed.

Silence must be maintained in the examination hall at all times.

Invigilators are present in the examination hall to ensure the proper conduct of the test and to deal with any problems which may arise. If you require anything during the test you should attract the attention of the invigilator by raising your hand. Under no circumstances should you leave your place unless directed to do so by the Senior Invigilator. You are obliged to comply with reasonable instructions given by invigilators.

You should listen carefully to all announcements.

The test question paper and an answer book will be placed on your desk before you are admitted to the examination hall. You are required to carefully write your name and other details on the front of the answer book on your desk – you should do this before the test commences. At the end of the test, the invigilator must collect all answer books promptly and will not wait for you to complete these details.

You may **not** read your test paper or write anything into your answer book until the Senior Invigilator gives permission for the test to commence.

You should read the test paper and all instructions carefully. Any queries should be brought to the attention of an invigilator immediately (raise your hand).

You must not 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 hall.

In cases of personation, the personator and the personated shall be liable for permanent exclusion from the University.

Plagiarism in any form is forbidden in tests, university examinations, theses or other academic exercises.

You are not permitted to leave the examination hall and must remain in your seat until the test has ended, all answer books have been collected and the Senior Invigilator has given you permission to leave. At the end of the test you must hand up your answer book to the invigilator when requested to do so.

You must not take any supplied material or answer books (whether used or not used) out of the examination hall.

Any Candidate found violating these Regulations shall be liable to be expelled from the examination hall, and his/her name shall be erased from the list of candidates at the examination.