



QQI EXAMINATION REGULATIONS

Paper Based Examinations

Prepared by
Quality Assurance Support Service

Effective Date: September 2025

Assessor Responsibilities

1. Create the Exam:

Proofread the Exam for clarity and accuracy.

2. Arrange Exam Supervision:

If you are unable to secure a suitable Exam Supervisor in your centre, inform the Centre Manager who will request support from QA.

3. Room and Equipment Preparation:

- Remove all class notes, resources, and supports from the room before the Exam.
- Place a sign on the door clearly indicating that an Exam is taking place, and position the QA “Dos and Don’ts” poster where all learners can easily see it.
- Make sure there is sufficient space between seats so that learners cannot see each other’s work.
- Make sure there is a working clock in the Exam room, set to the correct time.

4. Where printing is required as part of the exam:

- Check that the correct default printer has been set for learners.
- Ensure adequate supplies of paper and toner are available.
- Exam instructions should instruct learners to include their name on any printouts.

5. Inform Learners:

- Prior to the Exam, ensure learners are familiar with the [Exam Regulations for Learners](#).
- Instruct learners to arrive at the Exam 15 minutes before the start time.
- Clearly communicate the list of permitted items (e.g., calculators, logbooks, paper-based translation-only dictionaries etc.) Electronic dictionaries are not permitted.

6. Provide Materials to the Exam Supervisor:

Arrive 20 minutes before the Exam to provide the Exam Supervisor with:

- A sealed envelope containing Exam paper(s) for each learner, and one for the Exam Supervisor.
- Additional answer books or paper.
- Exam Attendance Record with relevant details filled in.
- Your phone number or a designated contact who is onsite and available during the Exam.
- Any specific technical instructions related to the Exam.
- A list of permitted items and sufficient quantities of each (if being provided by the Centre e.g., logbooks, calculators).

Assessor Responsibilities

7. After the Exam

- Collect Exam scripts or organise for them to be collected from the Exam Supervisor immediately after the Exam.
- If an Assessment Incident Report has been completed, discuss it with the Centre Manager.
- Correct and grade Exams in a timely manner in order to facilitate feedback to learners and arrangement of repeat Exams, where relevant.

Note: Assessors may be present in the Exam room but should not act as the Exam Supervisor or interact with learners once the Exam begins. The Exam Supervisor's decisions are final during the Exam.

Exam Supervisor's Responsibilities

1. Pre-Exam Preparation:

- Arrive 20 minutes before the Exam to meet the Assessor.
- Designate an area for phones and personal items, out of learners' reach, and instruct learners to switch off their mobile phones.
- If a learner is using a dictionary for the Exam, check that it is a paper-based translation-only dictionary and doesn't contain any notes etc. Electronic dictionaries are not permitted.
- Advise learners to use the toilet before the Exam to avoid disruptions.
- Ensure desks are clear with the exception of permitted items.
- Confirm that all learners have signed the Exam Attendance Record and that the number of signatures match the number of learners in the room.

2. Instructions and Compliance:

- Read the [Exam Regulations for Learners](#) aloud to learners.
- Inform learners of the specific details of the Exam: start time, duration, number of questions, technical guidelines etc.
- Remind learners to write their name on their answer papers.
- Instruct the learners to start the Exam.

3. Supervision:

- Learners must be supervised at all times.
- Learners arriving late may only be admitted if all other learners are still present in the Exam room, and less than 25% of the duration has passed. In extenuating circumstances, the Exam Supervisor may consider admitting the learner after that time provided no other learner has left the Exam.
- Do not assist learners with answering or interpreting Exam questions.
- Walk around periodically to maintain active observation.
- Remind learners of the remaining time at appropriate intervals.
- If you suspect a learner of breaching the Exam Regulations, complete the Assessment Incident Report. You may need to discretely address the breach during the Exam, for example, by reminding the learner that communication with others is not permitted.
- If a learner becomes ill, distressed or needs to use the bathroom, they may only leave the room if accompanied, and without their belongings. Extra time will generally not be given. This will be decided on a case-by-case basis.

4. End of Exam:

- Record the time each learner leaves the Exam room on the Exam Attendance Record.
- Ensure that all learners' work has been collected, including rough work.
- Sign and date the Exam Attendance Record and return it, with the Exam scripts and Incident Reports, if relevant, to the Assessor.

Exam Regulations for Learners

1. Before the Exam:

- Follow the Exam Supervisor's instructions at all times.
- When instructed, switch off all mobile phones, smartwatches, and other devices and place them in the designated area.
- Your desk must be clear, with the exception of permitted items.
- Do not begin the Exam until instructed to do so by the Exam Supervisor.
- Write your name on your Exam paper.

2. During the Exam:

- Do not communicate or attempt to communicate with other learners until everyone has handed up their Exams.
- If you have a question, raise your hand. The Exam Supervisor is not permitted to assist learners with Exam questions or attempt to interpret the meaning of the questions in the Exam.
- If you need to use the toilet, raise your hand. You must be accompanied by an authorised person and you cannot take any belongings with you.
- If you are found to be in violation of the Exam Regulations, all or part of your Exam may be cancelled, which will have an impact on your marks for the module.
- If you finish the exam early and wish to leave, raise your hand.
 - You may not leave the Exam within the first 25% of the exam duration, or during the last 10 minutes of the Exam.
 - Please leave as quietly as possible.
 - You cannot re-enter once you have left the Exam.
- At the end of the Exam, stop writing when instructed.
- The Exam Supervisor must collect your Exam paper before you leave including rough work
- Do not remove any Exam materials from the room.



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