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Institiúid Teicneolaíochta Leitir Ceanainn
Letterkenny Institute of Technology

Section 7

Examination Procedures

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Section 7.1 - Assessment Regulations

1. **Regulations**

- 1.1 Learners must familiarise themselves with the following Institute documents:
- a) the regulations and procedures set out here,
 - b) the Learner Charter,
 - c) the relevant Learner Information Pack,
 - d) Rechecks, Reviews and Appeals Procedures,
 - e) current Marks and Standards document.
- 1.2 In particular, candidates must be familiar with any relevant
- a) assessment schedule for the particular programme,
 - b) penalties for work submitted late,
 - c) procedures for seeking a continuous assessment deadline extension,
 - d) assessment criteria used to mark submitted work,
 - g) guidelines for referencing.
- 1.3 Learners are encouraged to consult the current Marks and Standards document concerning regulations related to continuous assessment marks.

2. **Learner Responsibilities**

- 2.1 Candidates must
- a) ensure that they are correctly registered on programmes,
 - b) ensure that they are correctly entered for examinations,
 - c) attend examinations, class tests, practicals etc.,
 - d) complete all continuous assessment work as required,
 - e) immediately notify the Head of School (or his/her nominee) in writing of reasons for absence from class tests, practicals etc. (supplying relevant documentary evidence),
 - f) immediately notify the Head of School (or his/her nominee) in writing of compassionate circumstances that have impeded their examination/assessment performance,
 - g) comply with any programme board requirements for (i) receipting work, (ii) seeking deadline extensions, and (iii) referencing,
 - h) retain a copy of submitted work where possible,
 - i) retain any receipts for submitted work.
- 2.2 It is the responsibility of candidates to check the date, time and venue for each of their examinations. Candidates are also advised to check their school notice board for any special notifications relating to examinations.
- 2.3 Any candidate who fails to attend for any examination, who arrives late, or who leaves early for any reason other than they have completed the examination, is required to send a written explanation to the relevant Head of School or Department immediately. A medical certificate must be supplied in addition to the explanation if the absence was due to illness.

3. Identity card

- 3.1 A candidate sitting an examination must display his/her valid Institute identity card prominently on the examination desk.
- 3.2 The examination supervisor will allow a candidate, without the necessary ID, to begin the examination.
- 3.3 The examination supervisor will record the absence of the required ID and ensure that the candidate's identity is clearly established before he/she leaves the examination centre.

4. Examination attendance

- 4.1 Candidates should assemble at least 15 minutes before the examination starts but must not enter the examination hall until so instructed by the supervisor.
- 4.2 No candidate may enter the examination hall 30 minutes after the examination has started without permission from the examination supervisor.
- 4.3 Extra time will not normally be allowed to a candidate who arrives late.
- 4.4 Candidates must sit at the desk bearing their name and examination number. At each venue, candidates will occupy the place assigned to them for the entire examination cycle unless otherwise directed by the examination supervisor (e.g. in unusual circumstances where groups overlap).

5. Examination materials

- 5.1 Candidates must equip themselves with the materials required, i.e. pens, rulers, approved calculators, etc. as appropriate for each examination.
- 5.2 Candidates are responsible for ensuring that calculators, etc. are in working order.
- 5.3 Candidates will not be permitted to borrow materials from other candidates.

6. Examination conduct

- 6.1 Candidates shall not begin writing until so instructed by the examination supervisor.
- 6.2 A candidate shall not, for any reason whatsoever:
- Communicate in any way with any other candidate.
 - Have in his/her possession, use or attempt to use unauthorised material, books, notes, electronic aids or other materials in an examination
 - Aid or attempt to aid, another candidate.
 - Obtain, or attempt to obtain, aid from another candidate.
- 6.3 A candidate must raise his/her hand if he/she wishes to attract the attention of the supervisor during the examination.
- 6.4 No candidate may leave the examination centre until one hour of examination time has elapsed.

- 6.5 A candidate may not leave the examination temporarily unless accompanied by an examination supervisor.
- 6.6 A candidate may not leave the examination hall in the last fifteen minutes of the examination period.
- 6.7 At the end of the examination period the candidates must cease work on the paper immediately on instruction from the supervisor.
- 6.8 Before submitting scripts each candidate must ensure:
- That the information required on the front of the examination script is completed in respect of each script submitted,
 - That the candidate's number appears on any additional materials submitted (e.g. graph paper etc.), that the question number to which this material relates is clearly indicated, and that such material is inserted into and handed in with the answer book.
- 6.9 At the end of the examination each candidate must submit his/her script to the examination supervisor and sign the appropriate attendance sheet confirming the answer book has been collected.
- 6.10 Candidates must not:
- Write on any of the examination materials supplied (e.g. mathematical tables etc.) other than on the answer script.
 - Remove, or attempt to remove, from any answer book, any leaf, or part of a leaf.
 - Remove, or attempt to remove, from the examination hall any answer books, or part of an answer book, whether used or unused.
- 6.11 Candidates must ensure mobile phones or other electronic communications devices, books, bags, coats, etc. are stored in the designated area.
- 6.12 Smoking is not permitted in examination halls.

7. ***General Remarks***

- 7.1 Learners are expected to bring to the attention of the relevant lecturer, at the earliest possible opportunity, any ambiguity in the requirements of an assignment. In a formal examination the candidate is expected to raise the issue with the examination supervisor.
- 7.2 Learners must bring to the attention of the relevant lecturer, at the earliest possible opportunity, circumstances preventing them completing a prescribed assignment in the allotted time.
- 7.3 Learners must comply with any procedures in place for acknowledging that the submitted work was developed exclusively through their own efforts.

8. ***Breaches of the Assessment Regulations***

8.1 Cheating:

The Institute defines the very serious academic offence of cheating as

- a. The possession, use or attempted use of unauthorised material, books, notes, electronic aids or other materials in an examination
- b. Obtaining access to an examination paper content ahead of its authorised release

- c. Unauthorised collusion, i.e. either aiding or obtaining aid from another candidate or any other person, where such aid is not explicitly permitted in the assignment
- d. Acting dishonestly in any way, whether before, during or after an examination or other assessment so as to either obtain or offer to others an unfair advantage in that examination or assessment
- e. Deliberate plagiarism

8.2 Plagiarism:

The act of presenting as your own, the words or ideas of someone else, whether publisher or not, without proper acknowledgement, within one's own work is called plagiarism. There are three main types of plagiarism, which could occur within all modes of assessment (including examination):

- a. Direct copying of text from a book, article, fellow student's essay, handout, web page or other source without proper acknowledgement
- b. Claiming individual ideas derived from a book, article etc. as one's own and incorporating them into one's work without acknowledging the source of these ideas
- c. Overly depending on the work of one or more other sources without proper acknowledgement of the source, by constructing an essay, project etc. extracting large sections of text from another source and merely linking these together with a few of one's own sentences.

Learners are advised to take great care when including the words or ideas of someone else to ensure that through the treatment of quotations and clear referencing that the source of the material is evident. The Institute uses software packages, such as, Turnitin, to ensure that work submitted is original by checking against a vast number of web pages, student papers, library databases and publications.

Self-plagiarism is also not permitted, that is where a learner submits the same piece of work for credit in different modules on the same programme or different programmes. In addition, self-plagiarism encompasses an over dependence on work previously submitted for credit without appropriate acknowledgement.

Individual School's may provide additional guidance in respect of plagiarism which the learner must observe in conjunction with the material presented here.

9. ***Assessment Regulations Committee***

- 9.1 The Registrar will assist the Head of School in establishing the Assessment Regulations Committee.
- 9.2 Each programme board requests the intervention of an Assessment Regulations Committee in the event of an alleged breach of the Institute's assessment regulations.
- 9.3 The membership of the committee will be
 - Chair (President's nominee from the membership of the Executive Board)
 - Head of School/Department
 - Head of Department (from another School)
 - Lecturer (Chair of an academic Council Committee, from another School)
- 9.4 The Chair is responsible for ensuring there is consistency, as far as possible, across the Institute in the operation of the Assessment Regulations Committee for a particular examination session.
- 9.5 The committee will make a finding on whether or not a learner sought, beyond a reasonable doubt, to gain an unfair advantage by cheating. In addition the committee may make recommendations on a course of action to the Board of Examiners.

- 9.6 Where it is found beyond a reasonable doubt that a learner has sought to gain an unfair advantage by cheating in a single examination/assessment, the normal minimum penalty is that the result of that assessment/examination is declared null and void. The relevant Board of Examiners will decide what action to take in regard to possible re-assessment or repeat examination taking cognisance of any recommendations of the Assessment Regulations Committee. The Institute reserves the right to invoke disciplinary procedures also.
- 9.7 Where it is found beyond a reasonable doubt that a learner has sought to gain an unfair advantage by cheating in more than one examination/assessment, the normal minimum penalty is that all assessments and examinations at that particular level will be declared null and void. The relevant Board of Examiners will decide when and if the candidate can be assessed and examined consistent with the particular level taking cognisance of any recommendations of the Assessment Regulations Committee. The Institute reserves the right to also invoke disciplinary procedures.
- 9.8 The candidate can seek a review (and appeal) of the decision of the Board of Examiners decision through the Institute's procedures on rechecks, reviews, and appeals.

Section 7.2 Instructions for Examination Candidates

Instructions for Examination Candidates

Candidates are obliged to familiarise themselves with the following instructions. Also a copy of *Marks and Standards* may be consulted on the Institute's web site.

1. **General Information**

It is the responsibility of candidates to check the date, time and venue for each of their examinations. Candidates are also advised to check their school notice board for any special notifications relating to examinations.

2. **Assemble for Examination**

Candidates should assemble at least 15 minutes before the examination starts but must not enter the examination hall until so instructed by the supervisor.

3. **Entering the Exam Hall**

Mobile phones or other electronic communications devices, books, bags, coats, etc. must be stored in the designated area.

No candidate may enter the examination hall 30 minutes after the examination has started without permission from the supervisor. Extra time will not normally be allowed to a candidate who arrives late.

4. **Smoking**

Smoking is not permitted in examination halls.

5. **Materials**

Candidates must equip themselves with the materials required, i.e. pens, rulers, approved calculators, etc. as appropriate for each examination. Candidates are responsible for ensuring that calculators, etc. are in working order. Candidates will **not** be permitted to borrow materials from other candidates.

6. **Seating**

Candidates must sit at the desk bearing their name and examination number. At each venue, candidates will occupy the place assigned to them for the entire examination cycle, unless otherwise directed by the supervisor (e.g. in unusual circumstances where groups overlap).

7. **General Conduct**

Candidates shall not begin writing until so instructed by the supervisor. At the end of the examination they must cease writing immediately on instruction from the supervisor.

A candidate shall not, for any reason whatsoever:

- Communicate in any way with any other candidate.
- Have in his/her possession, use or attempt to use unauthorised material, books, notes, electronic aids or other materials in an examination
- Aid, or attempt to aid, another candidate.
- Obtain, or attempt to obtain, aid from another candidate.

8. **Seeking the Attention of the Supervisor**

A candidate must raise his/her hand if he/she wishes to attract the attention of the supervisor during the examination.

9. **Leaving the Hall**

No candidate may leave the examination centre until one hour of examination time has elapsed. A candidate may not leave the examination hall temporarily unless accompanied by a supervisor. A candidate may not leave the examination hall in the last fifteen minutes of the examination period.

10. Handing in Completed Scripts

At the end of the examination each candidate must submit his/her script to the supervisor and sign the attendance sheet.

Before submitting scripts each candidate must ensure:

- That the information required on the front of the examination script is completed in respect of each script submitted.
- That the candidate's number appears on any additional materials submitted (e.g. graph paper etc.), that the question number to which this material relates is clearly indicated, and that such material is inserted into and handed in with the answer book.
- That his/her script is handed in to the supervisor and that he/she has signed the appropriate attendance sheet confirming that the answer book has been collected.

11. Surrendering Examination Materials

Candidates must not:

- Write on any of the examination materials supplied (e.g. mathematical tables, etc.) other than the answer scripts.
- Remove, or attempt to remove, from any answer book, any leaf, or part of a leaf.
- Remove, or attempt to remove, from the examination hall any answer books, or part of an answer book, whether used or unused.

12. Failure to Attend an Examination

Any candidate who fails to attend for any examination, who arrives late, or who leaves early for any reason other than that they have completed the examination, is required to send a written explanation to the relevant Head of School or Department immediately. A medical certificate must be supplied in addition to the explanation if the absence was due to illness.



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Letterkenny Institute of Technology

Section 7.3

Rechecks, Reviews and Appeals Procedures

1. Introduction

1.1 Purpose of Procedure

It is the policy of Letterkenny Institute of Technology as a community devoted to learning, teaching and research to endeavour insofar as is practicable: -

- (a) to deal within that community with all reviews, appeals and disputes in relation to examination matters involving the members of the community and to do so in accordance with the principles of natural and constitutional justice.
- (b) to provide arrangements in relation to reviews, appeals and disputes in relation to examination matters which ensure that they are dealt with fairly, transparently and in a timely way and which may involve, as necessary, experienced Institute staff and wholly independent persons of appropriate knowledge and experience in the process.
- (c) to ensure that any potential lessons are learned from the processing of rechecks, reviews and appeals and where appropriate that this learning is captured in revised processes and procedures.

1.2 Overview of Procedure

- (a) It is a requirement of Letterkenny Institute of Technology that any complaint or dispute arising in relation to any result considered or to be considered by it for the purposes of an award of the Higher Education and Training Awards Council (HETAC), shall fall to be resolved as a matter of first recourse, via the procedures set out below.
- (b) The following are the levels at which decisions are taken in relation to candidate's examination performance: -
 - 1. Allocation of marks/alphabetic grades
 - 2. Adoption of provisional results
 - 3. Recheck
 - 4. Review
 - 5. Appeal

-: which comprise a hierarchy of decision-making whereby the decision taken at any level may be changed at the next proximate level, without referral backward and in which the decision-making entity at any particular level has full powers in relation to any decision brought before it.
- (c) A candidate contemplating a recheck of an examination paper may wish to discuss the matter with the appropriate lecturer during the examination consultation day. Candidates considering a review may wish to consult the relevant Head of School/Department regarding the scope of a review.

2. Glossary

- 2.1 **Candidate:** any person who has entered for an examination at Letterkenny Institute of Technology leading to a HETAC (or FETAC) award.
- 2.2 **Examinations:** examinations of the Institute leading to HETAC (or FETAC) awards.
- 2.3 **Grade:** (1) alphabetic grade – cf. 2.4 below.

- (2) the classification of a result into
“Honours”, “Distinction”, “Merit”, “Pass”, etc.

- 2.4 **Marks/Grades/Performance Indicator:** the numerical score, alphabetic grade or other performance indicator accorded to any work, subject, element or part of a subject by an examiner/examiners which in his/her/their opinion is indicative of learner achievement in that work, subject, element or part of that subject.
- 2.5 **Result:** the decision taken by a Board of Examiners in relation to a candidate’s progression or eligibility for award or the outcome of any recheck, review of or appeal against such decision.
- 2.6 **Recheck:** the marks awarded for a particular module or part of a module can be the subject of a recheck. A recheck is carried out to ensure that there have been no arithmetical or clerical errors, that the marks awarded are appropriate and that all the marks to which the candidate is entitled have been included in the final total.
- 2.7 **Review:** re-consideration of a decision of an Examination Board in the light of additional information provided by the candidate or the Registrar in relation to the examination process.
- 2.8 **Appeal:** re-consideration by the Appeal Board of the outcome of a review.
- 2.9 **Outcome:** a decision in relation to a recheck, review or appeal.

3. **Status Of Results**

- 3.1 The result adopted by a Board of Examiners is a provisional result.
- 3.2 A result that is the subject of recheck, review or appeal is provisional and remains so while within any recheck/review/appeal process.
- 3.3 A provisional result will not be the basis for a HETAC (FETAC) Award.
- 3.4 A provisional result becomes an approved result when it has been approved by the Academic Council of the Institute.
- 3.5 In order that awards be made, the Institute shall forward results to HETAC in such format as shall be agreed from time to time between HETAC and the providing institutions which format will show for each result the marks and/or grades and/or performance indicators which support it.
- HETAC will not accept any result that for any reason is not supported by the marks and/or the grades and/or performance indicators that relate to it.
- 3.6 A provisional result may be changed arising from the completion of the recheck/review/appeal process. The provisional result can then be approved by the Academic Council. The Registrar will ensure that all approved results are forwarded to HETAC in order that awards can be made.

4. Procedures To Be Followed To Request A Recheck

- 4.1 A candidate wishing to have the marks awarded for a particular module (or modules) re-examined should seek a recheck (or rechecks) of the relevant module(s). A recheck is a re-examination of the marks awarded for a module, or part of a module, to ensure that there have been no arithmetical or clerical errors, that the marks awarded are appropriate, and that all the marks to which the candidate is entitled have been included in the final total.
- 4.2 The Institute will endeavour to complete all rechecks within twenty eight (28) days where recheck requests have been received by the Registrar of the Institute (or his/her nominee) not later than five working days after the examination results have been displayed on the Institute notice boards or otherwise promulgated by the Institute.
- 4.3 The recheck will be coordinated by the appropriate Head of School/Department and carried out by the intern and extern examiners, where feasible, or by one or more of other appropriate intern examiner or other appropriate extern examiner.
- 4.4 Only a written request for a recheck made on the Learner Recheck Form and signed by the person concerned will be considered. The candidate can supply details that he/she believes will help expedite the recheck.
- 4.5 The fee for a recheck shall be €30 per subject/module, which in the event of a successful recheck, will be refunded.
- 4.6 The Registrar will inform the candidate in writing of the outcome of the recheck.
- 4.7 The Institute will not process recheck requests received more than twenty eight (28) days after the examination results have been displayed on the Institute notice boards or otherwise promulgated by the Institute. **The Institute cannot guarantee that rechecks requested more than five working days after the examination results have been displayed will be completed before the next examination sitting.***

5. Review

- 5.1 A candidate wishing to have the marks awarded for a particular module (or modules) re-examined should seek a recheck (or rechecks) of the relevant module(s).

5.2 Grounds For A Review

The grounds for a review of the Board of Examiners are as follows:

- (i) the examination regulations of the Institute have not been properly implemented
- (ii) the regulations do not adequately cover the candidate's case
- (iii) compassionate circumstances exist which may not have been considered by the Board of Examiners. Normally, such compassionate circumstances must be notified in writing to the Head of School when they occur.

* Particular time limitations relate to decisions reached at summer examination boards.

5.3 Procedures To Be Followed To Request A Review

- (a) The Institute will endeavour to complete all reviews within twenty eight (28) days where review requests have been received by the Registrar of the Institute (or his/her nominee) not later than five working days after the examination results have been displayed on the Institute notice boards or otherwise promulgated by the Institute.
- (b) Only a written request for a review made on the Learner Review Form and signed by the person concerned will be considered.
- (c) A request for a review must state the grounds in accordance with 5.2 above, upon which the review is sought.
- (d) The candidate must supply evidence in support of his/her request.
- (e) Formal processing of reviews of examination matters will be carried out having due regard to the schedule of meetings of the Academic Council and the annual conferring date.
- (f) The fee for a review shall be €50, which in the event of a successful review, will be refunded.
- (g) The Institute will not process review requests received more than twenty-eight (28) days after the examination results have been displayed on the Institute notice boards or otherwise promulgated by the Institute. **The Institute cannot guarantee that reviews requested more than five working days after the examination results have been displayed will be completed before the next examination sitting.¹**

5.4 Membership of Review Board

- Chairman and Convener: Member of Executive Board (nominated by the Institute's President) excluding the Head of School in which the candidate is a registered student.
- 3 Heads of Department² (nominated by the Institute's President).
- 1 chairman³ of an Academic Council committee (nominated by Institute's President).
- Student Union President or Student Union Officer (nominated by Student Union President).
- A quorum shall be 5.

5.5 The Examinations Officer will act as Secretary to the Review Board.

¹ Particular time limitations relate to decisions reached at summer examination boards.

² A Head of Department from the same Department as the examination candidate is excluded from involvement in the review board.

³ A member of staff from the same Department as the examination candidate is excluded from involvement in the review board.

5.6 Modus Operandi of the Review Board

- (a) The Review Board shall consider requests for review received by the Registrar, and shall decide whether a review should be granted, taking into account the requirements of 5.2 above.
- (b) Where a review is granted, the Review Board may request information, for example, from the candidate's School or the Registrar's Office to expedite the review.
- (c) The relevant Head of School/Department and the Registrar's Office will compile all of the information necessary for the Review Board to complete its task. In addition, the Head of School/Department will assist the review board in reaching a final resolution.
- (d) The review board shall consider the evidence presented to it and decide the outcome of the review.
- (e) In carrying out a review, the Review Board may consult with such persons, as it deems appropriate. The Review Board may require that a re-marking of a script be undertaken by the intern and extern examiners, where feasible, or by one or more of other appropriate intern examiner or other appropriate extern examiner.
- (f) In situations where Institute partner organisations have a role in the assessment process (as happens with some work placements) and where this aspect of the assessment is relevant to the review, the Review Board will consult with the partner organisation in reaching its conclusion.
- (g) All decisions of the Review Board will be by majority vote. In the event of a tie, the Chairman will have a casting vote.
- (h) The candidate will be informed by the Registrar, in writing by registered post, of the outcome of the review.
- (i) A candidate dissatisfied with the outcome of a review may appeal the decision of the Review Board in accordance with paragraph 6 below.
- (j) Where appropriate, the Registrar shall notify HETAC of the outcome of the review.
- (k) The Registrar shall notify the candidate's Head of School/Department of the outcome of the review.

6. ***Appeal Stage***

6.1 Grounds For Appeal

The candidate can appeal the outcome of the review on the grounds that the review did not properly address his/her case. The introduction of new material that could have been included in the submission for the review shall not be a valid ground for appeal.

6.2 The Registrar may require that an appeal be conducted in respect of any review.

6.3 Procedure To Be Followed To Request An Appeal

- (a) A request for an appeal must be received by the President not later than the date specified in the letter notifying the candidate of the decision of the review.
- (b) Only a written request for an appeal made on the Learner Appeal Form and signed by the person concerned will be considered.
- (c) A request for an appeal must state the grounds in accordance with 6.1 above, upon which the appeal is sought.
- (d) The candidate must supply evidence in support of his/her request.
- (e) The fee for an appeal is €100, refundable where the appeal is successful.

6.4 Decision to Establish Appeal Board

The President shall decide whether an Appeal Board should be established, taking into account the provisions of 6.1 above.

6.5 Membership Of An Appeal Board

- Chairman: A person experienced in higher education procedures with particular reference to examinations, who is external to the system of providers with which this document is concerned, who has had no previous involvement with the matter under appeal and who is nominated by the President of the Institute to act as Chairman of the Appeal Board.
- An experienced extern examiner who has had no previous involvement in the case.
- A member of the Institute's Executive Board who has had no previous involvement in the case.
- President of the Students Union or Student Union Officer nominated by the President of the Student Union. In any event the person nominated must not have had a previous involvement in the case.

6.6 Modus Operandi Of Appeal Board

- (a) The Appeal Board:
 - (i) shall consider the report of the relevant Review Board or Registrar.
 - (ii) may ask the appellant to address it on the circumstances of the appeal. [*Note: The appellant may be accompanied by a person of his/her choice**]
 - (iii) will seek (through the Chairman) such information or advice as it considers necessary and in such manner as it considers appropriate.
 - (iv) shall, having considered the circumstances, decide the outcome of the appeal.
- (b) The Institute (President) reserves the right to engage the services of any appropriate professionals that it deems necessary.

- (c) All decisions of an Appeals Board shall be by majority vote. In the event of a tie, the Chairperson shall have a casting vote.
- (d) The appellant shall be informed in writing, by registered post, of the outcome by the President.
- (e) All decisions of the Appeal Board are final within the Institute.
- (f) The President shall notify the Registrar and the candidate's Head of School/Department of the outcome of the appeal.

*Note: Provided that he/she does so on the understanding that his/her costs will not be a further charge on the Institute.

Section 7.4 - Guidelines for Examination Supervisors

1. It is the practice of the Institute to establish a panel of suitable persons who may be invited to act as supervisors for Institute examinations as required.
2. Persons from the panel who are invited to act as supervisors for a particular examination must certify in writing that they are available and willing to do so. Should circumstances arise which prevent them from so acting they should inform the Registrar's Office accordingly without delay. Failure to do so may result in removal from the panel.
3. Many members of the panel will be experienced supervisors and will be familiar with procedures. Nonetheless, since procedures may change from year to year, members of the panel will be expected to attend an annual briefing on procedure that will be held in April/May. A record of attendance at this session will be kept. No person newly appointed to the panel will be eligible for supervisor service without having attended such a briefing. Members will be given copies of *Guidelines for Examination Supervisors* and of *Instructions to Examination Candidates*.
4. Members of the supervisor panel who are invited to act as supervisors for a particular examination will be required to sign a *Specific Interest Declaration*, stating whether they are in any way related to or connected with a candidate sitting any examination within the Institute. Those who declare such a relationship will be interviewed by staff from the Registrar's Office to assess whether the relationship or connection is such that should disqualify them from acting as supervisor for any particular examination or examinations. No one may supervise an examination being sat by a relative.
5. The supervisor for each examination will be issued with a personal timetable by the Examinations Officer. This will indicate the time and venue of the examinations to be supervised.

Supervisors for on-campus examinations are required to report to the Examinations Office at least 20 minutes before each examination to pick up the examination papers and to be in the examination venue 15 minutes before the examination starts. Supervisors for any off-campus examinations should also be in the examination hall at least 15 minutes before the start of the examination.

6. Supervisors will familiarise themselves with the seating plan of the examination centre.
7. The supervisor will receive sealed tamper-proof bags containing the examination papers from the Examinations Officer at least 15 minutes before the examination starts.
8. Supervisors should distribute answer books before the candidates enter the hall.
9. Before the sealed envelope containing the examination papers may be opened, two candidates must verify that the seal on the envelope has not been tampered with and must certify this on the label provided on the outside of the envelope. Great care should be taken that the envelope being opened is the correct one.
10. Supervisors will distribute examination papers. A careful check should be made to ensure that the correct papers are being distributed. It is the responsibility of each learner to ensure that s/he has been given the correct examination paper.
11. Where practicable, Intern examiners should be on call throughout the examination.

12. At the time set for the start of the examination, the supervisor will inform candidates that they are free to read the examination paper and begin writing.
13. The supervisor will note, and make a written report, on the Report Form, to both the Head of School and the Registrar's Office on any alleged breach of examination rules by any candidate and the precise circumstances pertaining.

Candidates may be excluded from an examination hall where their actions are a cause of major disruption to other candidates. Exclusion of a candidate from an examination for breach of rules is a conclusive act that effectively denies the candidate the right of appeal. Allowing a candidate to sit the examination under notice that an alleged breach of rules is being reported to the Institute leaves open for later decision, the clearing of the candidate on appeal, or punitive action including disqualification. Where copying or inappropriate communication is alleged, the candidate may be isolated from other candidates for the rest of the examination. Action tending to distract candidates should be avoided to the greatest degree possible.

14. The supervisor should mark the attendance sheet one hour after the start of the examination. The supervisor should satisfy himself/herself as to the identity of candidates present.
15. At the time set for the end of the examination, the supervisor will instruct candidates to cease writing and to hand up their scripts. The supervisor will require each candidate to sign the sheet.
16. The supervisor will place completed scripts in the envelope provided, along with a copy of the record of attendance and a copy of any reports on breaches of regulations.
17. Supervisors will sign and date each attendance sheet and indicate clearly the number of scripts collected.
18. The supervisor will return the sealed labelled envelope containing completed scripts to the Examination Secretary who should record receipt of same.

The supervisor may be called on to account for any discrepancy in the number of scripts returned.

Section 7.5 - Notes for Intern Examiners

1. All assessment instruments must be consistent with the syllabus and the stated learning outcomes.
2. The design of assessment instruments must take cognisance of the need to discriminate, objectivity in scoring, validity and reliability.
3. The timing and weighting of assessments must be in accordance with the programme schedule and the assessment schedule.
4. Mechanisms for providing feedback to learners on their assessment performance must also be designed into an assessment instrument.
5. Draft examination papers, model answers and a marking scheme must be submitted to the Head of School (or his/her nominee) inline with his/her requirements, for forwarding to the relevant extern examiner(s).
6. Extern examiners should have the examination materials for both first sitting and repeat papers ten (10) weeks prior to the first sitting examination.
7. Intern examiners must take cognisance of all suggestions proposed by the extern examiner(s). To ensure traceability in this regard, Intern examiners shall sign to indicate they have been made aware of the Extern Examiners comments and shall also detail how the Extern Examiners comments have been addressed in any revisions to the examination paper(s). This can be achieved by using the Template for External Examiners Comments (included in Section 8 External Examiners Procedures).
8. Intern examiners must notify their Head of School/Department of any special examination requirements or deviations from normal practice.
9. Intern examiners must ensure that all examination papers, discs etc., model answers, and marking schemes are securely retained.
10. Learners must be informed well in advance of an examination of the structure of the paper.
11. The front cover of the examination paper must detail the title of the programme(s), the title of the subject/module, the names of the intern and extern examiners, time allowed, total number of pages, total number of questions, mandatory questions (if any) and the number of questions to answer, and any special conditions. Where additional material has been appended, or otherwise provided, this should be listed on the front cover.
12. Where practicable, Intern examiner should be on call throughout the examination.

13. Intern examiners must obtain their secure examination bags from the examinations centre or the Examinations Office following the exam. The intern examiner must sign the examination release sheet.
14. The intern examiner must in the first instance confirm that the scripts correspond with the attendance sheet.
15. Every examination script should be marked anonymously. Major assessments should be marked anonymously as far as practicable.
16. All project subjects and dissertations should be subject to second marking. Agreed marks should be included on the relevant marks sheet.
17. In marking an examination scripts the intern examiner must follow a consistent approach in keeping with the model answers and the marking scheme.
18. The marks allocated for each question must be transferred to the relevant marks sheet.
19. The year's work and final examination mark, consistent with the programme schedule, are to be recorded on the marks sheet.
20. The intern examiner must make every effort to ensure that no errors have occurred from marking assessments, scripts etc. to recording a final mark on the marks sheet.
21. The year's work element of learners not present for final examinations must also be recorded on the marks sheet. The marks sheet is the means of recording s' work for future years. A final grade of absent should be recorded for candidates absent from the final exam.
22. The intern examiner shall ensure that marks sheets are submitted to the Head of School (or his/her nominee) prior to the Board of Examiners inline with the Head of School's requirements.
23. Intern examiners must make examination scripts and assessment material available, as required, to extern examiners.
24. Intern examiners are to consult with extern examiner(s) and to agree the grades/marks proposed for each candidate.
25. Intern examiners may be required to meet extern examiners prior to the Board of Examiners meeting to discuss examination issues.
26. Intern examiners must be present for the pre-exam board meeting to ensure that the marks on the marks sheets are correctly recorded on the examination broadsheet.
27. Intern examiners must attend the Board of Examiners meeting.

28. Corrected assessment material must be retained for six months following the meeting of the relevant Board of Examiners. Material that is the subject of review/appeal must be retained for one year following the completion of the review/appeal process.
29. Corrected examination scripts must be given to the Head of School (or his/her nominee) for storage.
30. Intern examiners must be available at the prescribed time on the consultation day to deal with learner queries.
31. Intern examiners must carry out their role in respect of rechecks, reviews and appeals.