

PROVIDER NAME: CCT College Dublin (CCT)			
POLICY AREA: Standard 5: Procedures & Guidelines for the Assessment of Learners			
Policy and Procedure Title:	<i>CCTP506: Exam Procedures and Exam Regulations</i>	Policy Number: CCTP506	Version: 2.3
<p>Policy Statement</p> <p>The QA Office takes responsibility for the administration of the examination process. This work includes timetabling examinations, organisation of invigilation, centres and material for the examinations, provision of special facilities for learners with personal mitigating circumstances or reasonable accommodation needs, and overseeing the return of papers and marks, the compilation of results, organising Examination Board meetings, release of results, upload to QQI and the management of the review, recheck and appeal process.</p> <p>The procedures for examinations apply to all summative examinations undertaken as part of a CCT programme leading to a QQI award, on CCT premises or other location, including online, as deemed suitable by CCT in accordance with these procedures and the programme validation. These regulations are intended to supplement the academic regulations of CCT and those specific to any individual programme concerned.</p> <p>Should CCT validate a programme under collaborative provision procedures, the agreement on assessment, examinations and exam regulations will ensure that expects standards equivalent to those outlined hereunder. In the absence of an alternative policy, the CCT policy will apply. For examinations administered online, alternative but equivalent measures will be implemented.</p>			
<p>Definitions and Principles</p> <p>All modules are assessed in line with the approved programme schedule documented in the QQI Programme Validation Document and published on the QQI website. All students enrolled in on a QQI programme are automatically registered to complete any exams applicable to their programme.</p>			
<p>Staff Involved</p> <p>QA Office, Faculty Co-Office, lecturing staff, invigilators</p>			
Procedure Outline / Method(s) used to carry out this procedure		Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<p>1. Scheduling and timetabling exams</p> <p>1.1 Learners are notified of the examination periods for the academic year ahead, including any repeat examination periods, at the start of the academic year and are advised to ensure their availability for the full duration of the examination period.</p> <p>1.2 CCT reserves the right to make amendments to the examination period and or schedule an examination outside of this examination period where circumstances require it.</p>		QA Office Faculty Office	Examination Schedule

<p>1.3 The QA Office will compile the examination schedule for all programmes in accordance with the academic calendar. Where there is a requirement for examinations to be scheduled in a particular order the Programme leader is responsible for communicating this to the QA Office at the outset of the academic year.</p> <p>1.4 As far as is practicable the QA Office will endeavour to schedule examinations, except repeat examinations, according to the following requirements:</p> <ul style="list-style-type: none"> • The examinations for a given cohort are distributed over the duration of the examination period, • The examinations for a given cohort will not be scheduled to include more than one examination in any given day • The availability of the module lecturer to be contactable for clarifications <p>1.5 The above requirements (1.4) apply only to cohorts following the programme as scheduled, based upon first sitting of the examination. Subsequent sittings of examinations cannot factor in the individual requirements of individual learners and therefore may result in more than one examination in a day or a more condensed examination schedule, and the requirement for an alternative faculty member to the module lecturer being in attendance.</p> <p>1.6 Having proposed the examination timetable, the QA Office will issue this to the Faculty Office and Dean of Faculty for review. Where the Programme Leader / Dean of Faculty feels the requirements at 1.4 have not been fully adhered to, they shall notify the QA Office of the required changes. Only changes based upon the specific requirements in 1.4 will normally be accommodated. For online examinations, the Ed Tech team may also be consulted, and scheduling will take into consideration platform capacity limitations.</p> <p>1.7 The QA Office will endeavour to publish the exam timetable to all relevant staff five weeks prior to the exam period. Allowing one week for the necessary amendments to be completed.</p> <p>1.8 Once finalised, the Faculty Office will upload the approved exam schedule to Moodle for the learners. It is expected learners are provided with the final timetable not later than 2 weeks prior to the commencement of the examination period.</p>	<p>QA Office Programme leader</p> <p>QA Office / Programme Leader / Dean of Faculty Ed Tech</p> <p>QA Office</p> <p>Faculty Office</p>	<p></p> <p>Draft Schedule</p> <p>Publication</p> <p></p>
<p>2. <u>Sourcing and Setting up Examination Venues</u></p> <p>2.1 The QA Office is responsible for sourcing and approving suitable examination venues and securing / scheduling these in accordance with the College requirements. This will be undertaken in conjunction with the Ed Tech team for online examinations.</p> <p>A potential examination hall must be suitable for the intended purpose. In that regard, it is expected that the following minimum standards are satisfied:</p> <ul style="list-style-type: none"> • Appropriate lighting, in full working order • Proper ventilation and appropriate heating • Access for learners with a disability, in accordance with national legislation • Compliance with all health and safety legislation including notification of fire exits, first aiders, fire drills and action in event of an emergency. 	<p>QA Office / Ed Tech team</p>	<p>Venue Checklist</p>

<ul style="list-style-type: none"> ● In the case of non CCT premises being used, public liability insurance, or the appropriate equivalent, to cover the use of the examination hall by a third party and all individuals who will be attending. ● Sufficient desks and chairs for all learners and the space to set these out in examination format for the potential maximum number of learners attending. ● Sufficient space to display examination regulations and clocks visible to all learners ● Access to appropriate toilet facilities ● Appropriate noise reduction/noise management facilities <p>A potential examination venue should also be able to facilitate any arrangements identified by the College as required to make reasonable accommodations to enable learners with specific needs to participate in the examination. For online examination venues, the platforms utilised must be those the student is already familiar with, enable the application of reasonable accommodations as may be required, ensure the required level of security, and be supported by specific online examination support / invigilation or proctoring as required.</p> <p>2.2 Once an examination venue has been sourced, approved and learners notified, the QA Office will plan for the room to be set up as an examination hall for the required number of learners, in advance of the examination.</p> <p>3. Examination Materials</p> <p>3.1 The QA Office is responsible for ensuring sufficient stock of examination booklets.</p> <p>3.2 In advance of examinations, the final version of the approved examination is stored electronically and password protected with access restricted to the QA Office or the nominated Faculty Office. Lecturers are required to delete any earlier drafts of papers to reduce the risk of security breach.</p> <p>3.3 The QA Office / Faculty Office will co-ordinate the printing and storage of exam papers prior to the examination sitting or work with the Ed Tech team to arrange for the upload and release of exams at the scheduled time. All printed exam papers are sealed in an envelope and located in secure storage.</p> <p>3.4 For printed exams, the exam paper along with answer booklets, copies of regulations, a sign in sheet and blank incident report forms are released to the senior invigilator 30 minutes prior to the exam taking place. The Senior Invigilator will ensure the correct information is detailed on the cover page and co-sign the examination release form. For online exams, the regulations, arrangements to access the exam, submit answers, and access support are published to students in advance. The exam is then release at the scheduled time. Access to links to submit exam answers are closed as per the agreed schedule.</p> <p>3.5 A colour rotation method is employed in respect of the exam answer booklets utilised for each examination. This is random rotation, so it is not possible for a learner or invigilator to predict in advance the answer booklet colour to be utilised.</p>	<p>QA Office</p> <p>QA Office</p> <p>QA Office Faculty Office Ed Tech</p> <p>QA Office Ed Tech</p>	<p>Examination Release Form</p>
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<p>3.6 A countdown clock is displayed throughout the exams for learners. The QA Office ensures the equipment is made available to the invigilator for this. For online exams, the device the student is using displays the time.</p> <p>3.7 The senior invigilator collects in all exam scripts at the end of the examination and counts them before returning them to the QA Office for collection by the lecturer responsible for marking them. For online exams, submission is to Moodle or another CCT approved platform and access closes automatically.</p> <p>3.8 On completion of in-person exams, lecturers will collect the completed scripts from the QA Office. Lecturers, along with the QA Office (or nominee), are required to count and verify the number of scripts received and sign for receipt. This is countersigned by the QA Office to confirm date of receipt and number of scripts counted. For online exams, the lecturer directly accesses the platform.</p> <p>4. <u>Recruiting, training and managing invigilators</u></p> <p>4.1 Where possible, in-house staff will be utilised for invigilation, although no lecturer can invigilate their own subject. Should additional personnel be required this will be identified four weeks prior to the exams and invigilators will be recruited for the exam period.</p> <p>4.2 Induction training will be provided for invigilators to ensure they are comfortable with the rules and regulations guiding the examination process. In the case of return invigilators & CCT staff “top up” training will be provided.</p> <p>4.3 All invigilators will be provided will ID tags for the duration of the exams, so they are easily identifiable to learners and fellow invigilators. Invigilators will ensure learners follow the Rules of Conduct.</p> <p>4.4 Invigilators will run the exams in accordance with the Invigilator Guide available from the QA Office.</p> <p>5. <u>Managing Additional Needs</u></p> <p>5.1 Due care will be provided to any learner who requires special assistance during the exam period in accordance with the Reasonable Accommodation Policy (CCTP505)</p> <p>5.2 In the case of a short-term illness or injury, learners will be assessed on a case-by-case basis regarding their requirement for exam support e.g. a scribe will be provided for a learner with certified arm injury that prevents the student from writing. In such cases an application must be submitted to the QA Office as per policy CCTP505</p> <p>6. <u>Management of Examination Boards</u></p>	<p>Senior invigilator</p> <p>Lecturer</p> <p>QA Office</p> <p>QA Office</p>	<p>Invigilators Guide</p> <p>PMC Form / reasonable accommodation application</p> <p>Exam Boards Schedule</p>
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For on-site exams:

- learners must sit in any seat or area as allocated by the invigilator
- All personal belongings such as phones (must be switched off), bags, books, notes, files, cameras, equipment, smart watches, or any other unauthorised material, must be left in designated area. All materials brought into an examination hall are subject to inspection by the invigilators.
- Unless expressly permitted otherwise, where medical circumstances require, food and drink, except bottled water, is not permitted in the examination hall.
- Learners are permitted to use their own calculator once it is a silent, handheld, solar or battery-operated non-programmable calculator (without paper tape-printing capabilities of alphabetic keypads). Mobile Phone calculators may NOT be used. The use of electronic calculators will only be permitted where the examiner has notified the QA Office in advance of the examination sitting.
- Learners are required to sign an attendance register for each examination.
- Strict silence must be observed in the examination centre.
- Learners must raise their hand and wait for the invigilator should they require assistance.
- Learners should remain in their seats, until authorised to leave the exam hall by the invigilator.
- Admission to the examination hall will not be permitted after 30 minutes has elapsed from the published start time of the examination. Any learner who attends for an examination more than 30 minutes late will not be permitted to take the examination.
- A learner that arrives during the first 30 minutes of the examination will be admitted to the examination hall at the earliest opportunity that causes least disruption to the learners undertaking the examination.
- Learners are not allowed communicate with any person other than the Invigilator once the examination has commenced. Any learner who continues to talk will forfeit their eligibility to complete the exam.
- If a learner finishes the examination in less than the time allowed, they can hand in their answer book(s) and leave the examination centre quietly. Learners cannot leave the examination centre within the first half hour of the commencement of the examination or within the last 15 minutes of its conclusion.
- Any learner who wishes to leave the examination centre temporarily can do so only with the permission of, and if accompanied by, an invigilator. No additional time will be allowed for these temporary breaks. Any unaccompanied departure from the examination centre during the course of an examination will cause the learner to be disqualified.
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- At the end of the examination, each learner will be asked to remain seated until all answer books are collected. No answer books can be removed from the examination centre. It is the learner's responsibility to ensure that all answer books are handed to the invigilator and that the front page of each one is fully completed with the learner's details, including student number.
- A learner must not, under any circumstances, speak to or communicate with any other learner during the course of an examination. Any such communication will put the learner at risk of disqualification.
- A learner found to have unauthorised materials in their possession in the examination centre or during an accompanied absence from the examination will be deemed to be in breach of examination regulations and subject to disciplinary action.
- When a learner is found to be in breach of examination regulations, they will be allowed by the invigilator to finish the examination. The invigilator will complete an incident form and ask the learner to sign this prior to leaving the examination hall. The learner concerned will be contacted by the QA Office following the examination to commence proceedings under the academic misconduct regulations.

For online exams:

Specific regulations will be published to learners in advance based upon the nature and format of the exam i.e. proctored / open book / MCQ etc.

CCT College Dublin reserves the right to alter the rules governing exams.

Monitoring

Monitor (Job Title)	Frequency	Monitoring Method(s)
QA Office Dean of Faculty	Every Semester Annually	- Review Exam Document generated - Review of Exam Incident Reports - Review of Examination Board Minutes - Review of Programme Board Minutes
	Ongoing	- Review of complaints made to the examinations office by students, lecturers or invigilators.

POLICY CONTROL SHEET

Policy Title	Exam Procedures and Regulations
Responsible Officer(s)	Dean of Academic Affairs, QA Office
Issuance Date	June 2025
Effective Date	June 2025
Last Review Date	August 2024
Supersedes	Version 2.2
Next Review Date	August 2027
Designated Reviewer(s)	QA Office
Scope	Internal staff (full and part time); Learners; External Stakeholders

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2016	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 2.0	August 2017	Expansion of policy to incorporate exam regulations. Addition of further clarification on minimum standards and responsibilities.	Dean of Academic Affairs	Academic Council
Version 2.0	May 2018	Renumbered, was CCTP509, now CCTP508	QA Committee	Academic Council
Version 2.1	Sept 2019	Edited to reflect organisational structure change	SMT	Academic Council
Version 2.2	August 2022	Updated to reflect the potential for online exams	QA Office	Academic Council
Version 2,3	June 2025	Edited for presentation and clarity. Renumbered. Formerly CCTP508, now CCTP507	QA Office	Academic Policies

References upon which the Policy section is based

CCT Policy area	Student-centred learning, teaching 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	CCTF111 – Personal Mitigating Circumstances Form CCTP504 – Reasonable Accommodation Policy