

PROVIDER NAME:	CCT College Dublin
POLICY AREA:	Standard 5: Student-centred learning, teaching and assessment

Policy and Procedure Title: Writing Examinations	Policy No: CCTP507	Version: 2.1
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Policy Statement
It is CCT policy that all examinations should be written on the standard CCT examination template in accordance with the procedure detailed below.

Staff Involved
All full time and part time staff lecturers, School Manager, QA officer, Dean of Academic Affairs, Dean of School

Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
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<p>CCT exam templates are available from the QA Officer who will issue them to all lecturers who have examinable subjects on a semester basis. A clear deadline for submission of the completed template will be stated.</p> <p>Exam templates should be completed fully and accurately and include the following:</p> <ul style="list-style-type: none"> • Clear and concise instructions for learners • The learning outcomes being assessed • Marks awarded for each question • Time allowed to complete the exam • Number of pages in the exam paper <p>Lecturers / examiners are required to ensure</p> <ul style="list-style-type: none"> - the questions set are meeting module learning outcomes and the assessment is fair and transparent, and consistent with the level being examined. - questions included, along with any combination of how they may be answered where there are options, allow the learner to demonstrate attainment of learning outcomes and that the paper isn't requiring the learner to address questions that are not aligned to the learning outcomes. - the examination is in accordance with CCT guidelines: 	<p>QA Officer</p> <p>Lecturers</p> <p>Lecturer / moderator</p>	<p>Exam templates</p> <p>Moderator reports</p>
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- Examinations for assessments where the weighted credit value is equivalent to up to 5 ECTS at levels 6 – 8 on the NFQ will be a maximum of 2 hours
 - Examinations for assessments where the weighted credit value is equivalent to over 5 and up to 10 ECTS at level 6 – 8 on the NFQ will be 3 hours duration
 - Examinations for assessments at level 9 on the NFQ will normally be 3 hours duration.
- the examination is realistic for the duration of the examination. It is reasonable that some learners will complete quicker than others and some may not have sufficient time. The aim is to include a workload that is considered reasonable for the time allowance.

Examination papers should not be duplicated from past papers. Where a previously used question is proposed in a subsequent examination, modifications should be made to prevent it being identical. In all cases the examiner must indicate which paper the question was taken from when submitting for internal moderation. This will enable the QA Officer to ensure that a repeat learner will not be faced with the same question.

The examiner should forward the proposed paper and correlating marking scheme to the QA Officer or faculty coordinator, as advised, to arrange for internal moderation (CCTP509)

The moderator is required to review the examination in accordance with the CCT Moderation policy and ensure the above requirements are adhered to.

Once moderation is complete and any follow up actions are finalised, the completed draft must be submitted to the QA Officer for external examiner review.

Communication of examination papers must make all reasonable efforts to protect the security of the paper. They must not be shared with parties beyond those specified unless approved otherwise by the QA Officer, in conjunction with the Dean of Academic Affairs. Digital transmission must be to authorised CCT accounts only (except for external examiners) and must be password protected.

All faculty will receive the required training and support for writing exams. This will be managed by the Centre for Teaching and Learning and will be available on an annual basis as a minimum.

Examinations should normally be submitted to the QA Officer at the start of the semester, not later than mid-October or the end of March, for all examinations taking place that semester. They should be accompanied by a marking scheme and a repeat examination and marking scheme. This allows the External Examiner to obtain a complete picture of the semester's assessment.

Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
QA Officer Programme leader / School Manager	Each examination period	Compliance with requirements External Examiner feedback, moderator reports Review of all written records from the lecturers, school manager, learners, being reported

POLICY CONTROL SHEET

Policy Title	Writing Exams
Responsible Officer(s)	QA Officer, School Manager
Issuance Date	August 2017
Effective Date	August 2017
Last Review Date	July 2019
Supersedes	Version 2.0
Next Review Date	August 2024
Designated Reviewer(s)	QA Officer, School Manager
Scope	Faculty, Dean of School, School Manager, QA Officer, Faculty coordinator,

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	March 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 2.0	August 2017	Expansion of existing policy to provide greater clarity on expectations and requirements.	Dean of Academic Affairs	Academic Council
Version 2.0	May 2018	Renumbered, was CCTP508, now CCTP507	QA Committee	Academic Council
Version 2.1	Sept 2019	Edit to reflect organisational structure change	SMT	Academic Council

References upon which the Policy section is based

CCT Policy area	Student centred teaching, learning, and assessment
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Assessment and Standards
Related CCT Policies / Forms	Internal Moderation Policy