Institute Exam Procedures and Regulations

Version 2.0 - October 2010

IADT
Examination Procedures

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Policy Author	Hilary Lovejoy
Policy Owner	Registrar

Contents

Introduction

The Examinations function falls within the Office for Academic and Student Affairs. This Office is located within the Registrar's area of responsibility.

In the academic year of 2004/2005, a review of the IADT examination process was carried out. The review consisted of researching all of the processes involved in the examinations cycle, and the collation of historical documentation related to any existing examinations procedures and practice. Relevant staff across the Institute were also consulted. The outcome was an Examination Procedures document.

In 2009, in consultation with the three School Administrators, a review of the procedures document was undertaken. This document now includes a section on the administration of the assessment process in the School of Creative Arts.

At the beginning of each Academic year, the Examinations Officer will meet with the Schools to agree a list of dates for exam/assessment related activities for the year. These will be strictly adhered to by both the Schools and the Office of Academic and Student Affairs.

1. Examination Papers Preparation (Schools of Creative Technology and Business & Humanities only)

1.1   Template Question Papers

1.1.1   An Institute template for all examination question papers will be prepared by the Examinations Officer following consultation with the Schools. The agreed template will be sent to the Schools by an agreed date in October.

One template Usb is provided per exam module. On each Usb there will be four document templates, one for the exam question paper and one for the solutions(marking schemes and model answers) for each of the two sittings (Summer/Jan and August)–   **Responsible: Exams Office**

1.1.2   The School Administrators are responsible for distributing the template USBs to the relevant Lecturers. The USBs must be returned to the exam office for recycling within one year.

Responsible: Schools

1.1.3   The programme Lecturers will set the exam question papers for all exam sessions as per the template and submit the papers to their School Administrator by the following dates;
- **Agreed date in October for January exams**
- **Agreed date in January for all other exams**

Responsible: Schools/Lecturers

1.1.4   Only the approved programme name and module name as per the Approved Course Schedule agreed with HETAC may be used on the exam question paper.

Responsible: Schools/Lecturers

1.1.5   Responsibility for the accuracy and proofing of exam question papers rests with the Lecturers   (the Examinations Office does not proof read these papers).

Responsible: Schools/Lecturers

1.2   Role of Internal School Exams Officer

1.2.1   Each school administrator acts as the internal School Exams Officer, who liaises with the Institute Examinations Officer.

1.2.2   The duties of the internal Schools Exams Officers include:

- To ensure timely compilation of examination papers and marking schemes and, if relevant, sample solutions for all examination sessions
- To ensure that the draft examination papers go to the appropriate External Examiner and details of any requested changes are forwarded to the Lecturer
- To ensure that the final Master Copy of the exam paper is received by the Examinations Office within the agreed timescale
- To liaise with the Examinations Office throughout the year
- To attend official exam boards

1.2.3   When the Internal Schools Exams Officer is satisfied that they have received all the proofed exam question papers, they forward these to the External Examiners for consideration

Schools are responsible for the security of exam papers (draft and master copies) while in their possession.   **Responsible: Schools/Lecturers**

1.3   External Examiners

1.3.1   Each year the Schools will submit a list of current and proposed External Examiners to the Registrar for formal approval by Academic Council. This list will be submitted to the Standing Committee by mid November.   **Responsible: Schools/Registrar**

1.3.2   It is the responsibility of the Registrar's Office to ensure that all External Examiners are provided with a copy of the Approved Course Schedule and syllabus upon appointment.
Responsible: Registrar

1.3.3   The External Examiner returns the exam question paper to the Internal Schools Exams Officer who forwards details of recommendations and/or changes to the Lecturer.
Responsible: Schools

1.3.4   Any reasonable alterations required by the External Examiners should be incorporated into the exam question paper and the finalised paper submitted by the Lecturer to the Internal Schools Examination Officer by the agreed date.
Responsible: Lecturers

1.4   Submitting Exam Papers to Exams Office

1.4.1   For written exams, a master paper copy of the exam question paper is submitted to the Office of Academic and Student Affairs. For practical exams, a master paper copy, completed practical exam requirement form and the disk containing the exam files only is submitted. Marking schemes and solutions do not go to the Exams Office. Refer to: Practical Exam Requirement Form.
Responsible: Schools

1.4.2   It is imperative that the agreed final exam question paper is checked for errors. Checking should include:
- Spelling / grammar
- Correct duration
- Typing errors
- Correct exam session
- Correct number of pages specified
- Pages numbered sequentially
- Correct number of questions specified
- Questions numbered sequentially

- Instructions and number of questions tally (e.g. answer 3 out of 5 questions)
- Correct allocation of marks and a total mark of 100. If all questions carry equal marks please specify.
- Ensuring that the exam question paper is complete including any tables / graphs etc.
- Ensuring that any photocopied / scanned tables or attachments are legible.
- Papers should be black and white, one sided printing.

Responsible: Lecturers

1.4.3   Each Sheet of the exam question paper must be signed on the back by each Lecturer. The internal exams officer will inform lecturers in advance regarding quality assurance checks.

The final, proofed exam question paper is submitted to the Internal Schools Exams Officer. This is then submitted to the Office of Academic and Student Affairs in a White Envelope provided by the Office of Academic and Student Affairs by the following dates:
- **Agreed date in December for January exams**
- **Agreed date in March for all other programmes**

All details on the front of the white envelope are to be completed. Any information pertinent to invigilators must be recorded on white envelope – recording on the exam paper will not be sufficient. Any requirements for graph paper, log tables, headphones etc. must be detailed on the envelope. The lecturer's contact phone number should be on the envelope. (Lecturers must be contactable during their timetabled examinations in the summer, in case of any queries. For Autumn repeat examinations, the relevant School Office must be contactable to deal with any queries.)

The following instructions should be noted on the front page of the **exam paper & the white envelope** if they are required:

a) The question paper to be handed back at the end of the exam
b) Separate answer books required for different sections of the paper
c) No answer books required as the answers must be written on the question paper and handed back at the end of the exam
d) Precise instructions for practical exams

The Office of Academic and Student Affairs will not accept exam question papers from Schools that are not signed off as detailed above.

1.4.4   On receipt of the White Envelope from the Schools:
a) Exams staff will check the contents of the envelope and ensure details on the front of the envelope are complete
b) Exams staff and the Internal Schools Exams Officer or School Administrator sign this envelope
c) This envelope is left open, and not sealed.
d) Exam question papers are kept in a locked fire proof cabinet in the Office of Academic & Student Affairs.   **Responsible: Exams Office**

1.5   Photocopying of Exam Papers

1.5.1   The exam question papers are photocopied within the Office of Academic and Student Affairs. It is essential that Schools deliver papers by the agreed date to ensure that papers are copied in time for the exam.

The amount of exam papers to photocopy is informed by exam attendance reports printed within the Office of Academic and Student Affairs. Five to seven extra copies of all exam papers are photocopied **Responsible: Exams Office**

1.5.2   Quality Assurance (in terms of photocopying only) of photocopied exam papers is the responsibility of the Office of Academic and Student Affairs. A quality assurance check of photocopying is as follows:
    a) self check of every 20 exams papers by the person photocopying
    b) final check by Office of Academic and Student Affairs

NOTE: This final check by the Examinations Officer is to verify accuracy of photocopying only - it does not include checking the quality, relevancy, or accuracy of questions.

1.5.3 The Master copy of the exam paper and all photocopied papers are kept locked up in the Office of Academic and Student Affairs.

2. Preparation for Practical Exams (Schools of Creative Technology and Business & Humanities only)

2.1   Disks for all practical exams scheduled in each of the Schools must be checked and signed off.

Responsible: Lecturers

2.2   The disk, exam paper & Practical Exam Requirement form is submitted to the School Administrator which is then submitted to the Examinations Office in the White Envelope by the agreed date.

Responsible: Schools

2.3   The relevant Internal School Exams Officer and the Examinations Officer meet with an IT representative in **February** to discuss requirements for exams, (i.e. saving mediums & software required).

Responsible: Exams Office/ICT Office/School

2.4   Practical Exam Requirement Forms & Disks with exam question data files for practical exams are sent by the Exams Office to the IT Office. Installation is completed by IT staff on PCs.

Responsible: Exams Office/ICT Office

2.5   Procedures to ensure the integrity of practical exams are defined by the IT Office.

Responsible: ICT Office

2.6   The IT Office informs the Schools one week in advance, which labs will be closed prior to the exams for set up for practical exams.

Refer to: Page 27 REGULATIONS FOR TECHNICIANS IN PRACTICAL EXAMINATIONS

3. Timetable (Schools of Creative Technology and Business & Humanities only)

3.1   The Examinations Officer liaises with the Internal Schools Exams Officer to confirm whether exams are practical or written, and the length of each examination.

Responsible: Exams Office/Schools

3.2   A draft exam timetable is prepared by the Examinations Officer in consultation with the schools.

- For January exams this is produced in **November**
- For Summer exams this is produced in **March**
- For Autumn exams this is produced in **July**

3.3   Once agreed with the Schools, the timetable is published.

3.4   The examination timetable and 'Regulations for Conduct of Candidates During Examinations' is made available to students on the IADT Website ideally not later than four weeks before the exams commence. These are also posted on the main Institute notice board.
Refer to: Page 30 REGULATIONS FOR CONDUCT OF CANDIDATES DURING EXAMINATIONS

A soft copy of the timetable is sent to the School Offices, Library, Estates Office, Writing & Research Skills Officer, Access Officer, Counsellor, Institute nurses & the Registrar. A copy is also sent to the Students Union for inclusion on their website.

Responsible: Exams Office

3.8   The Exams Officer will liaise with the Estates and Facilities Office regarding timetabling of maintenance work which may adversely affect exams in progress.

Responsible: Exams Office/Estates Office

4. Invigilators (Schools of Creative Technology and Business & Humanities only)

4.1   Recruitment and training of Invigilators is the responsibility of the Examinations Office.

4.2   Invigilators are contacted ideally four weeks before the exams commence regarding their availability, and a timetable sent out to them outlining the times they are required to work.

4.3   The Examinations Office will organise briefing/training sessions for new Invigilators prior to the commencement of exams in order to clarify the Invigilator's role and to respond to any queries they may have regarding examinations regulations and procedures.

4.4   A minimum of 2 Invigilators is needed at all times, ideally 1 male and 1 female. The normal ratio is 1 invigilator for every 35 students.

4.5   Invigilators will be made aware of any exam accommodations required by students.

4.6   Along with their timetable, Invigilators will receive a copy of the following regulations. In particular, Invigilators need to be aware of the precise role of the ICT Technician in practical exams.

REGULATIONS FOR EXAMINATION INVIGILATORS **(Page 34)**

REGULATIONS FOR CONDUCT OF CANDIDATES DURING EXAMINATIONS **(Page 30)**

REGULATIONS FOR TECHNICIANS IN PRACTICAL EXAMINATIONS **(Page 27)**

5. Exam Accommodations (Schools of Creative Technology and Business & Humanities only)

5.1   The Institute has devised appropriate assessment and examination procedures which are effective in assessing the knowledge and abilities of students with disabilities, whilst at the same time ensuring the maintenance of academic standards.

Refer to: Page 43 PROCEDURES FOR PROCESSING ASSESSMENT ACCOMMODATIONS FOR EXAMINATION

Students must be assessed and approved for exam accommodations by the Institute Doctor, Access Officer or the Writing & Research Skills Officer.

5.2   The procedure for assessment is as follows:
   a) Students who accept a place at the Institute and who have flagged disability needs/special considerations on their application form are referred to the Access Officer by Admissions (Students can also present themselves to the relevant Service for assessment at any time during the duration of their study at IADT)

   b) Students with disability considerations are assessed by the Access Officer

   c) Students with reading/writing issues are referred by the Access Officer to the Writing & Research Skills Officer to be assessed

   d) When the student has been assessed, the relevant Officer completes a **Certificate of Exam Accommodations** and forwards this to the relevant school

   e) The Head of School or Department signs the certificate and forwards to the Exams Office

   f) The Exams Officer signs the certificate and makes two copies:
      - 1 kept in the Exams Office
      - 1 returned to School Administrator who makes 3 copies
         - 1 kept on Student file in School
         - 1 kept in Exam Accommodations file in School
         - 1 to Programme Coordinator who will make information known to all relevant lecturers.
      - Exam Office returns the original certificate with all signatures to the relevant Student Service (WRSS/Access) who will forward copy to student.

5.3   2 months in advance of Exams, the Exam Office will send a list of the students with special considerations to each School and the WRSS service. The Schools and WRSS will check and return this list within 1 week, including any additional students that the Exams Office is unaware of.

5.4   The Exams Office will inform the IT Office of any exam accommodations which includes IT facilities.

5.5   It is the responsibility of the Head of Department or Internal School Exams Officer to ensure that Lecturers are aware of any accommodations (such as no penalties for spelling or syntax) when marking papers.

5.8 Details of special needs or considerations are attached to the White Envelope containing exam papers for the attention of the Invigilators.

6. Pre Exam set up (Schools of Creative Technology and Business & Humanities only)

6.1   Desks and chairs to be ordered for exam halls well in advance.
                                                    Responsible: Exams Office

6.2   Answer books, graph paper, log books, statistical tables, calculators, treasury tags, storage media (e.g. USB for practical exams) etc. will be supplied by the Examinations Office in liaison with the IT Office.
                                            Responsible: Exams Office/ICT Office

6.3   The Schools will notify the Examinations Office of their material requirements for the exams when submitting their exam question papers for photocopying.

6.4   Formal exam answer books are used for all exams and are provided by the Exams Office.

6.5   If required, Schools are responsible for providing answer books for classroom tests; these must be of a different colour to those used by the Exams Office.

6.6   Examination halls are set up by Estates & Facilities staff, and the distance between desks is checked by staff from the Exams Office.

6.7   The IT Office informs the Schools and the Examinations Officer, one week in advance, which labs will be closed prior to the exams for set up for practical exams.

6.8   A nurse or first aid person should be on call during the examinations. The Examinations Officer will notify the nurses of this requirement during exams.

7. Elective Modules

7.1. Students will only be permitted to sit exams for subjects on which they are fully registered. **This includes electives**.

7.2. Deadlines are set for the Schools to inform the Exams Office of the electives students have selected. It is the responsibility of the Schools to inform the Office of Academic and Student Affairs of electives.

7.3. Schools should forward information on electives to the Exams Office as follows:

October for January Exams
February for Summer Exams

7.4. The students will then be registered on these electives by the Office of Academic and Student Affairs.

8. Component Level Breakdown (School of Business &Humanities only)

8.1. Deadlines are set for the Schools to inform the Exams Office of the component level breakdown of all modules. Schools should ensure that the correct component level breakdown is consistently communicated to the students and to the Office of Academic Affairs.

8.2. Schools should forward information on component level breakdowns to the Exams Office as follows:

October for January Exams
February for Summer Exams

8.3. The component level breakdown will then be set up on Banner by the Office of Academic and Student Affairs. Once agreed and updated it cannot be amended.

9. Examinations in Progress (Schools of Creative Technology and Business & Humanities only)

9.1. Conduct of Candidates

Refer to: Page 30 REGULATIONS FOR CONDUCT OF CANDIDATES DURING EXAMINATIONS for regulations governing students in exams.

9.2. Role of Invigilators

Refer to: Page 34 REGULATIONS FOR EXAMINATION INVIGILATORS

9.3. A signature sheet will be provided by the Exams Office at examination centres for all students to sign. Similarly, students in the School of Creative Arts will sign sign-in sheets for their end of year assessments. It is the responsibility of the School of Creative Arts to produce these assessment attendance sign-in sheets and ensure that they are retained.

9.4. Invigilators are required to complete an Examination Report form, detailing any problems which arise during the exam- for example, sickness of student. They also state and sign if no such incident occurred.

9.5. Each student is given one answer book. These are placed on exam desks prior to the start of the exam.   If additional answer books are required, these are noted on the examination signature sheet so that an accurate count of exam answer books may take place on completion of exam.

9.6. Just prior to the commencement of the exam, the invigilators distribute question papers. These are placed face down on the student's desks and students are instructed that these may only be turned over at the start of the exam on the Invigilator's instruction.

9.7. Unless there are extenuating circumstances no person other than a person authorised by the Registrar or Examinations Officer may enter the hall during the examination. For Practical Exams authorised personnel also includes IT technicians providing support for exams. The names of these technicians must be provided to the Examinations Officer for authorisation prior to the exam.

9.8. Problems / Queries on Exam Papers

If there is a problem in relation to the actual exam paper, the Examinations Officer or an Invigilator must contact the relevant Lecturer using the telephone number provided on the outside of the White Envelope during summer exams or contact the relevant School Office for Autumn repeats. (The School Office will then contact the Lecturers who must be contactable). Queries in relation to the exam paper itself are outside the remit of the Invigilator's duties.

9.9. Time Delays

In the event of delays or time being lost during an exam through events outside the control of the students, the duration of the exam will be extended at the end by the equivalent amount of time lost. This is only to be authorised by the Examinations Officer on the recommendation of an invigilator.

9.10.   Adverse Situation Affecting Exam / Cancellation of Exam

If an adverse situation arises during an exam which prevents the exam from proceeding correctly, according to prescribed guidelines, the Invigilator will immediately contact the Examinations Officer or the Manager of Academic & Student Affairs. The Examinations Officer or the Manager of Academic & Student Affairs will then take a decision as to whether the exam should continue, or be cancelled and re-scheduled at a later date. With the exception of standard supervised toilet breaks, students should not be allowed to leave the exam hall in the interim between the Invigilator contacting the relevant deciding officer and the arrival of that person.

9.11. Suspicion of Cheating / Plagiarism

9.11.1. If a student is suspected of cheating, the invigilator should obtain and retain any evidence (such as notes) and contact the Exams Officer immediately who will come to the examination hall.

9.11.2. The student will be told that they are suspected of cheating and that they may continue with the exam. If the student is continuing the exam, the point at which the suspicion came to light is noted on the exam script.

9.11.3. The student will be told to meet with the Exams Officer at the end of the exam. At this meeting the Exams Officer will explain the process that will be followed and the disciplinary process.

9.11.4. The Invigilator will make a report of the incident on the exam incident sheet.

9.11.5. The Exams Officer will make a report and retain any evidence.

9.11.6. The Exams Officer notifies the Academic and Student Affairs Manager and the Registrar.

9.11.7. The Registrar will instigate a disciplinary process

9.12. In cases of plagiarism in Continuous Assessments the following steps will be followed. The Lecturer informs the Head of Department who invites the student in question to an interview. If the Head of Department decides there are legitimate circumstances, the student may be allowed to re-submit. Otherwise the case is referred to the Registrar to follow disciplinary procedures.

9.13. Theory Exams - Post Exam

9.13.1. The Brown Envelope
- 1 exam question paper in the Brown Envelope
- All answer books are inserted into this envelope
- All details on the brown envelope should be completed in full
- The brown envelope is not sealed by the Invigilator, but is brought from the exam hall to the exams office by the Invigilator along with the examination signature sheet, the incident report, any medical reports and the white envelope. No exam materials should be left in the exam centre.
- In the presence of the exams office representative and the Invigilators, the number of answer books and number of students who sat the exam is counted and verified
- The examination signature sheet, the incident report, and any medical reports must be photocopied and the **copies placed in the brown envelope**
- The envelope is then sealed and stored in a locked fireproof safe in the Exams Office, where it is collected by the relevant Lecturer for correction.

9.13.2. The White Envelope
- The **originals** of the examination signature sheet, the incident report and the medical report will be inserted in the White Envelope, along with a copy of the exam question paper; surplus exam question papers will be shredded.

- The original sign in sheets and a copy of the exam question paper and any reports are filed.

9.14.   Practical Exams

9.14.1. Students are assigned a PC number, the PC number should be recorded by the invigilator on the exam sign in sheet under desk no. The backup operation performed by ICT is taken per PC.

9.14.2. Invigilators distribute a 'media storage device'(e.g. USB) to each student on which to save their work. These are collected at the end of the exam. The student fills in their name, student ID number, programme title, PC number and exam title on the device label. Students save their work onto the computer in accordance with instructions **and** onto the storage device.

9.14.3. Invigilators distribute and collect envelopes in which students place the storage device. The envelope incorporates a checklist/completion statement for Practical exams.

9.14.4.   The Brown Envelope

- 1 exam question paper in the Brown Envelope
- All envelopes containing storage devices are inserted into this envelope
- The brown envelope is not sealed by the Invigilator, but is brought from the exam hall to the exams office by the Invigilator along with the examination signature sheet, the incident report, and any medical reports. No exam materials should be left in the exam centre.
- In the presence of the exams office representative and the Invigilators, the number of envelopes containing devices and the number of students who sat the exam is counted and verified
- The examination signature sheet, the incident report, and any medical reports must be photocopied and the **copies placed in the brown envelope**
- The envelope is then sealed and stored in a locked fireproof safe in the Exams Office, where it is collected by the relevant Lecturer. Lecturers correct from the media storage devices.

9.14.5.   The White Envelope

- The **originals** of the examination signature sheet, the incident report and the medical report will be inserted in the White Envelope, along with a copy of the exam question paper; surplus exam question papers will be shredded.
- The original sign in sheets and a copy of the exam question paper and any reports are filed.

9.14.6.   Role of Technicians

Separate procedures are defined for Practical Examinations outlining the role of IT staff during examinations.

Refer to: Page 27 REGULATIONS FOR TECHNICIANS IN PRACTICAL EXAMINATIONS

- IT staff assist with technical problems during exams **only** in relation to malfunctioning operating systems or software, or faulty network connections.
- IT staff do not demonstrate any IT procedures for students having difficulty in relation to completing tasks described on the exam paper.

- IT staff do not assist students or demonstrate to students how to save their work to media storage material, the desktop, etc
- Technicians download completed exams from each computer. These are burned onto a CD. The backup disks are sent to the Exams Office within 1 full working day of the exam finishing. They are then collected by the school office.

10.   Post Examination (Applies to Schools of Creative Technology and Business & Humanities only)

10.1.   Collection Of Exam Papers for Marking

10.1.1. Lecturers must collect exam answer books within 24 hours of the exam finishing. (unless in exceptional circumstances)

10.1.2. It is the responsibility of the School Administrators to inform lecturers of the exam timetable and the deadline by when their papers must be collected.

10.1.3. Lecturers collect exam answer books for correction from the Examinations Office

10.1.4. Unless known to staff in the Examinations Office, the Lecturer will be required to produce a staff ID card. Failing this they can be verified by their Head of School, Head of Department or School Administrator.

10.1.5. The Lecturer counts the answer books in the presence of an Exams Office representative and signs for receipt of the answer books.

10.1.6. When the Lecturer collects the exam answer books, security for these papers becomes the responsibility of the Lecturers and Schools.

10.1.7. Lecturers collecting papers on behalf of other lecturers must provide written or e-mail confirmation of this arrangement by the relevant Head of School or Department.

10.1.8. The Lecturer returns the corrected exam papers to the Schools.

10.1.9. The Schools will advise Lecturers of deadlines for return of corrected exam papers.

10.2.   Practical Exams

10.2.1. Lecturers collect the media storage devices containing answers **and the CD** from the Office of Academic and Student Affairs as above.

10.2.2. Lecturers correct from the students own individual storage device or CD as appropriate.

10.2.3. After correction, the Lecturer returns the storage devices and CD to the School Administrators. The results are input in accordance with School Policy.

10.2.4. The Schools will advise Lecturers of deadlines for return of results

10.3. Sample Assessments for external examiners

It is the School's responsibility to submit a representative sample of exam answer books or storage devices to the External Examiners.

11. Preparation for Exam Boards

11.1. Medical Certificates

If a student submits a medical certificate pertaining to exams/assessments to their School Office it is the responsibility of the School to:
- Ensure lecturers are aware of relevant medical certificates
- Attach a **copy** of the medical certificate to completed Form 'ASA DF2: Deferral of Examination/Module' and return to the Exams Office
- If a student submits a medical certificate pertaining to exams/assessments to the Examinations office before or after the exam, the Examinations Officer will direct it to the School Office.

11.2. Inputting Marks

It is the responsibility of the School to coordinate the inputting of results on to the Banner student database. Continuous Assessment results should be input by an agreed date. Results are input as alpha grades.

11.3. Preparatory internal School exam meetings

11.3.1. Schools hold 'internal' exam meetings with the Programme teams in preparation for the formal Institute Exam Boards. All lecturing staff involved in the delivery and assessment of modules should be in attendance at the preparatory internal school exam meeting. These meetings are scheduled by the Schools.

11.3.2. A first draft version of Banner broadsheets are used by the Schools for validation of results at school level.

11.3.3. Only the Examinations Officer, or a person authorised by the Registrar, is permitted to run the broadsheet printing process. The three School administrators will therefore liaise with the Exams Officer to organise the deadlines around the printing of draft broadsheets for the internal exam meetings.

11.3.4. School Administrators inform the Exams Office via email when result inputting is completed and that all grades are 'rolled' on the Banner database system – from this point onwards any changes to a student's academic history will be audited on the database, and a reason for the changes must be entered on the system. The draft broadsheets printing process may then proceed.

11.3.5. Any amendments resulting from the 'internal' exam meetings are entered on Banner by the Schools. School Administrators inform the Exams Office via email that all amendments have been completed and that all grades are 'rolled'. The Banner system is then closed by the database manager, no further changes on the system may be made by the Schools.

11.3.6. The Examinations Office prepares for the Exam boards and produces Broadsheets to present at the boards. The Exam Office needs at least 1 full day prior to produce broadsheets for Institute exam boards.

11.4. School of Creative Arts Administration Procedures

11.4.1. School of Creative Arts Administrator liaises with Exams Officer and prepares calendar of deadlines for exam processes. Deadlines are communicated to all relevant School staff.

11.4.2. School of Creative Arts Administrator prepares template for grade entry for every year of each programme listing each Student and the modules they are to be assessed for. Any deferred or previously passed modules are blanked out.

11.4.3. Template is sent to Programme Co-ordinators

11.4.4. Co-ordinators collate individual marks into the spreadsheet and return to the School of Creative Arts Administrator by agreed deadline.

11.4.5. School Admin staff input grades. Quality assurance checks as follows:
- Staff work in pairs, one calling from spreadsheet while other inputs grades into Banner.
- Call back of inputted grades on banner, check against spreadsheet.
- Queries on grades & registrations are highlighted and resolved.
- All sheets are checked for missed grades.
- Template checked against banner exam register report.
- Each page of spreadsheet is signed off.

11.4.6. The Schools exams officer rolls grades by CRN

11.4.7. The Exams Office is informed when all grades are input and rolled

11.4.8. The draft broadsheets prepared by the Exams Office are photocopied onto coloured paper for use at the internal exam board meeting.

11.4.9. Attendance at internal exam boards as follows: Head of School, Head of Department, Programme Co-Coordinator, Year Tutor, Academic Tutor, School of Creative Arts Administrator (School Exam Officer). Other tutors may be present.

11.4.10.   There are two internal & two external board meetings in summer, divided into progression years and Final year students.

11.4.11.   There are two board meetings in autumn one for all undergraduates and one for ACCS students only.

11.4.12.   The team discuss and agree the appropriate mechanism for repeats at the internal exam board. i.e.
- Summer Project
- Internal repeat (with attendance)
- External repeat (no attendance)

11.4.13.   A recommendation is made to the formal exam board which makes the decision.

11.4.14.   For award years a GPA calculator is used at the internal board to identify borderline cases. The team discusses the case and agrees in advance whether it is appropriate to move grades or not. Team discuss which grade merits moving. A recommendation is then made to the formal exam board which then makes the decision.

11.4.15.   Any changes agreed at the internal board are made by the schools exam officer. When all changes are input and rolled the exams office is informed.

11.4.16.   Schools exam officer takes detailed minutes at internal and external exam boards. After the internal exam board the schools exam officer prepares a template for all summer projects to be issued to students and circulates to relevant lecturers. This must be returned to School before the formal exam board.

11.4.17.   After the formal exam board the school exam officer sends a listing of all students to receive projects plus hard copies of all projects to the exam office for posting to students by registered post. Soft copies of projects will be retained by the school office.

11.5.   School of Creative Technology Administration Procedures

11.5.1. School Administrator liaises with Exams Officer and prepares calendar of deadlines for exam processes. Deadlines are communicated to all relevant School staff.

11.5.2. School Administrator prepares template for grade entry for every year of each programme listing each Student and the modules they are to be assessed for. Any deferred or previously passed modules are blanked out.

11.5.3. Template is sent to Programme Co-ordinators

11.5.4. Co-ordinators collate individual marks into the spreadsheet and return to the School Administrator by agreed deadline.

11.5.5. School Admin staff input grades. Quality assurance checks as follows:

11.5.6. Staff work in pairs, one calling from spreadsheet while other inputs grades into Banner.

11.5.7. Call back of inputted grades on banner, check against spreadsheet.

11.5.8. Queries on grades & registrations are highlighted and resolved.

11.5.9. All sheets are checked for missed grades.

11.5.10.   The Template is checked against the banner exam register report.

11.5.11.   Each page of the spreadsheet is signed off.

11.5.12.   The grades are rolled by CRN.

11.5.13.   Inform Exams Office when all grades are input and rolled.

11.5.14.   Photocopy the draft broadsheets prepared by the Exams Office onto coloured paper for use at the internal exam board meeting.

11.5.15.   Attendance at internal exam boards as follows: Head of School, Head of Department, Programme Co-Coordinator, Year Tutor, School Administrator (School Exam Officer). Other tutors may be present.

11.5.16.   The team discuss and agree the appropriate mechanism for repeats at the internal exam board.

11.5.17.   A recommendation is made to the formal exam board which makes the decision.

11.5.18.   For award years a GPA calculator is used at the internal board to identify borderline cases. The team discusses the case and agrees in advance whether it is appropriate to move grades or not. Team discuss which grade merits moving. A recommendation is then made to the formal exam board which then makes the decision.

11.5.19.   Any changes agreed at the internal board are made by the schools exam officer. When all changes are input and rolled the exams office is informed.

11.5.20. Schools exam officer takes detailed notes at internal and external exam boards.

12. School of Business & Humanities Administration Procedures

12.1. School administrator prepares calendar of deadlines for exam processes

12.2. School Administrator forwards CA (component level) breakdown for each module to the Exams Officer to be set up in Banner. Deadline for submission

12.2.1. Department of Humanities - End of October

12.2.2. Department of Business & Enterprise - Mid November

12.3. When Banner breakdown has been completed the Exams officer notifies the School administrator

12.4. School Administrator trains new staff and updates staff on how to input results into Banner

12.5. Lecturer inputs all CA and exam marks into Banner

12.6. School Administrator checks to ensure that all marks and medical certificates have been input correctly

12.7. **Pre - Internal Exam Preparation Meeting** the School Exams officer prints off all composite Grade-able Component Sheets for all modules from Banner in preparation for this exam board

12.8. The School also extracts excel sheets from banner for use at this meeting

12.9. After this meeting lecturing staff make the recommended changes on banner

12.10. All Results are Rolled by CRN and the exams office notified

12.11. The Exams office forwards draft copies of the broadsheets for the Internal Exam board

12.12. School photocopies broadsheets onto coloured paper for use at the Internal exam board meeting.

12.13. The team discuss and agree the appropriate mechanism for Repeat at the Internal Exam e.g. Summer project or Autumn Exam

12.14. The School administrator takes notes of changes agreed at the meeting

12.15. A final list of summer projects is agreed on at this meeting.

12.16. Any changes agreed at this meeting are made by the School Exams Officer in Banner. When all changes are inputted and rolled the exams office is informed.

12.17. Exams office prints broadsheets for the External Exam board meeting

12.18. At the External Exam Board the School Exam Officer brings the following:

12.18.1. Signed external examiner forms (if not present)

12.18.2. A list of all module deferral forms with medical certificates attached.

12.19. After the formal Exam Board, the repeat projects for every student plus a cover list of all the repeat projects/students must be sent on to the exams office. Sufficient time must be given to the exam office to prepare accompanying letters, register all outgoing mail and allow time for students to raise queries on projects with the lecturers prior to 20th June. (NB. September 2010: repeat mechanism & notification process under review)

13. External Exam Boards

13.1. All relevant lecturing staff should attend the exam Board

13.2. At the Exam Board meeting, the Examinations Officer will note all amendments agreed by the Exam Board on the master broadsheet. This will be signed off by the board members and retained by the Office of Students and Academic Affairs in a fireproof cabinet.

13.3. Changes may be made live on the Banner database.

13.4. Detailed Minutes of Exam Board decisions and resulting actions are recorded by the Registrar's office. Copies of these Minutes are kept in the relevant School, Office of Academic & Student Affairs (attached to the master copy of the broadsheets) and the Registrar's Office.

13.5. Minutes will be circulated **within 2 days** of the Exam Board to be confirmed by the School.

13.6. Minutes are signed off by the Registrar and the Head of School.

13.7. All Exam Board Letters will be copied to the School administrators for filing on individual student files.

13.8. If external examiners are not present at exam boards, their reports sign in sheets must be brought to the Institute exam board by the relevant School and handed over to the Registrar.

14. Students withdrawing from Programmes

14.1. It is the responsibility of the Schools throughout the year to contact students regarding poor attendance and late submission of work

14.2. If it is suspected at Exam Boards that a student has left the Institute but has not withdrawn formally, the Exams Office will write to the student informing them that unless they contact the office by a given date they will be deemed to have withdrawn from IADT .

14.3. This includes students who are eligible to sit repeat exams or submit projects, but who did not present for the exam or submit summer work. Schools will receive copies of these letters.

15. Medical Certificates

15.1. If a student submits a medical certificate pertaining to exams/assessments to their School Office it is the responsibility of the School to:

15.2. Ensure lecturers are aware of relevant medical certificates

15.3. Attach a **copy** of the medical certificate to completed Form 'ASA DF2: Deferral of Examination/Module' and return to the Exams Office **APPENDIX F**

15.4. If a student submits a medical certificate pertaining to exams/assessments to the Examinations office before or after the exam, the Examinations Officer will direct it to the School Office.

15.5. Any medical certificates submitted by a student to the Schools Office in relation to missed exams must be accompanied by a module deferral form and must be brought to the Institute Exam Board. The Examinations Office and School Administrators liaise to ensure they are both aware of all medical certificates.

16. Posting of exam Results

16.1.   Following the Exam Board, the Exams Office has responsibility for the integrity of results on broadsheets and transcripts.

16.2.   The Exams Office posts results online on the Student Record System. The dates for posting of results are in the academic calendar and in the student handbook.

16.3.   On the same date the results are posted online, a notice is displayed advising students to contact their school office immediately to book appointments with lecturers, to seek academic guidance regarding their repeats and appeals.

16.4.   The relevant academic staff from each programme will be available on campus until the 20th June, for students to consult with and get feedback and advice on repeats, appeals, etc.

16.5.   If necessary, the completed examination answer books, which the schools retain, can be made available to the lecturers. This should facilitate students seeking academic guidance regarding their options in relation to repeat exams or appeals.

16.6.   The Exams Office is responsible for posting out transcripts to students within two weeks of the posting of exam results. Students' exam results will also be available on line on the IADT website.

16.7.   When posting out student transcripts, the Office of Academic & Student Affairs will also send repeat exam registration forms and details of repeat projects, to any students with failed modules. (NB: September 2010: repeat notification mechanism under review)

17. Repeats

17.1.   Following the final agreed outcome of Exam Boards, students who fail examinations and are required to repeat all or some modules or carry out repeat projects, will be notified in writing by post of the requirement to repeat by the Exams Office normally within two weeks. . (NB: September 2010: repeat notification mechanism under review)

17.2.   The correspondence from the Examinations Office will also include a repeat registration form to be completed and returned.

18. Repeat Projects (Schools of CA & BH only):

18.1.   The School prepares repeat projects for each student including detailed information on the project to be carried out and its submission date.

18.2.   These projects are then sent to the Examinations Office to be posted out to students with transcripts and repeat registration forms **(Date for projects to be sent to the Examinations Office to be agreed each year - this date must allow sufficient time for posting by exams office and time for students to receive projects in time to raise queries with lecturers prior to 20th June.** . (NB: September 2010: repeat notification mechanism under review)

18.3. The letters are then sent out by the Examinations Office with a Repeat Registration Form to be filled in and returned.

18.4. The relevant School Administrator will:
- Keep a record of which students must submit projects
- Keep a copy of all projects

18.5. Students must register for all repeat examinations and pay the appropriate fee – this includes repeat projects.

18.6. There are to be no localised arrangements made between the Schools and students for deferring of exams or alternative 'carrying' arrangements for academic progression. Final authorisation of such arrangements rests with the Registrar following receipt of written recommendations from the relevant Head of School.

19. Attempts

19.1. A student is permitted four attempts to pass a stage of a programme normally consisting of summer and Autumn sessions over two years. In the case of programmes in the School of Creative Arts, a maximum of two attempts (years) is normally permitted for any stage. Work of a practical / studio / laboratory nature may not normally be undertaken during the summer period, with the consequence that a student who fails in this area may be required to seek readmission to repeat a particular year of study.

19.2. The above provisions relate particularly to the School of Creative Arts but may be relevant to certain project/practical / laboratory activities in the School of Creative Technologies.

19.3. The first Summer exam sitting is considered to be a first attempt. **All subsequent sittings are also considered as an attempt** unless a student has Bona Fide reasons why they are unable to sit a repeat session and has approval to defer the sitting.

20. Students Repeating the Year

20.1. If a student fails to pass the year at their second attempt in the Autumn repeat session, their third attempt will be the following summer exam session.

20.2. In doing so, a student will do one of the following:

20.2.1. Register for and repeat a module by attending classes –   defined as an 'internal' repeat

20.2.2. Register for and repeat a module, not attending classes but re-sitting the exam or submitting a project only – defined as an 'external' repeat (may carry CA element of exam from previous year)

20.3. In both cases a student will be required to apply for readmission to a year of study and pay the appropriate repeat fee as applicable.

20.4.	Students follow the recommendation of the exam board when deciding on the most appropriate method of repeat.

## 21.	Carrying Modules

21.1.	A student may be permitted to 'carry' a module only in extremely exceptional circumstances following the decision of an Examination or Appeals Board.

21.2.	In such cases, the performance in a second or subsequent examination by a candidate who has been admitted under this procedure will not be considered unless the candidate has completed the requirements of the previous examination stage.

21.3.	Following the general letter to the student from the exam or appeal board. The school must write to the student with detailed information including deadlines on the necessary requirements to complete outstanding modules, the conditions on which the permission has been granted and the consequences should the student fail to meet the requirements or conditions.

## 22.	Exam Script Viewing Process (Applies to Schools of Creative Technology and Business & Humanities only)

22.1.	The Examinations Office will agree a viewing date with the Schools, and post these dates on Institute notice boards on the same date as exam results are published online.

22.2.	Students may request to view their scripts by completing the appropriate form held in Office of Academic & Student Affairs.

22.3.	The Request to View form should be obtained from, completed and returned to the Office of Academic & Student Affairs.

22.4.	The completed form will be taken to the relevant school by the Examinations Officer or their representative and the requested script obtained from the school for the student.

22.5.	A room will be made available by the Office of Academic & Student Affairs where students may view scripts, accompanied by one other person if preferred, and in the presence of the Examinations Officer or his/her representative.

22.6.	This viewing is intended to apply to exam scripts / material only. Students must be advised to seek feedback on all Continuous Assessment/Project work throughout the year.

22.7.	Examination scripts / disks are held by the Schools for 24 months and thereafter disposed of in a confidential manner.

22.8.	Where a result is appealed, the script should be held for two years after the student has ceased to be a student, provided no litigation is contemplated.

23.   Appeals Process

23.1.   The deadline for receipt of appeals of results is 5 working days after the posting of exam results online. This date will be included in the Academic Calendar and Student Handbook each year.

23.2.   The deadline for response on decisions to Appellants will be set in the Academic Calendar. This deadline will be one week after the Appeals Board has met.

23.3.   Appeals forms are available from the Office of Academic and Student Affairs. Completed forms are submitted to the Office of Academic and Student Affairs along with the relevant Appeal fee. The forms are collated and then passed to the Registrar for processing.

23.4.   The Registrar carries out an initial assessment on which Appeals have sufficient ground to go before an Appeal Board.

23.5.   Copies of the relevant appeals are sent to Schools for a response. A deadline is set by which the Registrar must receive the response

23.6.   Copies of Appeals documentation and the response from the school is made available to the Appeals Board members prior to the Appeals Board.

23.7.   Appeals Board

23.7.1. The Appeals Board is made up of the Registrar, Head of School (other than the School being considered) and a representative from Academic Council.

23.7.2. The decisions of the Appeals Board are recorded. The Registrar writes to students informing them of the outcome of the Appeals Board with respect to their Appeal. Copies of the letters are sent to the School Administrator, Head of Department, Head of School and the Exams Office.

23.7.3. Students may then choose to avail of the final step of Appeals process. The student has the right to request to appear before the Appeals Board which is a sub-committee of the Academic Council. There should be additional information undisclosed at the first appeal stage, for this stage to proceed. After this meeting the Appeals Board shall inform the student in writing of their findings which shall be the final outcome of the Institute appeals process.

23.7.4. Minutes of the decisions on appeals are forwarded to the Office of Academic and Student Affairs where they are filed as part of the master files of examination broadsheets.

Institute Exam Procedures and Regulations

REGULATIONS FOR TECHNICIANS IN PRACTICAL EXAMINATIONS

1. ICT Technicians Role Prior to Examination

1.1   A list of the software (including versions) and any special access to external resources to be used for each practical examination will be issued to the ICT Office at least one month before the beginning of the practical examination process.

1.2   Prior to the holding of the practical examinations, all labs that are been used during the examination period will be closed for at least five working days before the start of the examinations. This is to allow the computers to be reset-up and any maintenance/repair work be performed. It should of course be noted that even with this maintenance/repair work that computers or a component parts of a computer can fail at any stage during the examination period. However, every attempt will be made to minimize this during the set-up period.

1.3   An 'Exam' and 'Solutions' folders are created by the ICT Technician and saved in the D:\drive.

1.4   The examination questions will be given to the designated ICT Technician on a disk by a member of the Examination Office. Prior to this disks will have been signed off by the School as containing the correct examination questions as labeled correctly.

1.5   On the day of the examination the ICT Technician will have organised that examination questions are copied into the "Exam" folder from the disk provided by the examination office.

1.6   All exam computers will be logged in by the ICT Technicians using a special login network account. With this user account, students can't access email, the internet, the campus network, file servers or send files across the network unless previously requested (refer to 1.1); a separate user login will be set-up for use in the exam needing special access.

2. ICT Technicians Responsibilities during Examination

2.1   ICT Technicians will be present 20 minutes at the beginning of each exam and 20 minutes at the end to ensure the process begins and finishes without any unnecessary technical hitches.

2.2   The ICT Technicians are available, if the need arises, during the examination. A contact number will be provided to the Examinations Office for this purpose five days before the examinations begin.

2.3   ICT Technicians will only deal with technical problems such as malfunctioning operating systems or software e.g.:
- Computer crashes
- Faulty monitor
- software issues such as an application not loading etc.

2.4   ICT Technicians will NOT deal with the following types of issues:

- Students who do not know how to operate a computer or any of the basic computer operations.

- Students who do not know how to operate or use any software application.

- How to save to the desk top or any removable storage device. It is the responsibility of students and their lecturers to ensure that students know how to save material to the desktop and to removable storage devices

- Questions relating to regarding exam papers. [Note: It is the responsibility of Lecturers to ensure that students know how to save material to the desktop or any removable storage device.]

2.5   The ICT Technician will advise the Examinations Officer and invigilators if they feel additional time should be given to a particular student or groups of students if there was a legitimate technical issue. The issue will be recorded by the ICT Technician for the examination and ICT Offices.

2.6   If an ICT Technician is unsure of where responsibility for particular issues / problems lie, they should consult with the Examinations Officer

3.   Invigilators Responsibilities in Practical Exams
{Refer also to "Regulations for Examination Invigilators"}

3.1 Students should be reminded before, during and after the exam to keep saving their work in the 'Solutions' folder on the D:\ drive.

3.2 Invigilators should summon ICT Technicians immediately on receiving a technical complaint such as those mentioned above.

3.3 If the invigilator is in doubt about a student query the ICT Technician or Examinations Officer should be summoned immediately

3.4 Invigilators should monitor student's computer screens to ensure the back grounds are all the same colour as they are set to a particular colour.

3.5 Invigilators should ensure that students do not use any storage devices other than the one provided to the student by the invigilator at the end of the examination.

3.6 If a student reports that the storage media is faulty then an ICT Technician should be requested to examine the media rather than issuing another storage media. This is to avoid errors in submission of incorrect storage devices.

4.   Student Responsibilities

4.1 The 'Exam' folder contains the examination files or "questions". All work that is done by students **MUST** be saved in the 'Solutions' folder. If the files are not in the solutions folder there will be no back-up of the "solutions" folder which is made after the examination has been completed.

4.2 At the end of the exam, the student **MUST** copy the 'solutions' folder onto removable storage media provided by the invigilators.

4.3 Before handing the media up to the invigilator, the student should verify the contents of the removable storage media. This is to ensure that all their files have been successfully copied onto the storage device and that the files copied are the latest version of the student's files.

4.4 Under no circumstances should a student logout during the exam. If they do all work may be lost. If a student has a requirement to logout for any reason an ICT Technician should be requested immediately.

5.   ICT Technicians Responsibilities post Examination

5.1 The ICT Technician will copy each 'solutions' folder to a secure network location. When all solution folders have been copied, They are burned onto CDs and given to the Examinations Office within one full working day of exam finishing..

5.2 ICT Technicians take no responsibility for work stored in any location other than the "Solutions" folder; any other locations such as the desktop or other personally named folders will be ignored.

5.3 The ICT Technicians are not responsible for checking the contents of the storage media devices before or after it has been handed up to the invigilators.

5.4 Any technical issues such as computer or partial computer failures will be reported to the Examinations Officer and ICT Manager immediately after the examination, preferably by email.

Institute Exam Procedures and Regulations

REGULATIONS FOR CONDUCT OF CANDIDATES DURING EXAMINATIONS

1) Students are only allowed to bring pens, pencils, other individual items necessary for the exam (e.g. rulers) and bottled water into the examination hall. Students are not permitted to bring notes or written material of any kind, jackets, bags, i-pods, mobile phones, pencil cases, glasses cases, food or drinks other than bottled water into the exam hall. They must be left outside the examination hall – responsibility for the safety of these items rests with the student.

2) Candidates are only permitted to bring in approved calculators to appropriate exams

3) Candidates will only be permitted to sit exams if they are a fully registered IADT student. Students with a temporary registered status will not be permitted to sit exams.

4) Candidates will only be permitted to sit exams for subjects on which they are fully registered. This includes elective modules and also any modules which a student is repeating. Students who are not registered may be refused permission to sit the exam

5) A valid student ID card is required for entry to the examination hall. This should be left on the candidate's desk during the examination for verification purposes.

6) Invigilators are present in the examination hall to ensure the proper conduct of the examination and to deal with the problems which may arise. Candidates must obey the directions of the invigilators. Please listen carefully to all announcements. If anything is required during an examination, candidates should call the attention of the invigilator by raising their hand. Under no circumstances should they leave their examination desk.

7) Candidates should be in attendance at the examination hall at least ten minutes before the commencement of their examination.

8) Candidates who arrive after the commencement time of the examination must wait outside the examination hall and will be allowed in at the instruction of the invigilators at suitable intervals to avoid disruption to other candidates

9) A candidate should not be allowed to enter the examination hall if he/she presents himself/herself later than an hour after the examination is timetabled to commence. The time lost by the candidate may not be compensated for at the end of the examination period unless there are extenuating circumstances. In such circumstances, the late arrival of a candidate at the examination and/or any additional time given must be noted on an incident sheet and signed by the student.

10) When requested, all candidates must occupy the place assigned to him/her in the examination hall.

11) Students are required to sign an attendance sheet which will be brought around by an invigilator during the exam

12) Silence must be observed in the examination hall at all times

13) Smoking and eating in the examination hall is not permitted.

14) Each candidate must enter her/his student number, and desk number on the answer book. Students must use separate answer books for each section of the question paper if requested.

15) All work should be done on the answer book or other material provided. Rough work must be done in the answer book and then crossed through to show that it is not part of the answer.

16) If a candidate completes the examination paper before the end of the exam, they must hand their answer book to an invigilator and leave the examination hall quietly. No candidate will be allowed to leave the examination during the first hour of the examination. Once a candidate has handed up their answer book and left the examination hall, they will not be readmitted, unless there are exceptional circumstances.

17) A candidate who has finished his/her work at least 15 minutes before the time appointed for the conclusion of the examination should not leave the examination hall until the time appointed for the conclusion of the examination unless permitted to do so by the Invigilator. This is to ensure the minimum disturbance to the other candidates.

18) Candidates wishing to leave the examination hall temporarily may not do so unless accompanied by an Invigilator or a person authorized by the Examinations Officer. No person may enter or leave the examination hall without the Invigilator's permission. If the candidate wishes to leave the examination hall, they must attract the attention of the invigilator, by raising their hand.

19) At the end of the examination period, candidates must remain in their seats until their scripts have been collected. Scripts must be handed up immediately on request to an invigilator.

20) No candidate is allowed to leave the examination hall with an answer book, blank or otherwise.

Illness during Examination
21) Candidates who leave the examination hall during the examination for medical reasons will, if appropriate, be allocated extra time to complete the examination. The amount of extra time allocated will be at the discretion of the nurse on duty in consultation with the Examinations Officer.

22) Prior to the examination, any student who is aware that illness will prevent him/her from attending an examination, should see her/his medical advisor and request a medical certificate for an appropriate period. If the certificate is granted, it must be forwarded immediately to the Exams Office accompanied by a deferral form and covering letter. This will then be forwarded to the relevant School Office/Registrar for processing.

Expulsion from Examination

23) A candidate may be expelled from the examination hall if her/his behaviour is such as might jeopardise the examination process.

24) The bringing of notes, drawings or other unauthorised materials into the examination hall is strictly prohibited. Notes, books or other materials should be left outside the examination hall. Students found in possession of such notes or materials on their persons or body during an examination will be liable to disciplinary procedures.

25) No candidate shall aid, or attempt to aid another candidate. No candidate may, on any pretext whatever, speak to or have any communication with another candidate. If a candidate wishes to ask a question, he/she should do so by first raising her/her hand to attract the attention of the invigilator quietly. No explanation of the meaning of an examination question can be given by an invigilator.

26) In cases of impersonation, the impersonator and the impersonated will be liable to disciplinary procedures.

27) Plagiarism in any form is forbidden in all examinations, theses or other academic exercises. [IADT has a plagiarism policy which can be obtained from the Office of Academic and Student Affairs and the School Offices]

28) If any candidate is found to have violated any of the Regulations of the examinations, or in any other way to have acted improperly, whether discovered during the examination or afterwards they will be liable to IADT disciplinary procedures which incur serious penalties. This can include expulsion from IADT.

29) Every candidate will be deemed to have read, understood and accepted the instructions and regulations governing the conduct of candidates during examinations once they present themselves for examinations. These regulations are available along with the examination timetable on the institute website and are posted on campus.

Additional Regulations for Practical Exams

a) Candidates must follow instructions on the exam paper for saving their work. Work must be saved onto the hard drive **and** also onto a removable storage device (USB) supplied by the invigilator. It is the responsibility of the students to ensure that they know how to save material to the desktop or any removable storage device.

b) Invigilators distribute USBs to each candidate. The candidate must write their name, student ID number, programme title, exam title & PC number on the USB label.

c) These USBs are collected by invigilators at the end of the exam.

d) At the end of the examination, special envelopes for practical exams are distributed and collected again by the Invigilators. Candidates must deposit their USB devices into the envelope and sign the completion statement.

e) Candidates must not use any network resources unless otherwise directed

f) IT technicians provide a support role at practical exams to deal only with technical problems in relation to malfunctioning operating systems or software, or faulty network connections.

g) IT technicians do not demonstrate any IT procedures to students having difficulty in relation to completing tasks described on the exam paper.

h) IT technicians do not assist students or demonstrate to students how to save their work to zip disks, or the hard drive. It is the responsibility of the students to ensure that they know how to save material to the desktop or any removable storage device.

Institute Exam Procedures and Regulations

REGULATIONS FOR EXAMINATION INVIGILATORS

Introduction

These regulations have been compiled for the guidance and instruction of Examination Invigilators and to achieve at all times the professional and proper conduct of examinations at this Institute. The regulations should be adhered to strictly and in every detail during examinations.

Invigilators are expected to have studied them carefully and to have familiarised themselves with them before examinations begin so that they know how to deal with any difficulty that may arise. One of the Invigilators will be designated as "Senior Invigilator".

Any breach of trust or improper conduct on the part of an Invigilator will render him/her liable to have action taken against him/her.

1. **Preparation of Centre**
   1.1. The Invigilator should be in the examination room at least fifteen minutes before an examination is due to begin.
   1.2. He/she should verify that the following arrangements have been made:-
      1.1. For written examinations the desks to be arranged so that candidates may be seated in a position such that no candidate will be able to overlook the work of another candidate.
      1.2. Each desk has its own individual number which students should write on their answer book and signature sheet.
      1.3. Examination stationery required for the examination is placed on the candidate's desk before the question papers are distributed.

2. **Admission of Candidates**

   2.1. Candidates should not be allowed to enter the examination room before the Invigilator arrives to take charge.

   2.2. Candidates will only be permitted to sit exams if they are a fully registered IADT student. Students with a temporary registered status will not be permitted to sit exams.

   2.3. Candidates will only be permitted to sit exams for subjects on which they are fully registered. This includes elective modules and also any modules which a student is repeating. Students who are not registered may be refused permission to sit the exam

   2.4. Candidates must have a valid student ID card to sit an examination. In circumstances where a candidate does not have a student card for valid reasons (lost etc) they must complete an 'Unexpected Student Form' which should be brought to the exams office at the end of the examination.
   Students must be instructed to produce an ID card for the next exam. Replacement cards are available from the Office of Academic and Student Affairs.

2.5. The Invigilator should direct candidates to their seats and instruct each person that all bags, papers, books or notes should be left outside the examination hall.

2.6. Each candidate should sign the attendance sheet and write his/her desk number on same having first shown their identity card.

2.7. Candidates who are late must wait outside the exam hall and may be allowed to enter at the invigilators instruction only at relevant intervals to avoid disruption to other candidates

2.8. Unless agreed by the Exams Office, a candidate should not be allowed to enter the room if he/she presents himself/herself later than an hour after the examination is timetabled to commence. Time lost by a candidates late arrival may not be compensated for at the close of the examination period.

2.9. Should no candidates attend, the Invigilator need not wait more than thirty minutes after the time fixed for the commencement of the examination. The unopened packet(s) of question papers should be returned to the Examinations Office.

3. Beginning of Examination

At the beginning of each examination the Invigilator should bring the following instructions to the attention of the candidates.

3.1. Students are not permitted to bring jackets, bags, i-pods, laptops, mobile phones, pencil cases, glasses cases, food or drinks other than bottled water into the exam hall. They must be left outside the examination hall.

3.2. Candidates should not have in their possession any notes, drawings, or other material during the examination nor have any written information on their persons or body. Students may only have on their desks the writing materials and approved calculators necessary for the exam. Pencil cases, glasses cases or any other containers including covers for calculators must be left outside the examination room.

3.3. Invigilators have the right to instruct a candidate to empty their pockets to check for any notes.

3.4. Candidates are allowed to bring in and use pocket calculators. Devices such as programmable calculators, personal organisers or watches with memory functions are not permitted.

3.5. Mobile phones are not allowed inside the examination room

3.6. The Institute accepts no responsibility for items such as bags and contents, not allowed in the examination room and left outside.

3.7. Candidates are asked particularly to read the instructions in the question papers before answering the questions.

3.8. Candidates must leave their identity cards on their desks for the purpose of checking, without any undue disturbance, after the start of the examination.

3.9. Each candidate should enter his/her name, student number, desk number, lecturer's name & all other details clearly on the answer book, graph paper, etc. Candidates must use separate answer books for each section of the examination paper if instructed to do so.

3.10. All work should be done on the Answer Book or other material provided. No scribbling paper, nor anything that might be passed from one candidate to another is allowed.

3.11. Rough work must be done in the answer book and then crossed through to show that it is not part of the answer.

3.12. No candidate may, on any pretext whatever, speak to or have communication with another candidate. If a candidate wishes to ask a question, he/she should do so by first raising her/her hand to attract attention quietly. No explanation of the meaning of an examination question can be given.

3.13. Candidates wishing to leave the examination hall temporarily may not do so unless accompanied by an Invigilator or an authorised person. No person may enter or leave the examination hall without the Invigilator's permission.

3.14. If a candidate completes his work before the end of the examination he/she should hand it up and leave the room quietly. No candidate will be allowed to leave the room during the first hour of the examination.

3.15. All work, unless previously submitted, will be collected at the end of the time allowed for the examination.

3.16. Any action by a candidate contrary to the letter or spirit of these rules, whether discovered during the examination or afterwards, will disqualify the candidate. Such disqualification shall relate to all components of the examination currently entered into and in which the offence took place.

3.17. NOTE: Any special instructions relating to particular examinations should also be read to candidates.

3.18. Cognisance of Examination Rules: Every candidate will be deemed to have read, understood and accepted the instructions and regulations governing the conduct of candidates during examinations once they present themselves for examinations. These regulations are published on the IADT website and on campus each year.

4. Distribution of Examination Papers

4.1. No packet of examination papers should be opened without first examining the details thereon and ensuring that it is the correct paper for the examination about to begin.

4.2. Any evidence that the packets or contents have been tampered with should be carefully preserved and the matter reported to the Examinations office.

4.3. Candidates must leave their identity card face upwards on the desk in front of them and must sign the attendance sheet when requested. This is a record of attendance but is also proof of signature in case of any suspected incident or impersonation.

4.4. The Invigilator should distribute the examination papers punctually at the time prescribed. The papers should be distributed face downwards and the candidates instructed not to read them until directed by the Invigilator.

5. Conduct of the Examination

5.1. When all the papers have been distributed the Invigilator should give a signal to the candidates to look at their papers.

5.2. The Invigilator must give his/her entire attention to the work of superintending and ensure that the regulations are observed. Reading, writing or engaging in any activity other than the superintending is incompatible with the proper discharge of this duty. The Invigilator should move about the room occasionally, care being taken not to disturb the candidates. He/she should not bring to the examination room any books or papers other than those that relate to the examination.

5.3. The Invigilator must not give any information to the candidates regarding the question papers or the subject of examination, nor should he/she interpret any misprint or defect in a paper or drawing, except when special instructions have been issued. In the event of a query arising which merits clarification the Invigilator may, using his/her discretion, call on the examination officer who will arrange clarification by the internal examiner concerned.

5.4. The Invigilator must supply extra answer books at the request of the candidates. Only one additional answer book shall be given to a candidate at a time. Where additional answer books have been issued then the number of answer books shall be recorded beside the candidate's name on the attendance form.

5.5. No candidates may be allowed to leave the centre until he/she has signed the attendance sheet and until one hour after the commencement of the examination.

5.6. A candidate who leaves the examination centre during the period of the examination shall not be re-admitted during that period except in the following circumstances. A candidate who becomes ill during an examination period may be permitted to leave the examination room but must hand in his/her examination paper and answer book(s) to the Invigilator. He/she may be re-admitted to the examination provided he/she has been in the care of a representative of the Institute during the entire period of absence. The Invigilator's Report form should note the time at which the candidate had to leave the examination hall and the time at which he/she was permitted to return. A recommendation regarding time lost due to illness will be made in consultation with the Medical Officer and the Examinations Office.

5.7. Where any violation of the regulations is observed, the candidate concerned should be advised of the alleged violation and warned that the examination may be disallowed. Normally the candidate should be allowed to continue with the examination.

5.8. A candidate should be expelled from the examination hall only when his/her behaviour is such as to jeopardise the successful conduct of the examinations.

5.9. If a candidate is caught cheating the invigilator should obtain any evidence (notes etc) and contact the Examinations Officer immediately who will come to the examination hall. The invigilator will inform the student that they are suspected of cheating and that they may continue the exam if they so wish and must come to see the Examinations Officer at the end of the exam. They will note on the Exam script the point at which the issue was uncovered. The Invigilator should prepare a report of any violation for the examining body. The report should give the time of the occurrence and an indication of the amount of work done by the candidate at the time. Any books or notes found in the possession of the candidate should be enclosed with her/her answer book.

5.10.   Smoking or eating is not permitted in the examination hall.

5.11.   Candidates may not bring mobile phones, pagers or similar electronic devices into the examination hall.

6. Use of Mathematical/Statistical Tables or Calculators

6.1. Candidates are not allowed to use their own Mathematical tables or Statistical tables. If required, these will be supplied.

6.2. Mathematical tables should be collected and counted after each examination and returned to the Examinations Office.

6.3. The use of non-programmable pocket calculators is permitted unless otherwise stated.

7. Supply of Stationery

7.1. An answer book should be supplied for all subjects.

7.2. Invigilators should announce that graph paper will be supplied to candidates, if required.

8. Presence of Persons other than the Invigilator in the Examination Room.

8.1. Unless there are extenuating circumstances, only persons authorised by the Registrar or Examinations Officer, may be permitted to enter the examination hall during the examination.

8.2. During Practical Examinations, ICT Technicians authorised by the Examinations Officer may also be permitted to enter the examination hall.

9. Irregularities Arising / Emergencies

9.1. If there is a major concern regarding the examination paper (e.g. several candidates raise the same query, an anomaly in question numbers, missing questions, etc.) then the invigilator in the first instance should contact the Exams Office for clarification. The name and contact details for the lecturer as well as a copy of the exam paper should be brought to the exams office. Lecturers contact details are written on the front of the white envelope.

9.2. If an adverse situation arises during an exam which prevents the exam from proceeding correctly, according to prescribed guidelines, the Invigilator will immediately contact the Examinations Officer or the Manager of Academic & Student Affairs.

9.3. The Examinations Officer or Manger of Academic & Student Affairs will then take a decision as to whether the exam should continue, or be cancelled and re-scheduled at a later date.

9.4. With the exception of standard supervised toilet breaks, students should not be allowed to leave the exam hall in the interim between the Invigilator contacting the relevant deciding officer and the arrival of that person

9.5. In the event of delays or time being lost during an exam through events outside the control of the students, the duration of the exam will be extended at the end by the equivalent amount of time lost.

9.6. If an invigilator is in any doubt of how to deal with a situation during an exam they must contact the Examinations Officer immediately.

9.7. Where it is necessary to evacuate the examination hall either because of fire warning or bomb scare the Invigilator should:-

9.1. Make a note of the time that the room was evacuated.

9.2. Instruct candidates to leave their papers and answer books on their desks.

9.3. Bring the candidates to a safe place having first instructed candidates that they must not discuss the examination. While they are out of the room, candidates should be under continuous supervision.

9.4. Re-start the examination when the all clear is given. The candidates should be allowed the full time lost by the Emergency to complete the examination.

9.8. Invigilators are required to complete an Examination Report form, detailing any problems which arise during the exam- for example, sickness of student. They also state and sign if no such incident occurred

10.   Practical Exams

10.1.   Invigilators distribute USBs to each student on which to save their work. These are collected at the end of the exam. The student fills in their name, student ID number, programme and exam title & PC number on the USB label. Students save their work onto the hard-drive **and** the USB.

10.2.   Students should be reminded before, during and after the exam to keep saving their work in the 'Solutions' folder on the D:\ drive. NOTE: It is not the responsibility of the Invigilators or the ICT Technicians to show students how to save material to the desktop or removable storage devices. This is the responsibility of the students and their lecturers.

10.3.   Invigilators should summon ICT Technicians immediately on receiving a technical complaint such as those mentioned above.

10.4.   If the invigilator is in doubt about a student query the ICT Technician or Examinations Officer should be summoned immediately

10.5.   Invigilators should monitor students computer screens to ensure the back grounds are all the same colour as they are set to a particular colour.

10.6.   At the end of the examination, special envelopes for practical exams are distributed and collected again by the Invigilators. Candidates must deposit their USB devices into the envelope and sign the completion statement.

Separate procedures are defined for Practical Examinations outlining the role of IT staff **Refer to: "Regulations for Technicians in Practical Exams"**

11.   Conclusion of Examination

11.1.   Thirty minutes notice should be given before the expiration of the time allotted for any paper. Before this announcement, students specified on the white envelope should be informed discretely that they have additional time.

11.2.   At this time, notice should also be given that a candidate who has finished his/her work with less than 15 minutes remaining should not leave the room until the conclusion of the examination unless permitted to do so by the Invigilator. Invigilators should exercise judgment so that disturbance for remaining candidates is avoided.

11.3.   Five minutes' notice should be given before the expiration of the time allotted for any paper.

11.4.   The Invigilator should instruct the candidates to cease work at the conclusion of a written examination. The Invigilator must ensure that each candidate hands in his work before leaving the examination hall. No candidate shall take out of the examination hall any answer books used or unused. Exam papers must also be handed up if instructed to do so by the lecturer.

11.5.   The Invigilator should prepare a report at the end of each examination covering the conduct of the examination and noting anything of significance which needs to be brought to the attention of the examination board. If the examination has taken place without any such information being necessary to report he/she should complete the report form with the comment – "Examination conducted satisfactorily".

11.6.   The Invigilator should ensure that complete answer books and the blank answer books are inaccessible to candidates as they leave the examination hall.

11.7.   The invigilator must ensure that all exam related materials are removed from the exam centre at the end of each exam.

12. Collection of Answer Books

12.1.   At the end of the exam the Invigilators gather all answer books, count them, and sort them. In the exam hall, the exam question papers are dealt with as follows:

12.2.   One exam question paper per student (if instructed to retain)

12.3.   One Answer Booklet (if used) per student.

12.4.   Any additional Booklets requested must be noted on the sign in sheet beside the student's name and accounted for at the end of the exam.

12. 5.   Where a student has more than one booklet, they must be secured together using treasury tags.

12. 6.   At the end of the exam, the exam papers are collected and sorted as follows:

12. 7.   All answer papers are inserted into the brown envelope along with a copy of the exam question paper and brought to the Exams Office. In the presence of the Exams Office representative and the Invigilators, the number of scripts and number of students who sat the exam is counted and verified.

12. 8.   The exams office will copy the examination signature sheet including invigilators report and any medical reports and place **photocopies** of these in the brown envelope.

12. 9.   The envelope is then sealed and kept in the exams office where it is collected by the relevant Lecturer for correction

12. 10.   The **originals** of the examination signature sheet including the incident report and if applicable, the medical report will be inserted in the White Envelope, along with a copy of the exam question paper. Any other surplus exam question papers will be shredded. This envelope is retained by the Exams Office.

13. Collection of Storage Media Devices/Papers in Practical Exams

At the end of the exam the Invigilators gather all envelopes containing USBs, count and sort them. In the exam hall, the exam question papers are dealt with as follows:

13. 1.   One exam question paper per student (if instructed to retain)

13. 2.   One signed Envelope containing the USB per student.

13. 3.   Any Booklets used for rough work.

13. 4.   Where a student has more than one booklet, they must be secured together using treasury tags.

13. 5.   At the end of the exam, the exam papers are collected and sorted as follows:

13. 6   All individual USB Envelopes are inserted into the Brown Envelope along with a copy of the exam question paper and brought to the Exams Office

13. 7.   In the presence of the Exams Office representative and the Invigilators, the number of USBs and number of students who sat the exam is counted and verified

13. 8.   The exams office will copy the examination signature sheet including the incident report and the medical report and place photocopies of these in the brown envelope.

13. 9.   The envelope is then sealed and kept in the exams office where it is collected by the relevant Lecturer for correction.

13. 10.   The originals of the examination signature sheet including the incident report and the medical report will be inserted in the White Envelope along with a copy of the exam question paper. Any other surplus exam question papers will be shredded. This envelope is returned to the Exams Office.

Institute Exam Procedures and Regulations

PROCEDURES FOR PROCESSING ASSESSMENT ACCOMMODATIONS FOR EXAMINATION CANDIDATES

1. General Information

Students who accept a place at the Institute and who have flagged disability needs/special considerations on their application form are referred to the Access Officer by the Admissions Officer. Students can also present themselves to the relevant service for assessment at any time during the duration of their study at IADT. However, it is imperative that a student makes contact with the appropriate support service as early as possible in the academic year, as late applications may result in a student not receiving all of the supports requested.

A profile of a student will be compiled from written documentary evidence (i.e. medical or personal) provided by the student, in conjunction with an assessment by the Access Officer and/or the Writing and Research Skills Service Officer at IADT.

Students with disability considerations are assessed by the Access Officer. Students with specific learning difficulties are referred by the Access Officer to the Writing & Research Skills Officer for assessment.

Alternative arrangements for assessment and examination of students will be facilitated by IADT based on the individual requirements of such students.

Invigilators will be made aware, in writing, of any alternative arrangements sanctioned for exam candidates.

Markers of exams will be made aware, in writing, of any accommodations for candidates with specific learning difficulties. Identification is only to ensure that the candidate is not penalised for presentation (poor grammar, spelling)

2. Processing Requests for Assessment Accommodations

2.1. Examination candidates requesting alternative examination must in the first instance provide written documentary evidence of their disability, health or personal condition to support their request

2.2. The student must then be assessed and approved for assessment accommodations by the Institute doctor, Access Officer and/or the Writing & Research Skills Officer

2.3. In conjunction with the Access Officer and/or Writing & Research Skills Officer the candidate should define his/her needs for examinations on the Assessment Accommodations form.

2.4. The form is then sent by the assessing Officer to the relevant school.

2.5. The Head of School or Department signs this form and forwards to the exams office.

2.6. The exams office signs the form and makes two copies.

    The original form is returned to the relevant Student Service (Writing & Research or Access)

    1 copy is kept in the Exams Office

    1 copy is returned to the relevant School Office where it is distributed as follows:

    1 to be kept on the student's file in the relevant school

    1 to be kept in Assessment Accommodations file in School

    1 to the Programme Co-ordinator who must ensure that individual lecturers are aware of any accommodations.

On receipt of the returned, signed form from the exams office, the Student Service Officer (Writing & Research or Access) will report the outcome to the student

Note: it is important that the departments mentioned above receive their copy of all assessment accommodations forms as soon as possible to ensure candidates' requirements are catered for during assessments and exams. It is essential that this information is supplied to the Exams Office **at least two months** prior to the commencement of exams

3. Accommodations Available to Candidates in Exam Sessions

3.1. Dyslexia/Specific Learning Difficulties

- Candidates who have a specific learning difficulties (dyslexia) may avail of:
  - Exam printed in colour paper and larger print size
  - Extra time
  - Examination script recorded to audio-tape
  - Reader and/or Kurzweil
  - Computer package specially designed for use by persons with dyslexia for text-based examinations only
  - Provision of a "scribe" i.e. a person to whom a candidate would dictate answers.
- Such candidates should not be penalised for presentation (poor grammar, spelling).
- Markers of exams will be made aware of special considerations of candidates with dyslexia. (Identification is only to ensure that examiners do not penalise the candidates' poor presentation).
- Invigilators will be made aware, in writing, of any alternative examination arrangements sanctioned for examination candidates.
- Usually the provisions are guided by the exam form which accompanies the 'Profile of Needs' report compiled by Writing and Research Skills Services.

3.2. Mobility

- Candidates with a disability can access the following facilities:
    - Provision of separate examination room may be available for candidates as appropriate
    - Additional time allowance for completion of examinations
    - Use of specialised material or technological aids
    - Personal assistant
    - Scribe / Amanuensis (separate room)
    - Enlarged examination papers
    - Tape recording of examinations
    - Use of assistive technology
    - Sign language interpreters
    - The candidate may avail of supervised rest periods
    - The candidate may request an alternative venue – small group, single room, hospital etc

For further information refer to IADT "Equal Access and Participation Policy"