


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED:
	6.8 EXAMINATIONS POLICY, PROCEDURES AND REGULATIONS	6) ASSESSMENT OF LEARNERS	3.0	AUGUST 2020

Introduction and Context

The purpose of this document is to specify examination regulations which learners MUST be aware of prior to sitting examinations. It will also state the means by which the College will communicate these regulations to learners and the roles and responsibilities of all persons involved in the examination process.

The policy, procedures and regulations apply to all learners attending the examinations of academic programmes in the College.

Policy Statement:

- All modules are assessed in line with the QQI approved Programme Validation Document. Where this assessment includes final examinations learners are required to attend and complete the relevant exam in order to progress.
- All students enrolled on a QQI programme are automatically registered to complete module exams where applicable.
- The College will communicate Examination Regulations to learners by...
 - o Including a synopsis of the regulations in the student handbook, with a reference to the complete policy document
 - o Posting them on the learner platform Moodle
 - o Posting them outside examination locations (in-person exams)
 - o Discussing them with learners near examination time (PD's/DPD's/LS / DPD Evening cohort as appropriate)
- In advance of the exam period, the Head of Examinations will post a notification (by email and on Moodle) asking all learners who require **SPECIAL CONSIDERATIONS** to complete an application form and to send it with supporting documentation to the Examinations Office.
- The notification will also be brought to learners' attention by PD's/DPD's/DPD Evening cohort as appropriate.
- Learners may contact the Examinations Office directly or through their PD/DPD/ DPD Evening cohort or Learner Support Officer (if they require support or advice on the completion of the **SPECIAL CONSIDERATIONS** application form). **Note:** Special Considerations, once granted, are in place for all of the learner's College examinations except that a change of accommodation has been requested and approved.
- Learners who are candidates for examinations are **required** to familiarise themselves with, and **will be assumed to be aware** of the examination regulations

Staff Involved:

Head of Examinations, PD's, DPD's, DPD Evening Cohort, Invigilators, Learner Support Officer

	Person/s Responsible	Records generated to ensure evidence of follow through
<p>Regulations and Procedure Outline</p> <p>Prior to an Examination whether in-person or Online Open Book:</p> <ul style="list-style-type: none"> - It is the candidate's responsibility to ensure that he/she knows the correct date, time, format (e.g. in-person/location /open book online) and location of all examination sessions at which he/she is required to attend - It is the candidate's responsibility to make him/herself aware of the technical requirements and to make sure they are in place well in advance. E.g wifi/connectivity etc. - A candidate who requires special considerations for examinations due to specific learning or physical needs MUST have informed the Examinations Office well in advance of the examination period. <p>In-person:</p> <ul style="list-style-type: none"> - All candidates MUST bring their Student Identification Card to the examination hall to be checked prior to admittance. - For in-person exams candidates should be at the examination room twenty minutes prior to the examination - A candidate who needs to take medication during an examination MUST inform the Invigilator before the start of the examination - Invigilators will read rules of conduct' as supplied by Head of Examinations. <p>Entering & Exiting an Examination:</p> <ul style="list-style-type: none"> - Candidates will not be allowed to enter the examination room without appropriate photographic identification or the signature of a full-time member of staff. - Candidates will not be allowed to enter the examination room after the examination has been in progress for thirty minutes - Candidates will not be allowed to leave the examination room during the first thirty minutes or during the final twenty minutes of an examination - Candidates who wish to temporarily leave the examination room may do so with an invigilator's consent. In this instance the candidate will be accompanied by a second 	Learner	<p>Exam schedules</p> <p>Exam regulations</p> <p>Special Considerations form with attached documents (FQA 6.13)</p>
	Invigilator	Invigilator pack
	Learner	Exam lists, sign-in sheets,

<p>invigilator.</p> <ul style="list-style-type: none"> - Candidates who wish to permanently leave the examination room (outside of the above restricted times) may do so with an invigilator's consent and subject to their submitting their answer book to an invigilator before leaving. Candidates will not be readmitted to the examination room under these circumstances - Candidates who are required to leave the examination room early due to illness must report the illness to an invigilator. Failure to do so will render an appeal against a result of the examination on the grounds of illness void. 		identification forms
<p>Permitted & Prohibited Items:</p> <ul style="list-style-type: none"> - Unless specific instructions to the contrary are given: - Candidates may only bring writing implements, rulers, drawing instruments, slide rules and, where allowed, non-programmable calculators, into the examination room. - Candidates may not bring books, electronic or magnetic information storage devices, mobile phones, smart watches, notes or any form of paper into the examination room. - With prior arrangement English dictionaries will be provided in the examination room - Bags, cases, outdoor clothing and other similar items must be placed in an area designated by the invigilator before the examination begins - Candidates are advised not to bring any valuable items to the College on the day/s of the examination/s as they will not be allowed to store them in the examination room - Food and drink (other than water) are prohibited at examinations. 	Invigilator	
<p>During Examinations:</p> <ul style="list-style-type: none"> - It is the responsibility of the candidate to check that he / she has been given the correct question paper. If there is any doubt the candidate must attract the attention of an invigilator immediately - Candidates are required to act in accordance with any instructions issued by the invigilator(s) - Candidates who require supplementary material or have completed their examination must attract the attention of an invigilator by raising their hand and without disturbing other 	Learner	Exam regulations
	Invigilator	

<p>candidates</p> <ul style="list-style-type: none"> - A candidate may not speak to or otherwise communicate with another candidate during the examination and may not act in such a way as to disturb other candidates. Such an act may be considered (i) Academic Misconduct and/or (ii) a learner disciplinary matter, in which case it will be dealt with under the Learner Disciplinary Procedure (QA 7.9: Academic Misconduct) - Candidates must stop writing when instructed to do so by the invigilator - At the end of the examination, silence must be observed until the scripts of all candidates in the examination room have been collected by the invigilators and candidates must not leave their desks until the invigilator announces that they may do so. 	<p>Learner</p>	<p>Exam release documentation Exam booklets</p>
<p>Answer Books:</p> <ul style="list-style-type: none"> - Candidates must clearly identify their work by writing their student number, the name of their programme and the stage on each answer book and on every other item of examination stationery used, and must attach all items together securely unless instructed otherwise by the invigilator - All work must be written in the answer book(s) or on other examination stationery provided in the examination room - No part of an answer book should be torn out, detached or removed - Rough work and all calculations must be written in the answer book(s) and must be crossed through if it does not form part of the answer to the question being attempted. - Answers must be numbered clearly to indicate the answer to which they refer - No candidate may remove answer books or any other item of examination stationery, whether used or not, from an examination room. 	<p>Invigilator</p>	<p>Invigilator reports</p>
<p>Online/ Open Book:</p> <ul style="list-style-type: none"> - It is the responsibility of the candidate to check that he / she has been given the correct question paper. If there is any doubt the candidate must contact the Examinations Office. - Candidates are required to act in accordance with any instructions issued by the Examinations Office. - Candidates experiencing technical issues during the examination should immediately advise 	<p>Learner</p>	

<p>the member(s) of academic staff identified in the exam brief, their PD and/or the IT Helpdesk.</p> <ul style="list-style-type: none"> - Candidates should save their work throughout the examination. - Any candidate who is having difficulty uploading their exam should contact the member(s) of academic staff identified in the exam brief and/or the IT Helpdesk. - It is the responsibility of candidates to ensure that examinations are successfully uploaded and submitted by the specified deadline. This includes responsibility to ensure the correct document(s) are uploaded. <p>NOTE: Consultation or collaboration with other students or individuals during an online Open Book Exam is not permitted. Candidates MUST NOT, UNDER ANY PRETEXT WHATSOEVER, speak to nor have any communication with, any other candidate or individual during the course of an examination.</p> <p>Academic Integrity:</p> <ul style="list-style-type: none"> - The College takes an extremely serious view of any attempt to breach the rules of academic integrity in an examination. This is reflected in the penalties imposed for proven cases as described in the College's Academic Integrity Policy. (QA 7.8) - Where a member of staff, overseeing or correcting or moderating an examination, assessment or supervised test, carried out under examination conditions, has reasonable grounds to suspect that academic misconduct has / is occurring, or is reliably informed by any other person that academic misconduct is suspected, the candidate will be made aware of the suspicion and will be subject to the procedure as described in policy QA 7.8. <p>Candidates taking Open Book Online Examinations are required to sign an Academic Integrity Pledge.</p> <p>Scripts will not be accepted without this signed form.</p>	<p>Programme Managers</p> <p>Staff/Learners</p>	<p>Moodle Exam area</p> <p>area</p>
---	---	---

Policy Control Sheet

Policy	QA 6.8 Examinations Regulations
Version	3.0
Adopted/Effective	August 2020
Supersedes	Version 2.0
Monitoring/Next Review Date	Every year /Aug 2021
Responsible Officer(s) Designated Reviewer(s)	Head of Examinations and Registrations/Director of Quality Enhancement and Academic Affairs (DQEAA)
Scope	All Academic Staff/Examinations Office/Programme Administration

References

SNMCI Policy area	6) Assessment of Learners: QA Vol 2
Developed with reference to	QQI Assessment and Standards (2013) QQI Core Statutory Quality Assurance Guidelines (2016) The Irish Qualifications and Quality Act (Education and Training) 2012; European Standards and Guidelines for QA in the European Higher Education Area; Green Paper on Assessment 2018.
Related SNMCI Policies / Forms	QA 6.9: Role and Responsibilities of Invigilators; QA 7.8: Academic Integrity; GQA 7.8: Academic Integrity Guidelines; FQA 6.13: Special Considerations Form; IQA 6.8 Open Book Exam Information;

Revision

Revision Number	Revision Description	Originator	Approved By
2.0/08/2020	Review for blended learning	Office of DQAA	AB