



## EXAMINATION POLICY

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**EFFECTIVE DATE** : 31<sup>st</sup> MARCH 2019  
**REVIEWED BY** : QUALITY MANAGER  
**NEXT REVIEW** : NOVEMBER 2024  
**POLICY NUMBER** : QA-66

## Conducting an External or Online Exam

### Purpose/Scope

- To have a policy in place to deal with Plagiarism, collusion, and Examination Malpractice
- The scope of the policy covers secure testing examination and invigilation
- To ensure that issues are dealt with in an open, fair, and effective manner.
- To ensure that the centre provide appropriate deterrents and sanctions to minimise the risk of collusion and malpractice.

### Aims:

- To identify and minimise the risk of malpractice
- To respond to any incident of alleged malpractice promptly and objectively.
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions on students where incidents (or attempted incidents) of malpractice are proven.
- To protect the integrity of this centre and the qualifications it delivers.

The following rules on conduct apply to students sitting paper-based and computer-based exams for NCFE or Pearson and other awarding bodies qualification at the centre.

1. You are required to always adhere to the regulation for conduct of External Assessment and examination regulations and guidelines, below.
2. You are required to comply in all respects with any instructions issued Awarding Organisation policy and the invigilator/s should follow this before and during the invigilation of the exam at the centre
3. You may not attempt to deceive the exam supervisor/s, invigilator/s and centre personnel by giving false or misleading information.
4. You are not allowed to take any books, notes, or other materials (except those outlined in the guidelines below). These are known as 'unauthorised materials'.
5. You are not allowed to possess, use, or intend/attempt to use, any unauthorised materials while the exam is in progress (whether at your desk or otherwise).
6. You are not permitted to use an electronic translator of any kind or have on or at your desk a calculator which can store or display text. You are also not permitted to use mobile phones, electronic communication devices or any item with smart technology functionality in the examination room. These are known as "unauthorised items" and are taken into the examination room at the candidates own risk. The centre will accept no responsibility for their loss or damage. Such items must not be worn, or be placed on your desk, in pockets of clothing, in your bag or personal belongings, or be kept anywhere else on or about your person.
7. If you bring a mobile phone, communication device or any item with smart technology functionality with you to your examination, you must declare this to the invigilator and the administrator upon entering the examination room. You must switch the phone or electronic communication device off and disable any alarms or notifications. These must be stored outside the examination room. You must then follow the instructions given to you by invigilator.

- (a) If you breach exam regulation 4 and/or 5 and the 'unauthorised materials' are relevant to the syllabus being examined, it will be assumed that you intended to use them to gain an unfair advantage in the exam. In any subsequent disciplinary proceedings, you will have to prove that you did not intend to use the unauthorised materials to gain an unfair advantage in the exam.
- (b) If you breach exam regulation 6, it will be assumed that you intended to use the 'unauthorised items' to gain an unfair advantage in the exam. In any subsequent disciplinary proceedings, you will have to prove that you did not intend to use the 'unauthorised items' to gain an unfair advantage in the exam.
8. You may not assist, attempt to assist, obtain, or attempt to obtain assistance by improper means from any other person during your exams.
  9. You are required to comply with the ruling of invigilation and the external conduction of examination policies. As a centre we are obliged to report any cases of irregularity or improper conduct to relevant awarding bodies. They are also empowered to discontinue your exam if you are suspected of misconduct and to exclude you from the taking further resit exam's.
  10. You may not engage in any other unprofessional conduct designed to assist you in your exam attempt.
  11. If you are sitting paper-based examinations, you are not permitted to remove either your candidate answers booklet(s) or your question paper from the exam room. All candidate answers booklets remain the property of respective awarding organisation (NCFE, Pearson). If you are taking a computer-based exam you are not permitted to remove any working paper issued to you. You are also not permitted to copy exam questions. Copying questions and removing them from the exam room is prohibited.
  12. If you attempt to gain an unfair advantage in the exam (whether by breaching an exam regulation or otherwise) you are likely to be removed from the awarding body registration and not allowed to take the test at the centre again following disciplinary proceedings.
  13. Candidates must not talk to, or attempt to communicate with, other candidates during the exam under any circumstances.
  14. You must not attempt to obtain and/or obtain your examination results prior to the same being published by the centre or the examination result slip is provided by the centre.

These instructions are also provided to the students taking the exam by the invigilator prior to starting the external assessment. You should take time to familiarise yourself with them.

**Policy reviewed annually**