



Dublin Business School

Examination Regulations

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1. Purpose

The purpose of these regulations are to:

- Protect and maintain the integrity of the Dublin Business Schools examinations.
- Oversee the proper conduct of the College's examinations.
- Prevent any student from gaining an unfair advantage during exams.
- Support all students in performing to the best of their ability during exams.

2. Scope

These regulations apply to all Dublin Business School students. Students who are found to have breached these regulations may be referred for investigation by the Academic Impropriety committee and subject to appropriate penalties up to and including delayed progression through their programme, capped awards, or expulsion. Details of the Academic Integrity Policy are available in the [Quality Assurance Handbook \(QAH\) part b section 3.3](#).

3. Definitions

3.1 Examinations

Examinations are formal assessments conducted under controlled conditions. Examinations are **individual assessments** and must be completed within a **set time** frame. An examination may be administered in person at a set location or hosted remotely using an online digital platform.

All DBS exams, with some specific exceptions to meet regulatory requirements, are currently online exams hosted on an online Invigilation platform.

3.2 Invigilation / Invigilators

Invigilation is the supervision of an examination to ensure that it is conducted fairly and according to the regulations. It involves monitoring students, enforcing guidelines, and addressing any issues during the exam.

An **invigilator** is an appointed person who supervises students during an exam to ensure that the regulations are followed, preventing cheating or misconduct. Invigilators monitor the testing environment, check attendance, report instances of impropriety and assist with any issues that arise during the exam.

3.3 Closed-Book Examination

A **closed-book exam** is an assessment format in which students are **not** allowed to refer to any external materials, such as textbooks, notes, or online resources, during the examination. The purpose of a closed book exam is to evaluate a student's understanding and retention of the course material solely based on their knowledge and recall.

3.4 Open-Book Examination

An **open-book exam** is an assessment format in which students **can** refer to external materials, such as textbooks, notes, and other resources while answering exam questions. This type of exam is designed to evaluate a student's understanding of the subject matter and may test their ability to apply concepts, critical thinking, and problem-solving skills. While external materials can be referred to, it is not permissible to copy, transcribe or replicate notes or other external sources to answer a question (short quotes which are referenced are permissible).

3.5 In-person Examinations

An **in-person exam** is conducted in a physical location, such as a classroom or examination hall. Students must attend in person to complete the exam under supervised conditions.

3.6 Online Examinations

An **online exam** is conducted over the internet, via an online exam invigilation platform. Online examinations may be administered either remotely, or in-person.

Remotely administered online exams will be invigilated by live invigilators via the student's webcam. A recording of the student's webcam and desktop will be made and used as evidence in an impropriety investigation

In-person online exams will be invigilated in-person by DBS staff or DBS-appointed invigilators.

4. General Examination Regulation

The following regulations apply to **all examinations**.

4.1 Student Responsibilities

All Students are expected to adhere to the exam regulations and respect and comply with the College's [Academic Integrity Policy](#) and the [DBS Learners Charter](#).

4.2 Identification Verification

All students will be required to provide a form of official photographic identification. The following are acceptable forms of identification:

- DBS Student ID card
- Passport
- Driving Licence
- Other official government photographic identification

4.3 Communication and Collusion

Students must not communicate, or attempt to communicate with anyone, other than DBS invigilation staff, during an examination. Communication and collusion includes, but is not limited to:

- Speaking or being spoken to (e.g. in-person, phone conversations).
- Passing or receiving physical written or drawn communication.
- Sending or receiving electronic communications (e.g. email, SMS, Messaging apps, shared documents)
- Working with one or more people.

Any form of communication or collusion during an exam is a serious breach of the integrity of the exam and exam regulations and will be investigated and penalised accordingly.

4.4 Removal of Exam Material

The removal of DBS exam materials or exam answers from the test location, or the copying, photographing, or taking of screenshots of DBS exam materials or exam answers from the online invigilation platform is prohibited.

4.5 Invigilation

Students must remain under invigilation for the duration of the exam time.

Students who need to leave their seats during an exam must request permission from the invigilator before doing so.

4.6 Mobile Phones, Electronic, and Smart Devices

All mobile phones and other electronic and smart devices must be switched off before the start of the exam and must not be accessed until the end of the exam time or after the student has left the exam room.

Mobile phones may only be accessed during a remote online exam to contact Technical Support or, in online open-book exams, to photograph/scan and email handwritten answer files to be uploaded to the Invigilation platform.

4.8 Headphones / Ear Plugs

Headphones and earplugs are not permitted unless extra provision has been approved prior to the exam date.

4.7 Impersonation

Impersonation of a student, including the remote access of a student's device, during an exam, is a serious offence. In cases of impersonation, both the impersonator and the individual being impersonated will be subject to investigation and disciplinary action.

4.8 Generative Artificial Intelligence (GenAI).

The unauthorised use of GenAI software or applications is **not** permitted and will be treated as a serious breach of exam regulations and integrity and will be investigated and penalised accordingly.

The College's guidance on the use of GenAI is available [here](#)

4.9 Invigilators Instructions

All test takers are obliged to follow instructions relating to the exam issued by the exam invigilator.

4.10 Extra Provision

Students requiring extra exam provision must inform the Student Services Disability and Inclusion Officer of their requirements at least one week before their exam date.

Retrospective consideration for extra provision will only be considered in exceptional circumstances and approved on a case-by-case basis.

5. Online Exam Regulations

The following regulations apply to **all Online** exams **in addition** to the **General Examination Regulations** detailed above.

5.1 Equipment

Students are responsible for ensuring that the equipment that they use to access the exam is fit for purpose. Students must:

- Use a reliable computer or laptop that is compatible with the exam invigilation platform (tablets and mobile phones are not compatible).
- Have access to the mains power supply.
- Have a functioning Webcam and Microphone.
- Use the Google Chrome browser to access the exam.
- Disconnect any additional screens.
- Ensure they have a strong stable internet connection.
- Have access to **their own** DBS Student email address (if handwriting and uploading answer files).

5.2 Compatibility

Students are expected to have completed the invigilation platform compatibility check (available on the Moodle page) using the device that will be used to take the exam, at least one week before their exam date or when instructed to do so by the College.

It is the student's responsibility to ensure that any technical issues identified are resolved before the exam day.

5.3 Test Environment

Students must sit the exam alone in a quiet, well-lit area free from distractions. Any unauthorized persons should not be present in the examination environment. Public spaces are not appropriate locations to take an exam.

5.4 Accessing the exam

Exam start times will be published on the Exam Timetable on the College website. Students are expected to access the exam at the published start time. Students who fail to access their exam within the authorised access time window will not be permitted to take the test and will be marked as absent.

5.5 Extra Provision in Online Exams

Exams for students with extra provisions will be set up with the authorised provisions in place. If the approved extra provision has not been included (e.g. the timer is not showing the extra time allowance) the student must notify the DBS Exams team **immediately** using the "Chat with an Expert" function available on the Moodle page so this can be corrected.

5.6 Technical Issues During an Exam

Technical issues with accessing an exam or if the student is disconnected from the invigilation platform must be reported immediately to the DBS exam team through the "Chat with an Expert" function on the Moodle page.

Technical issues during an exam where a student is not disconnected from the platform must be reported **immediately** to the exam invigilator through the invigilation platform.

Technical support will be provided where possible, but assistance may be limited if the issue is due to factors outside of the College's systems.

In general, the College cannot provide support to specific issues relating to a student's hardware or software. Each student is responsible for ensuring that their equipment is compatible with the online invigilation platform.

Consideration for missed exam submissions will only be granted if a technical issue can be verified as being due to a third party (e.g. internet or power outage). In these cases, the student will be required to provide supporting verifiable evidence.

5.7 Ending An Exam

The online exam will automatically end when the test timer shows 00:00. Any work entered on or uploaded to the invigilation platform will be automatically submitted. Any work not uploaded by this time will not be accepted. No extra time will be allowed.

Students may choose to manually end their exam at any time. Students who manually end their exam early will not be able to re-enter the exam.

Unsubmitted or incorrectly submitted answers will not be accepted after the test has ended.

6. Online Closed-Book Examination Regulations

The following regulations apply to **Online Closed-Book** exams **in addition** to the **General Examination Regulations** and the **Online Exam Regulations** detailed above.

6.1 Browser lockdown

Online closed-book exams will be subject to a browser lockdown to prevent the accessing of unauthorised applications, online sources, and materials.

6.2 Mercer Mettl Secure Browser (MSB) Plug-in

Students sitting online closed book exams **must** download and install the MSB plug-in at least one month before their exam date.

Students sitting online closed-book exams will not be able to access their exam if they do not have the MSB plug-in installed on their device.

6.3 Mercer Mettl Secure Browser (MSB) Plug-in Compatibility

Students are expected to have completed the MSB plug-in compatibility check (available on Moodle pages) using the device that will be used to take the exam, at least one week before their exam date or when instructed to do so by the College.

It is the student's responsibility to ensure that any technical issues identified are resolved before the exam day. Any technical issues arising as a result of not having the plug-in installed or not having completed the compatibility check will not be grounds for an appeal. A missed exam will be treated as a failed sitting requiring a repeat.

6.4 Accessing Unauthorised Materials

Accessing any materials, other than those authorised specifically for the exam, is strictly forbidden.

Accessing unauthorised exam materials in a closed-book exam is a serious breach of exam regulations and integrity and will be investigated and penalised accordingly.

Where required by specific exam questions, authorised functions (such as spreadsheet applications) will be made available for students through the invigilation platform.

6.5 Irregular Conduct and Behaviour

Students displaying irregular behavior, such as spending excessive time away from the invigilation platform or showing body language that suggests the use of unauthorised materials or devices, or communication with another person, may be reported for investigation for potential academic impropriety.

6.6 Answer Submission

All answers must be submitted through the online invigilation platform within the authorised exam time. Answers not submitted through the invigilation platform before the end of the authorised exam time will not be accepted.

7. Online Open-Book Examination Regulations

The following regulations apply to **Online Open-Book** exams **in addition** to the **General Examination Regulations** and the **Online Exam Regulations** detailed above.

7.2 Authorised Materials

Students **may** access and refer to external materials in an open-book exam. External materials include, but are not limited to, lecture and revision notes, textbooks, and online sources.

External materials may be used as prompts and reminders to assist in the answering of exam questions, however, they must not be copied, duplicated, or transposed (unless directly quoting a source) in whole or in part into an exam answer.

7.3 Plagiarism and Referencing

All answers must be entirely the student's own work. Plagiarism in any form is strictly prohibited and a breach of Academic Integrity. Any external source used during an open-book exam must be adequately cited/referenced. See the Libraries [How to: Reference](#) guide for further information on referencing in an exam.

7.4 Pre-prepared Answers and Self-Plagiarism

All submitted exam answers must be original to the exam and written entirely within the authorised exam time.

Submitting all or part of an answer from notes prepared before the exam (including, but not limited to, exam revision/preparation notes, calculation tables, and practiced answers from past exam papers) even when they are originally the student's own, is **not** permitted and will be treated as a serious breach of exam regulations and integrity.

7.5 Handwritten Answer Files

Students may use a mobile phone to photograph/scan handwritten answer files using a mobile phone. Photographed/scanned handwritten answer files may only be transferred for upload by email using the student's own DBS Student email account.

The use of messenger applications (e.g. Whatsapp, Telegram, Teams) to transfer files is not permitted.

7.6 Answer Submission

All answers must be submitted through or uploaded to the invigilation platform. Answers not submitted through the invigilation platform will not be accepted.