EXAMINATIONS PROCEDURE:

PLANNING, CONDUCTING AND CONCLUDING

Programme	Postgraduate Programme
Policy Area	Examinations Procedure
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1. Definitions

1.1. Examination

Examination refers to any theory-based, oral, online or practical examination which occurs on a specific date and for a specific duration. This document only informs aspects related to examination procedures but not assessment techniques (e.g. assignments, collection of works, projects, and skills demonstration).

1.2. Examination Resources

Examination resources refer to any permitted resources students require in an examination as informed by the programme. Examples include, but are not limited to:

- Dictionaries
- Art materials

Additionally, some students may require specific resources; these should be considered and approved under the Reasonable Accommodation in Assessment Procedure. A proposed specific resource must come from the lecturer and get approval from the PGP Management before the examination begins.

1.3. Examination Supervisor Pack

Documents included here such as:

- Examination Instruction for Student (Appendix 1)
- Examination Guidelines: planning, conducting, concluding and any relevant Provision and specific awarding body examination procedure
- Assessment Malpractice Procedure
- Examination documentation, such as examination papers.

2. Principles of Assessment Concerning Examinations

The quality assured assessment ensures that, in criterion referenced assessment, “students are assessed and the assessment judgment is made based on whether the students has reached the required national standards of knowledge, skill and competence for the Expected Learning Outcome (ELO)”. Central to quality-assured assessment is the assumption that students are assessed fairly and consistently in line with the ELO standard. Quality-assured assessment ensures adherence to the principles of assessment.

2.1 Principles of Assessment

2.1.1 Validity

Validity is a fundamental assessment principle ensuring that an assessment measures what it is designed to measure: the relevant standard of knowledge, skill or competence required for an Expected Learning Outcome should be assessed.

Validity in assessment occurs when:

- Assessment is fit for purpose (i.e. a practical assessment assesses a practical skill). Students can produce evidence that can be measured with the Assessors’ standard. The Assessors have the authority to make accurate assessment decisions.
- Assessment is accessible to all candidates who are potentially able to achieve it.

2.1.2 Reliability

Reliability in assessment ensures that assessment measurement is accurate: the knowledge, skills and competence that the assessment measures should produce reliable and accurate results. Reliability in assessment ensures that results are consistent under similar conditions.

Reliability in assessment occurs when:

- The assessment is based on valid assessment techniques
- Assessment conditions are consistent
- Students’ evidence is reliable
- Results are consistent across various assessors, contexts, conditions, and students over time.

2.1.3 Fair

Fairness in assessment supports the validity and reliability principles and provides equal opportunity to all students. Fairness in assessment ensures students have access to appropriate resources/equipment in assessment; assessment design and implementation are fair to all students; and policies and procedures exist to ensure fair assessment of students.

2.1.4 Quality

Quality in assessment ensures that all assessment processes are quality-assured.

2.1.5 Transparency

Transparency in assessment ensures that assessment policy and procedures provide clarity to all relevant stakeholders.

3. Examination: Roles and Responsibilities

The examination is divided into 2 (two) types: offline and online examination. By conducting online examination, there are some benefits, including:

- Reduce paper waste;
- Provide opportunities for students to get information from various sources to complete their assignments;
- Access to students while they are off-campus.

There are different roles and settings in conducting offline and online examinations. This section will explain the roles and responsibility in conducting both examinations.

3.1. The Examination Supervisor

Offline examination supervisor must:

- Deal with any problems that may arise. It is recommended that another staff member is available on site (or within close proximity) in the case of emergency.
- Adhere to the guidelines in this document when commencing, conducting and concluding an examination.
- Adhere to any other specific guidelines as specified by the PGP Management.

Online examination:

- The lecturer creates essay questions for students in Microsoft Word predetermined format.
- Then, the lecturer uploads that essay in two ways:
  - ➔ to a Google Drive link from the academic team https://forms.gle/woKikZBrNpqsp2zt5 or
  - ➔ sent via academic email

  at least one week before the class examination schedule.

3.2. The Academic Manager/Deputy Academic Manager

Offline examination Academic Manager/Deputy Academic Manager must:

- Assign examination locations (e.g. rooms) and designate the Examination Supervisor (ensuring no conflict of interest exists).
- Ensure that the room layout and relevant facilities are fit for purpose.
- Assign the role of Examination Supervisor to the Assessor or other designated person.
- Ensure that all Assessors have submitted dates for examinations before the programme commencing and that students have been given sufficient notice of an examination taking place.
- Ensure that the Examination Supervisor is aware of any reasonable accommodation in assessment about the specific examination.

Online examination:

- Ensure that the layout and relevant information in that essay are suitable (for example: name class, date, signature sign name, location online and instruction in that essay).
- Then, the academic manager/deputy academic manager sends that essay to the Person In Charge (PIC) for every subject to check the content and give the approval about the essay.
- Note the date of the lecturer submission essay, approval from every PIC of the subject and upload to D2L/LMS system. This step is taken to track the progress of lecturer submission progress.
- If the Assessor has approved the essay, the academic team will inform the lecturer that they can upload their essay to the D2L/LMS system.

3.3. The Assessor

Offline examination assessor must:

- Ensure secure storage of assessment materials (examination papers, outline solutions and marking schemes, etc.) in line with the Secure Storage Procedure.
- Distribute the assessment plan including examination dates to students at the earliest opportunity.

Where possible, the Assessor, or person responsible for the examination paper, will ensure that s/he or a person capable of handling queries shall be available at the examination or by telephone when the event is underway.

Online examination:

- Ensure the content of the essay is suitable for the subject.
- After approving the essay, the assessor sends it back to the academic manager/deputy academic manager to inform the lecturers that they can upload it into the system.

3.4. The Students

Offline examination students must:

- Take responsibility to note the assessment; date/time; duration; and examination location, as fixed on the timetable, for the examination in the modules in which the student intends to present himself/herself.
- Be responsible for making their arrangements to ensure timely attendance at the examination.
- Be in attendance within a specific timeframe at least fifteen (15) minutes before the time stated in the timetable.
- Present a valid photo ID (Student ID Card) for inspection by the Examination Supervisor where the students are unknown.
- Not bring into the examination, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room:
  - ❖ Any resource, memorandum, notes, etc., except those as permitted under the particular examination;
  - ❖ Any electronic equipment/internet enabled devices.

Note: If secure storage for electronic equipment/internet-enabled devices is not available they must be switched off, placed on the floor and out of reach. If a student is found to have a mobile phone and/or internet-enabled device, that is switched on, in his/her possession i.e. not on the floor, it will be confiscated and reported as a breach of the examination. Nonadherence to this examination instruction could ultimately result in application of the sanctions as detailed in the Assessment Malpractice Procedure.

- Be responsible for their personal property. Where small bags (e.g. handbags) are permitted in the examination, students are responsible for their own property. Small bags should be placed away from students on the floor, not accessible during the examination. Phones must be switched off. Bags must be placed on the floor and out of the reach of each student.
- Sit the examination/practical assessment at the published time. Adhere to the guidelines in this document.
- Be aware of the implications of any malpractice.
- Sign and submit all assessment materials after the examination.

Online examination:

- Students can read the essay on an online learning system (D2L/LMS). The lecturer gives students specific time to do the examination. As such, students must upload their assessment material on time.

4. Examination: Guidelines for staff

4.1. Planning an Examination

4.1.1 Reasonable accommodation in assessment

The Examination Supervisor should be notified by the Provision Coordinator of any reasonable accommodation in assessment pertaining to the specific examination (see Reasonable Accommodation in Assessment Procedure).

4.1.2 Keeping assessment materials secure

All Assessors are responsible for the secure storage of assessment materials (examination papers, outline solutions and marking schemes, etc.) in line with the Secure Storage Procedure. They should make the assessment materials available for the Examination Supervisor in line with the Provision policy.

4.1.3 Examination Timetable/Examination Students Instructions

Sufficient notice of examination timetables should be given to the students. While the assessment plan should be made available at the commencement of the programme, the examination dates should be published using Provision's communication system (e.g. notice board, Moodle, email, etc.) within at least one (1) month prior to the examination.

A copy of the Examination students Instructions (Appendix 1) should be distributed to the students before the assessment.

4.1.4 Room Layout/Facilities

The room layout and relevant facilities need to be checked so that they are fit for purpose. Sufficient space around students must be available in order to maintain assessment integrity.

All posters/diagrams/wall materials/etc. (which may impact the validity of the specific assessment) should be removed prior to the examination.

A working clock should be available and visible.

4.1.5 Examination Resources

Any examination resources needed for the assessment (e.g. printer paper, working computers, internet access, pens, papers, USB keys) should be provided and checked prior to the examination.

All examination resources provided by the Provision need to be checked to ensure the integrity of the examination.

4.1.6 Pre-arranged Seating Plan

In some instances (e.g. Expected Learning Outcomes body requirement), a seating plan may be required before the examination.

4.2. Conducting an Examination

4.2.1 On the day of the Examination

4.2.1.1 Examination Supervisor Check

The Examination Supervisor should sign out the Examination materials from the secure storage location, and the Provision Coordinator (or designated person) should co-signed this.

The Examination Supervisor should take the documents that are needed to the examination room (such as examination papers).

The Examination Supervisor must report any issues that may arise using the Examination Attendance Register template.

4.2.1.2 Students Identification

In examinations where the students are unknown to the Examination Supervisor, students may need to verify their identity. Examples of student identification include but are not limited to:

- Photo ID (Student ID Card)
- Assessor verification (or Provision Manager, Provision Coordinator)

The Examination Supervisor should confirm the identification of each student.

4.2.1.3 Examination Equipment/Resources (Students)

All examination resources provided by the students (e.g. dictionaries) must be submitted to the Examination Supervisor by the students. These resources are checked by the Examination Supervisor to ensure the integrity of the examination.

4.2.1.4 Reasonable Accommodation

If reasonable accommodation is provided to a student, care must be taken to ensure that the integrity of the examination and adherence to the standards is maintained at all times.

4.2.1.5 Seating Plan

All students are required to sit in the designated seat according to the pre-arranged seating plan if a pre-planned seating plan is required.

4.2.1.6 Mobile Phones/Internet Enabled Devices/Bags

Mobile phones and/or internet-enabled devices must be switched off and placed on the floor. If a student is found to have a mobile phone and/or internet-enabled device, that is switched on, in his/her possession i.e. not on the floor, it will be confiscated and reported as a breach of the examination.

Bags must be placed out of the reach of each student.

4.2.2 Commencing the examination

4.2.2.1 Attendance/Sign-in

The Examination Supervisor will distribute the Examination Attendance Register template and ensure all students have signed. This will be done in conjunction with the ID card check.

4.2.2.2 Examination Papers

The opening of the examination papers is witnessed and signed by a student: the Examination Supervisor co-signs.

The examination papers and answer books (if required) will be distributed face-down by the Examination Supervisor at the commencement of the examination. Students are permitted to commence reading the instructions once permitted by the Examination Supervisor. If required, computers and other equipment may need to be switched on, or students logged in prior to the commencement of the examination.

4.2.2.3 Commencement of Examination

The salient points from the Examination Instructions for Students (Appendix 1 Short Version) should be read aloud to all students before the time for the examination commences.

The specified examination start, duration and end time will also be read aloud to students and written on a whiteboard/flipchart/other.

4.2.3 Conducting an Examination

4.2.3.1 Guidelines on conducting an examination

Only students sitting on the examination and authorised personnel can be present in the room.

Strict silence must be observed in the examination. (Due to the nature of some specific events (for example, oral assessments, some practical assessments), this guideline may not apply).

Each student should check that they have the correct examination instructions (e.g. examination paper, task list).

A student should raise his/her hand if he/she wishes to attract the attention of the Examination Supervisor during the examination.

A student shall not, while in the examination:

- Use, or attempt to use, any book, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Examination Supervisor); or
- Aid, or attempt to aid another students; or
- Obtain, or attempt to obtain aid from another students, or Examination Supervisor; or
- Communicate, or attempt to communicate, in any way, with other students within the Examination centre or by electronic means with someone outside the Examination centre.

A student shall:

- Not take out, or attempt to take out, of the examination, any answer books, whether used or unused
- Not take out examination papers (if applicable)
- Shall not damage the examination premises or its furniture.

4.2.3.2 Students leaving the examination

A student may not be permitted to leave the examination and return during the examination period, unless the Examination Supervisor is satisfied that the students's need to leave the examination is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.). A student who leaves the examination during any period shall only be re-admitted if the student has been in the care of a representative of the Provision. The students must hand the examination material/documentation to the Examination Supervisor on leaving the examination. In the event of a practical examination, computers and other equipment may need to be switched off. The Examination Supervisor should record on the exam notes: The time of departure from and return to the examination and the reason for the absence; the time lost by the students may not be compensated for at the close of the examination period. Particulars of any such occurrence should be reported on the appropriate Examination Supervisor Report.

4.2.3.3 Erratum notice

Where an error in the examination has been noted, the Examination Supervisor will seek clarification from the Assessor (or other subject expert if the Assessor is unavailable) who should be available to clarify the query. This amendment will be communicated to all students and noted on the Examination Supervisor Report. The integrity of the examination must be maintained at all times.

4.2.3.4 Unexpected event during an examination

When an unexpected event occurs during an examination (fire alarm, medical emergency, etc.), the Examination Supervisor must ensure that integrity of the examination is maintained. Any unexpected events should be noted in the Examination Supervisor Report.

In some instances (e.g. critical illness, fire, etc.) the examination may need to be abandoned.

4.3. Concluding an Examination

The Examination Supervisor will remind students that ten (10) minutes remain and all students should remain in the room until the examination concludes.

At the end of the examination:

- Students are reminded to ensure that all scripts are signed
- Students must remain in their seats until all examination material has been collected by the Examination Supervisor.

Once all examination materials have been collected, students are permitted to leave.

The Examination Supervisor is responsible for collecting and packaging of all examination material in the manner required by the Provision and transporting it to the designated staff member for safe and secure storage.

4.4. Repeat of an Examination

In the case of an unsuccessful result in an Examination on a specific date, it is at the discretion of the

Provision whether he/she can practically accommodate the students at an alternative sitting at the next assessment period.

The actual marks and grade for a repeat Examination are determined solely based on the evidence submitted by case on case basis. There is no mark/grade penalty under this procedure.

Appendix 1: Examination Instructions for Student (Short Version)

1. Mobile phones and/or internet-enabled devices must be switched off and placed on the floor. If a student is found to have a mobile phone and/or internet-enabled device switched on, in his/her possession i.e. not on the floor, it will be confiscated and reported as a breach of the examination. Nonadherence to this examination instruction could ultimately result in application of the sanctions as detailed in the Assessment Malpractice Procedure.
2. Bags must be placed out of the reach of each student.
3. Strict silence must be observed in the examination. Due to the nature of some specific events (for example, oral assessments, some practical assessments), this guideline may not apply.
4. Each student should check that they have the correct examination instructions (e.g. examination paper, task list).
5. A student should raise his/her hand if he/she wishes to attract the attention of the Examination Supervisor during the examination.
6. A student shall not, while in the examination:
    - Use, or attempt to use, any book, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Examination Supervisor); or
    - Aid, or attempt to aid another student; or
    - Obtain, or attempt to obtain aid from another student, or Examination Supervisor; or communicate, or attempt to communicate, in any way, with other student within the Examination centre or by electronic means with a person outside the Examination centre.
7. A student shall:
    - Not take out, or attempt to take out, of the examination, any answer books, whether used or unused,
    - Not take out the examination paper (if applicable),
    - Not damage the examination premises or its furniture.
8. No student shall be permitted to leave the examination in the final ten (10) minutes of the examination.
9. At the end of the examination:
    - Students will be reminded to ensure that all scripts are signed.
    - Students must remain in their seats until all assessment material has been collected by the Examination Supervisor.
10. Once all assessment materials have been collected, students are permitted to leave.
11. A student may be expelled from the examination if his/her behaviour is such as to jeopardise the successful conduct of the examination.

References

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