



ICHAS

Section 7– Policies and Procedures on Teaching, Learning & Assessment

Subject:	Procedures associated with Examinations		
Date Approved by Board of Directors:	July 2019		
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Assessment of Learners		

INTRODUCTION

This procedure is guided by the broader policy context on assessment but refers specifically to formal examination scenarios.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Registrar	Has responsibility for the administration of the examination process
Invigilators	Are responsible for all activities that occur in the examination venues supported
Programme Co-ordinators	To support the work of the invigilator
Learner	Will be aware of the date, time and location of examinations relevant to him/her Confirm the final examination timetable on the ICHAS LMS two days before the first examination as there may be amendments to the provisional schedule. Be familiar with all information relevant to examinations. Adhere to examination and assessment regulations. Ensure all examination and programme fees are paid in advance of examination session.
Vice President (Academic Affairs)	To Oversee the examination process

Procedures associated with Invigilation

- Invigilators receive appropriate training of their roles and responsibilities which is recorded for their reference.

- All examinations have a sufficient number of invigilators
- Invigilators have to attend the examination hall at least thirty minutes before the commencement of the examination.
- Invigilators have to ensure that the examination hall is in a state of readiness (including the organisation of examination papers) so that the examination begins precisely as scheduled.
- Invigilators must make any conflict of interest known to the Registrar, where applicable.
- Invigilators have to ensure that all examination regulations are adhered to and provide clear instruction to the learners regarding the examinations which are taking place. They also have access to an Examinations Incidents' Report template.
- Invigilators have to exercise a constant observation over the examination, desist from any activity that prevents invigilation responsibilities (reading, use of mobile or fixed technology, etc.) and cannot absent themselves at any point during the examination hall except in agreed circumstances.
- Invigilators must not engage in any activity which distracts them or learners who are sitting the examinations (this includes unobtrusive movement through the examination hall, appropriate footwear, unnecessary conversation, gesticulation etc.)
- Invigilators must ensure that silence is maintained throughout the examination and address any refusal to stay silent. After one warning has not been acted upon, they have to note learners' names in their Incidents' Book.
- Invigilators do not answer queries concerning the content of any question paper. Any serious query regarding the examination paper has to be brought to the immediate attention of the Registrar.
- No candidate may leave the examination hall save for urgent reasons and with the express permission of the invigilator. The candidate has to be accompanied during his or her absence by an invigilator or the onsite Programme Co-ordinator.
- Invigilators must accompany candidates where it is necessary for them to leave and permission has been granted for same. The invigilator has to also mark their initials and indicate the time in the margin of the answer booklet whenever they accompany a candidate outside of the Examination Hall.

Procedure on Examination Regulations

- Students have to comply with all directions from the invigilators and corridor duty staff on the day of exams.
- Each student is advised and make themselves aware of the Fire Exits in the building.
- Students must display their student cards on the desk during each exam.
- Mobile devices have to be switched off and placed in personal baggage which must be placed at the top of the exam hall for the duration of the exam.
- Only authorised stationery and material are allowed on the desk e.g. questions sheets, answer booklets, spare paper, pens and reading glasses.
- No pencil cases or food is allowed on the desk – bottles of water can be left on the floor under the examination table.
- Other authorised materials e.g. paper dictionary may only be used with the prior consent of the College.
- Students are not allowed into the exam hall during the first 15 minutes of the exam if they arrive late and no student will be allowed enter the exam hall once the first 30 minutes has elapsed.
- Students are asked to refrain from any actions which generate unnecessary noise and distractions for other students.
- Students may leave the exam hall once the first 30 minutes have elapsed but will not be allowed return.
- Students are not allowed to leave during the last 15 minutes of the exam.
- Students may leave for a comfort break with the permission of the invigilator during the exam. The invigilator will note the time the student left and the time of return. An invigilator on corridor duty will accompany the student during such authorised breaks.
- The invigilator will call the time at various intervals during the exam and when the exam is over
- Students are advised in advance of the examination that they should advise the invigilator immediately if they perceive a difficulty with the procedure of the examination. The invigilator will immediately notify the Registrar and/or the Registrar who will address the situation.
- It is the student's responsibility to return all exam booklets and rough work to the invigilator and to sign the log sheet when leaving the exam hall.
- Students must not confer with each other when leaving the exam hall and are requested to remain quiet at all times.

Breaches of Examination Regulations

It is a disciplinary offence and a breach of examination regulations for a candidate to:

- Have unauthorised items or texts in their possession during the examination
- Make use of unauthorised items or texts during the examination
- Copy from the script of another candidate during the examination
- Receive help from another person during the examination
- Give help to another person during the examination
- Act dishonestly in any way (whether before, during or after an examination) to obtain or confer an unfair advantage to themselves or another candidate.
- Be disruptive to the proper conduct of the examination for other examinees.

Procedure for dealing with Breaches of Examination Regulations

This procedure is linked to the Policy on Academic Integrity and the Procedure pertaining to Academic Misconduct

- The Invigilator seeks to confirm suspicions of improper conduct
- The invigilator may at that point request the candidate to escort him/her from the examination hall
- The invigilator has to confiscate any unauthorised material and indicate on the candidate's script what has occurred and remove the script
- The candidate has to be given further examination books and permitted to complete the examination if they are agreeable to do so and if it does not result in undue disruption for the other candidates.
- The invigilator has to seek an explanation from the candidate at the end of the examination and submit a report including the student's response to the Registrar.
- The candidate must be advised that a report will be made to the Registrar and recorded in the Examinations Incident Book.
- A candidate who has been given a verbal warning by the Invigilator that a report will be made to the Registrar may submit a written statement, before the matter is considered by the Programme Director and the Registrar who will invite the candidate to a meeting to discuss the matter as per the Procedures pertaining on Academic Misconduct.

Linked Policies or Procedures

Linked Policies	Policy on Teaching & Learning Policy on Assessment of Learners Policy on Academic Integrity
Linked Procedures	Procedures associated with Teaching & Learning Procedures associated with Assessment of Learners Procedures associated with Academic Misconduct

