**Guidelines for the Use of Computer Room(s) for Disability based Examinations**

This Document contains Guidelines for the use of Computer/Laptop facilities in examinations for students that are registered with the Disability & Learning Support Service (DLSS) and require the use of these facilities.

These Guidelines are there to provide useful information for the **Candidate (Student),** therefore it is important that all Candidates read this document and familiarise themselves with these practices before the start of an exam.

Please be aware that whilst these Guidelines are written for the purpose of Computer based exams, they do not overwrite the General Regulations that govern all exams in Dublin City University. You will find these regulations on the following webpage:

[**http://www.dcu.ie/registry/examinations/regulations.shtml**](http://www.dcu.ie/registry/examinations/regulations.shtml)

1. **Pre-examination Preparation**
   1. There will be a seating list displayed outside the exam venue. Candidates can check their seat number before entering the room.
   2. On entering the room, Candidates will be given a **Username and Password** to log on to the Computer by the AT Officer or the Invigilator present at that time. Candidates should log in as soon as possible due to the time delay for the Computer to load all settings.
   3. Candidates can then open the relevant software that is required for typing an exam. Mostly, this will be Microsoft Office ‘Word’ (Excel in the case of Graph based answers). Candidates that require the use of other assistive software (Text aloud, Readers, Magnifiers, Speech Recognition) should consult with the AT Officer prior to the exams. This will allow accommodations to be put in place for specific needs. This could require the use of a TSR (Totally Separate Room) for certain supports.
2. **Start of and during an Exam**
   1. Candidates can start their exam once they are given permission to do so by the Invigilator. If there is a time delay due to the setup of the equipment or if any other technical difficulty occurs, this time delay may be given at the end of exam at the Invigilator’s discretion.
   2. All computers in the exam venue are setup to provide Candidates with the appropriate software (Word Processor, Office Suite) for the purpose of writing their exam. The use of non-permitted software via USB, CD, or any other external storage device will not be allowed during an exam. Candidates are not allowed store any Data locally, during or prior to the start of an exam.
   3. Candidates are not permitted to use Web Browsers or any other software that will allow access to the Internet/Intranet. For this reason, all network/wireless connections are deactivated for Exams.
   4. Candidates are not allowed to use any of their own equipment during an exam. This includes the use of Hardware/Software equipment or any external devices that can be used in conjunction with a Computer/Laptop.
   5. It is a Candidates responsibility to make sure that their **Answer Document** is saved correctly. (Saved to a destination and the Document is given a title). This should be done at the start of the exam, but also continuing to save during exam and when the exam is completed.
   6. On completion of all exam questions, Candidates should take the time to check their work and to make sure that it is ready for printing.
3. **Completion of Exam**
   1. Candidates again should do a final check to make sure that all their exam answers are saved correctly and that nothing has been omitted from this Document. This Document can then be printed. (You can never be too certain.)
   2. The Computer exam room will have printing facilities set up for this purpose and there will be no cost on printing. A cover sheet will be provided by the Invigilator or left beside the Printer. Candidates can fill in their details on this sheet and attached this to the front of the Answer Document. This will provide the Examiner with the required information (Exam Number, Exam Module, Date, Time, Course, etc.)
   3. Once completed, a Candidate’s printed Document should be handed over to the Invigilator present at that time. **It is very important that a Candidate checks the printed version of the Answer Document before handing this to the Invigilator.**  An incorrect document or another document could have been printed instead. Also, as several Candidates will be printing off their answers collectively, these documents could cross over. An Invigilator or any other member of Staff can not be responsible for the content or lack of content on any Answer Document once handed up.
   4. Candidates are asked to restart the computer before leaving the exam venue. This will allow the computer to reset to the default Login. All Documents or Data that is added to the Computer during an exam will be deleted once the computer is shut down or restarted.
   5. Candidates that require the use of a Laptop in a Totally Separate Room will save their exam as above. At the end of the exam, the AT Officer will save the Answer Document to a CD. The saved file is checked by the Candidate to make sure that their Answer is saved correctly. This CD is then handed to the Invigilator along with any other materials that are used for the exam (an Exam Booklet). A second copy is saved on an external Hard-Drive as a precautionary backup and is kept by the Examinations Office.
4. **General Guidelines**
   1. There will be an AT Officer on-call to provide any technical assistance if needed. A candidate should alert an Invigilator if this assistance is needed. The AT Officer will provide exam technical support as promptly as he/she can. Due to a high number of exams taking place at any given time, there might be a delay in dealing with a request, therefore the Candidate should bare this in mind and a Time Extension may be given to this Candidate due to this delay.
   2. Candidates should be always aware of others that are present in the same Exam Venue. Therefore it is asked that a Candidate would treat this as any other exam hall and that they work in a respectful and quiet manner so not to disturb other Candidates present.
   3. Candidates should keep in mind their exams accommodation arrangements and to check with the Disability Office prior to the exams to make sure that they are allocated correctly. The Invigilator will have this information on the Candidates exam pack for every exam. However the Invigilator is not allowed to change or request other accommodations that are listed or not listed within the information that there are given from the Examinations Office. These accommodations are put in place long before the beginning of an exam period.
   4. Finally, if a Student is unsure of any of the above, please contact the AT Officer in the ISS Department for Further information. The examinations Office will also be there to answers queries that may arise around the use of Computers in exams.

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