

<b>PROVIDER NAME:</b> CCT College Dublin (CCT)		
<b>POLICY AREA:</b> Standard 5: Procedures & Guidelines for the Assessment of Learners		
<b>Policy and Procedure Title:</b> Exam Procedures and Exam Regulations	<b>Policy Number:</b> CCTP508	<b>Version:</b> 2.1
<p><b>Policy Statement</b></p> <p>The QA Officer takes responsibility for the administration of the examination process. This work includes timetabling examinations, organisation of staffing, centres and material for the examinations, provision of special facilities for learners with personal mitigating circumstances, compilation and issuing of results and organising Examination Board meetings.</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 as deemed suitable by CCT in accordance with these procedures. 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.</p>		
<p><b>Definitions and Principles</b></p> <p>All modules are assessed in line with the QQI approved Programme Validation Document, where this assessment includes final examination students are required to attend and complete the relevant exam, in order to progress (progression is based on assessment criteria approved by QQI).</p> <p>All students enrolled in on a QQI programme are automatically registered to complete the module exam, where applicable.</p>		
<p><b>Staff Involved</b></p> <p>QA Officer, School Manager, Faculty Co-ordinators, lecturing staff, invigilators</p>		
<b>Procedure Outline / Method(s) used to carry out this procedure</b>	<b>Responsibility of</b>	<b>Evidence generated by this procedure to ensure its effectiveness</b>
<p><b>1. Scheduling and timetabling exams</b></p> <p>1.1 Learners are notified of the examination periods for the academic year ahead 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>	<p>QA Officer Faculty Co-ordinators</p>	<p>Examination Schedule</p>

1.3 The QA Officer 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 School Manager or Programme leader is required to communicate this requirement to the QA Officer at the outset of the academic year.

QA Officer  
School Manager /  
Programme leader

1.4 As far as is practicable the QA Officer will endeavour to schedule examinations according to the following requirements:

- 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

Draft Schedule

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.

Publication

1.6 Having proposed the examination timetable, the QA Officer will issue this to the School Manager for review. Where the School Manager feels the requirements at 1.4 have not been fully adhered to, they shall notify the QA Officer of the required changes. Only changes based upon the specific requirements in 1.4 will normally be accommodated.

QA Officer / School  
Manager

Venue Checklist

1.7 The QA Officer 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.

QA Officer

1.8 Once finalised, Faculty Co-ordinators will upload the final version onto 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.

Faculty Co-ordinators

2. **Sourcing and Setting up Examination Venues**

2.1 The QA Officer is responsible for sourcing and approving suitable examination venues and securing / scheduling these in accordance with the College requirements.

A potential examination hall must be suitable for the intended purpose. In that regard, it is expected that the following minimum standards are satisfied:

QA Officer

- 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.
- 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.

<ul style="list-style-type: none"> <li>• 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.</li> <li>• Sufficient space to display examination regulations and clocks visible to all learners</li> <li>• Access to appropriate toilet facilities</li> <li>• Appropriate noise reduction/noise management facilities</li> </ul> <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.</p> <p>2.2 Once an examination venue has been sourced, approved and learners notified, the Dean for Administration and Finance is alerted and will make arrangements for the room to be set up as an examination hall for the required number of learners, in advance of the examination.</p> <p><b>3. Examination Materials</b></p> <p>3.1 The QA Officer 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 Officer or the nominated Faculty Coordinator. Lecturers are required to delete any earlier drafts of papers to reduce the risk of security breach.</p> <p>3.3 The QA Officer / Faculty Co-ordinators will co-ordinate the printing and storage of exams prior to the examination sitting. All printed examination papers are sealed in an envelope and located in secure storage.</p> <p>3.4 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.</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>3.6 A countdown clock is displayed throughout the exams for learners. The QA Officer ensures the equipment is made available to the invigilator for this.</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 Officer for collection by the lecturer responsible for marking them.</p>	<p>Dean for Admin and Finance QA Officer</p> <p>QA Officer Lecturers</p> <p>QA Officer</p> <p>QA Officer Faculty Co-ordinators</p> <p>QA Officer</p> <p>Senior invigilator</p>	<p>Examination Release Form</p> <p>Invigilators Guide</p> <p>PMC Form / reasonable accommodation application</p> <p>Exam Boards Schedule</p>
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3.8 On completion of the exams, lecturers will collect the completed scripts from the QA Office. Lecturers, along with the QA Officer (or nominee), are required to count and verify the number of scripts received and sign for receipt. This is countersigned by the QA Officer to confirm date of receipt and number of scripts counted.

Lecturer

Results

Broadsheets

Statement of results

QA Officer

Parchment release records

QA Officer

Learner / QA Officer

QA Officer

School Manager

**4. Recruiting, training and managing invigilators**

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.

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.

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.

4.4 Invigilators will run the exams in accordance with the Invigilator Guide available from the QA Officer.

**5. Managing Additional Needs**

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)

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 officer as per policy CCTP505

**6. Management of Examination Boards**

6.1 At the beginning of each Academic Year, the QA Officer will liaise with the School Manager, in order to schedule the Examination Boards.

6.2 The QA Officer is responsible for ensuring External Examiners have been provided with access to the required materials to fulfil their responsibilities in advance of the Exam Board meeting. This may include reviewing some sample materials on the day of the Board, as may be the examiners preference.

**7. Production of examination broadsheets for consideration by Examination Boards**

7.1 Within a specified timeframe which is communicated in advance, lecturers are required to return all Continuous Assessment results and Exam results to the Faculty Co-ordinators.

<p>7.2 The Faculty Co-ordinators are then responsible for the correlation of broadsheets both prior to and post Exam Boards.</p>		
<p><b>8. Results, Transcripts and Parchments</b>        8.1 Results are issued to learners via Moodle, normally within 5 working days of the Exam Board ratification.        8.2 Faculty Co-ordinators complete all statements of results and send directly to the learner.        8.3 Learners will receive their parchments at graduation. Those unable to attend graduation can make arrangements with the QA Officer to have their parchments collected from the College, or sent via An Post.</p>	<p>Lecturers          Faculty Coordinators</p>	
<p><b>9. Examination Regulations</b>          The following regulations apply to all learners undertaking examinations as partial fulfilment of assessment requirements for a programme delivered by CCT.</p> <ul style="list-style-type: none"> <li>❖ Each learner is responsible for noting the correct date, time and location of each examination.</li> <li>❖ Learners must present themselves in the examination centre at least 15 minutes before the commencement of the examination.</li> <li>❖ Learners must sit in any seat or area as allocated by the invigilator</li> <li>❖ 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.</li> <li>❖ Unless expressly permitted otherwise, where medical circumstances require, food and drink, except bottled water, is not permitted in the examination hall.</li> <li>❖ 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 Officer in advance of the examination sitting.</li> <li>❖ Learners, without exception, are required to present their Student Identity Cards at all examinations. Learners may be prevented from sitting an examination without a valid identity card.</li> <li>❖ Learners are required to sign an attendance register for each examination.</li> <li>❖ All examinations will commence on time. No extra time will be given to learners who arrive late to the examination.</li> </ul>	<p>Faculty Coordinators</p> <p>QA Officer</p> <p>Learners</p>	

- ❖ At all times, learners must comply with the instructions of the invigilator.
- ❖ 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, he/she can hand in his/her 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.
- ❖ 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 his/her possession in the examination centre or during an

<p>accompanied absence from the examination will be deemed to be in breach of examination regulations and subject to disciplinary action.</p> <ul style="list-style-type: none"> <li>❖ When a learner is found to be in breach of examination regulations, he/she 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 Officer following the examination to commence proceedings under the academic misconduct regulations.</li> <li>❖ It is the learner's responsibility to familiarise themselves with the examination regulations of the College copies of which will be displayed in or outside examination halls.</li> <li>❖ CCT College Dublin reserves the right to alter the rules governing the exam.</li> </ul>		
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<b>Monitoring</b>		
<b>Monitor (Job Title)</b>	<b>Frequency</b>	<b>Monitoring Method(s)</b>
QA Officer School Manager	Every Semester Annually Ongoing	<ul style="list-style-type: none"> <li>- Review Exam Document generated</li> <li>- Review of Exam Incident Reports</li> <li>- Review of Examination Board Minutes</li> <li>- Review of Programme Board Minutes</li> <li>- Review of complaints made to the examinations office by students, lecturers or invigilators.</li> </ul>

## POLICY CONTROL SHEET

<b>Policy Title</b>	Exam Procedures and Exam Hall Regulations
<b>Responsible Officer(s)</b>	Dean of Academic Affairs, QA Officer
<b>Issuance Date</b>	August 2017
<b>Effective Date</b>	August 2017
<b>Last Review Date</b>	July 2019
<b>Supersedes</b>	Version 2.0
<b>Next Review Date</b>	August 2024
<b>Designated Reviewer(s)</b>	QA Officer
<b>Scope</b>	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

### References upon which the Policy section is based

<b>CCT Policy area</b>	Student-centred learning, teaching and assessment
<b>Statutory &amp; System Wide Basis</b>	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
<b>Related CCT Policies / Forms</b>	CCTF111 – Personal Mitigating Circumstances Form CCTP505 – Reasonable Accommodation Policy