



Online Examination Policy

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| Purpose | This policy relates to assessments scheduled using an online delivery method. Students must ensure that they have read and fully understand this policy before sitting online examinations. |

| Version Number | Purpose / Changes | Document status | Author of changes, role and college / unit | Date |
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INSTITUTE OF SUSTAINABLE PROJECT PLANNING, MONITORING AND EVALUATION

ONLINE EXAMINATION POLICY

1. Introduction

All College examinations are governed by an Examination Policy and this policy relates to assessments that are scheduled using an online delivery method. All students must ensure that they have read and fully understand this policy before sitting online examinations. They include the following matters related to the conduct of exams.

2. Registration for Examinations

- Candidates may present themselves for an examination only if they have been advised into the module concerned.
- All students are registered automatically from the Examinations Office and login details will be shared by the Administrator.
- Candidates who have been given permission to sit a deferred or reassessment examination must register online and pay the required fees.

3. Examination Dates and Times

- The examination timetable will be created and personal timetables should be viewed regularly.
- Examination times are scheduled using Greenwich Mean Time Zone – World Clock (GMT).
- Examination papers will be released over three slots for both morning and afternoon sessions to consider time zones of candidate's location.
- Every effort is made by the College and the Examinations Officer to prevent central timetable clashes, and these rarely occur. Where such a clash is identified, the candidate must notify the Examinations Officer at the earliest possible opportunity and in any event no more than one week after the timetable is published.
- Candidates will be expected to start your exam at the earliest reasonable time slot in their current residential time zone indicated by the following times

❖ Morning exams **09:00 GMT**

❖ Afternoon exams **14:00 GMT**

- Candidates are responsible for correctly noting the dates and times of their examinations and are advised to check their personal exam timetable immediately before the exam date for any possible changes.
- Candidates who start exams late are expected to still sit the exam and they will only get the leftover time. Moreover, candidates must provide further information for the reason of their late sitting once they have ended their exam. Examination incident log sheet is completed and sent to the Examinations Officer.

4. Special Examination Requirements

- Candidates who have a disability and/or medical condition and who may require special examination arrangements must ensure that they have registered with the Student Services Disability Team as soon as possible.
- Failure to register with the Disability Team within a reasonable timescale may result in the Examinations Officer being unable to provide the candidate with special examination arrangements.
- Candidates with approved additional writing time will have this time automatically added to their exam duration.
- Any approved additional writing time after exam timetable publication, please allow 48-hours from when your student record has been updated for your timetable to be adjusted accordingly.
- Candidates with approved rest breaks will not have this time included within their personal timetable however, the online exam system will add this to the exam duration for candidates to manage their rest breaks accordingly.
- Candidates can view agreed arrangements through the website (www.isppme.com) or on their e-learning portals at any time and it is recommended that you do this in good time before exam sittings.
- On exam day, candidates can view approved time allocations prior to clicking 'start' button.

5. Academic Misconduct

- Candidates must ensure that they are familiar with the contents of the College's Good Academic Practice policy.
- Academic misconduct in examinations or class tests can include (but is not restricted to) the following prohibited activities:
 - ❖ copying or paraphrasing text or material from other sources and present this as one's own work;
 - ❖ impersonation or attempted impersonation of a student;
 - ❖ co-operating with any other person when completing the exam, this must be entirely the candidate's own work;
 - ❖ unauthorised and undeclared acquisition or dissemination of examination questions or related material prior to or after an examination;
 - ❖ failure to follow the rules for an examination, in a way that might result in gaining of an academic advantage, candidates will be barred from the examination when rules are violated
- Exam answers should be entirely the candidate's work without unacknowledged input from others; should a candidate be in doubt, they should clearly acknowledge the origin of any material, text passages or ideas presented (e.g. through references and quotation marks)
- Plagiarism detection software will be used. There is no requirement for separate bibliography or reference lists to be added at the end of the exam script;

6. Admission to the online exam

- Candidates must ensure they are accessing their online exam at the earliest reasonable time slot relative to their time zone (please see Section 3).
- Candidates should access their online exam by logging onto their Online Exam portals. Candidates must review the detail provided to them on the initial page to ensure they are aware of the timings allocated to them.

- When candidates are ready, they should go through the exam instruction and check the tick box to confirm they have understood, test their webcam and microphone by recording a small video and then click 'Start' button.
- The date and time of when the candidate started the exam, the candidate IP address and a video of the candidate taking the exam will be recorded in the system at this time.

7. Beginning the Examination

- The exam downloads will commence when the candidate clicks on 'Start'.
- Candidates will be allocated **15 minutes** time for uploading their work i.e those who have written on a piece of paper and then upload as a diagram (hold your piece of paper in front of the webcam and take a picture) on each question along with any additional materials the College have provided to assist with the exam sitting. Write your name, registration number and module name on every piece of paper.
- Candidates are advised to ensure they are aware of the exam timings throughout each exam.

8. Completion of Examination

- Candidates must answer their examination questions in accordance with the instructions on the front of the examination paper.
- Candidates are required to write their answers in English, unless either it is clear from the question that a foreign language is to be used or special arrangements have been made in advance.
- Candidates may be required to answer their examination in one or more documents (upload your work in picture format taken by the webcam by holding each paper to the webcam and add as a diagram), on a response template provided by the College, or on the examination paper itself. The College will have advised the appropriate response, and this will be detailed within the examination paper front page.
- For examinations where candidates are required to complete their examination using one or more documents.
 - ❖ Candidates must ensure their registration number and module code are on each submission page

- ❖ Candidates must ensure their submission has the correct page numbering
- At the end of the exam duration, there is a separate time allocation for the collation and upload of the exam submission **(15 minutes)**
- Where candidates upload their submission after the end of the specified upload time, they must provide further information using the online exam platform for the reason of their late submission once they have ended their exam.
 - ❖ Failure to provide an acceptable explanation for the late submission of the exam script will result in the candidate's exam submission attracting a fail mark of 0.
- Candidates can upload a document multiple times during the exam duration and allocated time for collation and upload.
- Once submitted, candidates must click '**Finish**' button to advise they are ready to end the exam
- Candidates will be provided with an opportunity to provide comments of their exam sitting which will be viewed by the Exams Office and sent onto the relevant College
- Should the upload link/ add diagram be no longer visible to candidates due to technical problems and/or because the candidate has gone past their maximum amount of time available for uploading a document, then the exam submission needs to be emailed to the emergency email address admin@isppme.com as soon as possible.
 - ❖ Candidates should use their email account and have their registration number and module code in the subject line.
 - ❖ Candidates must specify the reason for the submission being emailed rather than uploaded through the online portal
 - ❖ Failure to provide an acceptable reason for submitting work to admin@isppme.com will result in the candidate's exam submission attracting a fail mark of 0.

For further information on the late submission of exam scripts, please see the following guidance document for staff.

9. Conduct during the Examination

- Candidates are required to comply with all instructions outlined to them.
- Any candidate who believes that an error has been made in the content of an examination question should report this after their exam sitting to the Examinations Officer at admin@isppme.com The concern will be noted and reported to the School setting the paper; however, no amendments or clarifications may be made during the examination and candidates are instructed to complete the examination question as far as they are able with the information provided.
- Communication of examination paper content with other candidates is forbidden before, during and after the examination.

10. Absence from Examinations

- The candidate must report absence from an examination due to illness or other circumstances by submitting an Examination Log Sheet form as soon as the candidate is able to do so, preferably before the examination is due to take place and, in any case, no later than 3 days after the examination.
- The candidate must contact the School responsible for the module being examined in order to request alternative arrangements, which are at the discretion of the School.
- The candidate is only required to notify the Examinations Officer if there is a problem submitting Examination Log Sheet.
- In the case of any long-term illness or impairment, the candidate is recommended to contact Student Services for advice and support (admin@isppme.com).
- If a candidate has missed an examination for whatever reason, the above reporting procedure also applies.

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