

DCU Online Examinations Supplemental Regulations

This document is an addendum to the University [Examination Regulations](#) to reflect the current online nature of DCU examinations during the academic year 2020/21. Students are expected to adhere to the highest standards of integrity and honesty when taking DCU examinations irrespective of the format of such examinations.

1. In Advance of Online Examinations

1.1 A timetable for online examinations will be published via the Student Apps page. It is the candidate's responsibility to ensure that they are aware of the dates and times of their examinations.

1.2 Candidates are reminded to familiarise themselves with the DCU [Examination Regulations and DCU Academic Integrity and Plagiarism Policy](#).

1.3 It is the responsibility of the candidate to ensure that the technology they are using for their online examination is fit for purpose and that all approved software has been downloaded in advance of their scheduled examinations. Each candidate should log in to the examination platform in advance of their examination to ensure that they have the required access and to familiarise themselves with the technical guidelines and requirements for their examination.

2. Conduct During Examinations

2.1 Prior to the beginning of an online examination, candidates should close down all programmes other than those expressly approved for the examination.

2.2 Candidates should keep their DCU student email account open for the duration of the examination, as the university may use this to notify students of any updates regarding the examination. This email account should not be used for any other purpose other than described above and in 2.6 below.

2.3 Candidates should read the instructions on the cover sheet of the examination paper before starting the exam.

2.4 Candidates are not permitted to use or access any items or materials, online or otherwise except items which have been expressly approved for use during the examination by the relevant module co-ordinator. A list of such approved texts will be advised in advance by examiners and noted on the cover sheet of the examinations. Reference materials such as log tables etc. will be supplied for you alongside your exam paper.

2.5 All candidates will be required to confirm on the examination platform that what they are submitting as part of the examination is their own work; or where the work of others has been used it must be cited and acknowledged.

2.6 Candidates must not, on any pretext whatsoever speak to or have any communication with any other candidate or another person; such communications will be regarded as a breach of the [Examination Regulations](#). If a candidate needs to ask a question regarding the examination they should contact either their examiner via email or the DCU Examination Support Centre.

3. Breaches of Examination Regulations

3.1 In line with DCU [Examination Regulations](#), if an alleged breach of examination regulations is brought to the attention of the Registry, the candidate will be contacted by the Registry Student Awards Manager with details of the contents of the reported breach of Examination Regulations.

The Registry Student Awards Manager will then report the matter to the DCU Disciplinary Committee as outlined in the [Examination Regulations](#) section 10.4 – 10.9.

Registry

Approved by Academic Council , April 2021.