



Quality Procedure No:	B6_AD_1
Issue:	1.1
Applicable to:	All teaching staff & students
Date/Update:	Aug 2015
Page:	1 of 4

ASSESSMENT REGULATIONS

1. Regulations

Learners must familiarise themselves with the following college documents:

- a. The regulations and procedures set out here
- b. The Student Charter
- c. The relevant Student information Pack
- d. Appeals Procedure

In particular, candidates must be familiar with any relevant:

- a. Assessment schedule for the particular course
- b. Penalties for work submitted late
- c. Procedures for seeking an deadline extension
- d. Assessment criteria used to mark submitted work

2. Learner Responsibilities

Candidates must

- a. Ensure they are correctly registered on courses
- b. Ensure they are correctly entered for examinations
- c. Attend examinations, class test, practicals, etc
- d. Complete assessment work as required
- e. Immediately notify the Class Teacher in writing of reasons for absence from practicals, etc supplying relevant documentary evidence
- f. Immediately notify the Class Teacher in writing of compassionate circumstances that have impeded their examination/assessment performance
- g. Comply with any college requirements for (i) receipting work (ii) seeking deadline extensions
- h. Retain a copy of submitted work where possible
- i. Retain any receipts for submitted work

It is the responsibility of candidates to check the date, time and venue for each of their examinations. Candidates are also advised to check the college notice board for any special notifications relation to examinations

Any candidate who fails to attend for any examination, who arrives late, or who leaves early for any reason other than they have completed the examination, is required to send a written explanation to the Examination Section immediately. A medical certificate must be supplied in addition to the explanation if the absence was due to illness

3. Identity Card

- a. A student sitting an examination must display his/her college identity card prominently on the examination desk
- b. The examination supervisor will allow a candidate, without necessary ID, to begin the examination
- c. The examination supervisor will record the absence of the required ID and ensure that the student's identity is clearly established before he/she leaves the examination centre



Quality Procedure No:	B6_AD_1
Issue:	1.1
Applicable to:	All teaching staff & students
Date/Update:	Aug 2015
Page:	2 of 4

4. Examination Attendance

- a. Candidates should assemble at least 15 minutes before the examination starts (30 minutes before their first examination) but must not enter the exam hall until so instructed by the supervisor
- b. No candidate may enter the examination hall 30 minutes after the examination has started without permission from the examination supervisor
- c. Extra time will not be allowed to a student who arrives late

5. Examination Materials

- a. Candidates must equip themselves with the materials required i.e. pens, rulers, approved calculators, etc as appropriate for each examination
- b. Candidates are responsible for ensuring that calculators, etc are in working order

6. Examination Conduct

- a. Candidates shall not begin writing until instructed by the examination supervisor
- b. A candidate shall not, for any reason whatsoever:
 - 6.b.1. Communicate in any way with any other candidate
 - 6.b.2. Have in his/her possession, use, or attempt to use any book or paper not supplied by the supervisor or specified on his/her examination paper
 - 6.b.3. Aid or attempt to aid another candidate
 - 6.b.4. Obtain, or attempt to obtain, aid from another candidate
- c. A candidate must raise his/her hand if he/she wishes to attract the attention of the supervisor during the examination
- d. No student may leave the examination hall until 30 minutes of examination time has elapsed
- e. A candidate may not leave the examination temporarily unless accompanied by an examination supervisor
- f. A candidate may not leave the examination hall in the last 10 minutes of the examination period
- g. At the end of the examination period candidates must cease work on the paper immediately on the instruction of the supervisor
- h. Before submitting scripts each candidate must ensure:
 - 6.h.1. That the information required on the front of the exam script is completed in respect of each script submitted
 - 6.h.2. That any additional material is inserted into and handed in with the answer book
- i. At the end of the examination each candidate must submit his/her script to the examination supervisor and ensure that they have signed the attendance sheet
- j. Candidates must not:
 - 6.j.1. Write on any examination materials supplied (e.g. mathematical tables etc) other than on the answer script
 - 6.j.2. Remove, or attempt to remove, from the answer book, any leaf, or part of a leaf
 - 6.j.3. Remove, or attempt to remove, from the examination hall any answer books, or part of an answer book, whether used or unused
- k. Candidates must ensure mobile phones or other electronic communications devices, books, bags, coats, etc. are stored in the designated area
- l. Smoking is not permitted in examination halls



Quality Procedure No:	B6_AD_1
Issue:	1.1
Applicable to:	All teaching staff & students
Date/Update:	Aug 2015
Page:	3 of 4

7. General Remarks

- a. Learners are expected to bring to the attention to the relevant teacher, at the earliest possible opportunity, any ambiguity in the requirements of an assignment. In a formal examination the candidate is expected to raise the issue with the examination supervisor
- b. Learners must bring to the attention of the relevant teacher, at the earliest possible opportunity, circumstances preventing them from completing a prescribed assignment in the allotted time
- c. Learners must comply with any procedures in place for acknowledging that the work submitted was developed exclusively through their own efforts

8. Breaches of Assessment Regulations

Cheating

- a. The college defines the very serious academic offence of cheating as
- b. the possession, use or attempted use of unauthorised material, books, notes, electronic aids, or other materials in an examination
- c. Obtaining an examination paper ahead of its authorised release
- d. Unauthorised collusion, i.e. either aiding or obtaining aid from another candidate or any person, where such aid is not explicitly permitted in the assignment
- e. Acting dishonestly in any way, whether before, during or after an examination or other assessment so as to either obtain or offer to others an unfair advantage in that examination or assessment
- f. Deliberate plagiarism

Plagiarism

The act of presenting as you own, the words or ideas of someone else, whether publisher or not, without proper acknowledgement, within one's own work is called plagiarism. There are three main types of plagiarism, which could occur within all modes of assessment:

- a. Direct copying of text from a book, article, fellow student's essay, handout, web page or other sources without proper acknowledgement
- b. Claiming individual ideas derived from a book, article etc as one's own and incorporating them into one's work without acknowledging the source of these ideas
- c. Overly depending on the work of one or more sources without proper acknowledgement of the source, by constructing an essay, project etc extracting large sections of text from another source and merely linking these together with a few of one's own sentences

9. Assessment Regulations Committee

The college will establish an Assessment Regulations Committee in the event of an alleged breach of the college's regulations

The membership of the committee will be:

- a. Principal/Deputy Principal
- b. Examination Section
- c. Teacher (not directly involved with the alleged breach of the assessment regulations)

The committee will recommend a course of action

The candidate can seek to appeal the decision to the College Appeals Committee

Where it is proved beyond a reasonable doubt that a learner has sought to gain an unfair advantage by cheating in a single exam/assessment, the normal minimum penalty is that the



Quality Procedure No:	B6_AD_1
Issue:	1.1
Applicable to:	All teaching staff & students
Date/Update:	Aug 2015
Page:	4 of 4

result of that assessment/exam is declared null and void. The College reserves the right to invoke disciplinary procedures also.

Where it is proved beyond a reasonable doubt that a learner has sought to gain an unfair advantage by cheating in more than one exam/assessment, the normal minimum penalty is that the result of that all assessments/exams are declared null and void. The College reserves the right to invoke disciplinary procedures also.