

RCDC Examination Policy

RSY-ACAD-PY-013-v1.2 RCDC Examination Policy

Document History

Version	Date of Review	Date of Implementation	Change(s)
1.0	-	Aug 2012	Adapted from RSG-ACAD-PR-009-v2.0-Examination Assessment
1.1	Dec 2014	1 May 2015	Amended the following sections: (2) Scope - apply to all RCDC students and academic staff; (4) Exam Rules and Regulation - updated the exam procedures; (5) Exam Invigilation - updated the duties of invigilators and invigilation process; (6) Updated examples of academic misconduct during exams (7) Flow Chart of Exam procedure - updated for RCDC documents
1.2	June 2016	Term 3, 2016	Added a new Section 5 on supplementary examinations and special consideration.

Approved by: Academic Board on **23rd June 2016**

Distribution List

To: All RCDC Staff
 Associate Colleges, College Directors
 Associate Colleges, Academic Directors

Cc: Chair, Senior Management Committee

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1 Policy Statement

The purpose of this document is to provide guidelines on the preparation, approval, execution and marking of examinations.

2 Scope

This policy applies to all Raffles College of Design and Commerce (RCDC) students and academic staff, RCDC's Internal Moderation Committee (IMC), Assessment Review Committee (ARC) and the Academic Board (AB).

3 Definition of Terms

Nil

4 Examination Rules and Regulations

4.1 Preliminary Information

- a) Students presenting themselves for examination must comply fully with the College requirements, including the payment of fees and completion of the Online Teacher and Course Evaluation.
- b) Any breach of examination rules will result in severe penalties, including the risk of expulsion from the College, and/or that the Examination Committee may deem the candidate to have failed an assessment or series of assessments.

4.2 Before the Examination

- a) There should be at least two Invigilators for each examination.
- b) Students must bring their **Student Identification card** to all examinations. Students may be asked to present their Student ID cards during the examination.
- c) Students shall not enter the examination room until instructed to do so by the Invigilators.
- d) Any coat, bag or other item brought into the examination room shall be deposited as directed by the Invigilators.
- e) Closed Book Exam: It is strictly forbidden to bring into the examination room any book, dictionary, notes, paper, mathematical tables, or any devices capable of storing or accessing electronic data, other than those specifically allowed for the particular examination. Any such item must be handed to an Invigilator before the examination begins.
- f) Open Book Exam: Students are allowed to bring prescribed books and other materials into the examination room.
- g) If a student has unwittingly brought any unauthorised paper or item into the examination room this shall be handed to an Invigilator before the examination commences.
- h) Students shall not eat, drink or smoke in the examination room.

4.3 During the Examination

- a) Students must arrive at the examination room at least **15 minutes before** the examination starts. Students will not be admitted to the examination once the examination room is closed, except for exceptional cases with the express permission of the Invigilators.
- b) Students shall not commence writing until the start of the examination is announced by the Invigilators.

- c) Students may use only the approved examination stationery. All rough work must be completed on the approved stationery, and handed in with the completed examination papers.
- d) Students who wish to attract the attention of the Invigilators during the examination shall do so by raising their hand.
- e) Students shall not leave the examination room temporarily during the period of the examination unless given express permission by the Invigilators. If such permission is given, students shall not attempt to contact any other person or consult any material relating to the examination whilst outside the examination room. Students should report to the Invigilators on returning to the examination room. Failure to report on returning will be reported to the Chair of the Internal Moderation Committee.
- f) Students who leave the examination room during the period of the examination without the express permission of the Invigilators shall be considered to have completed their work, and shall not be readmitted.
- g) Students may not leave the examination room during the **first 30 minutes** or **last ten minutes** of the examination period.
- h) Students who complete their work **before the last ten minutes** of the examination period and wish to leave the examination room should notify the Invigilators and hand in their completed examination papers. Under no circumstances will they be permitted to re-enter the examination room.

The following practices are strictly forbidden

- i) Being in possession of any unauthorised information, whether written, printed or electronically stored or displayed.
- j) Borrowing instruments or materials from another candidate, except with permission of an Invigilator.
- k) Attempting to read the work of another student, or communicating, or attempting to communicate, with another student by any means whatsoever.
- l) Causing a disturbance in the examination room.

4.4 After the Examination

- a) Students must stop writing when instructed to do so by the Invigilators, and remain in their seats in silence whilst papers are collected.
- b) Students must not remove from the examination room any papers other than the question paper, without the express permission of an Invigilator.
- c) When authorised to do so by an Invigilator, students shall leave the examination room in an orderly manner.

5. Supplementary examinations and special consideration

5.1. Students who, through illness or other circumstances beyond their control on the day of the examination, or in the lead-up to an examination, may request that these circumstances be taken into account by requesting a supplementary examination or special consideration.

Failure by a student to inform him or herself of the time or place of an examination is not an acceptable ground for a supplementary examination or special consideration.

Requests must include relevant documentary evidence from an appropriate professional authority such as a doctor or counsellor.

Requests must be lodged with the Student Services Manager no later than two working days after the scheduled examination date.

Students will not be offered a supplementary examination if they have not completed one or more of the other assessment components or have not otherwise participated in the unit.

Students who are eligible to sit a supplementary examination will receive a N (result pending) result for the relevant course.

To accept the offer of a supplementary examination the student must write to the Student Services Manager, noting their acceptance of the offer, within seven working days of the publication of the result. Failure to accept an offer within the specified time frame will automatically result in failure of the course.

The Student Services Manager will notify the student of the time, place and form of the supplementary examination.

Students who pass a supplementary examination will receive a final result of 50 PS (supplementary pass)

Students who fail the supplementary examination will receive the original result.

Students will be limited to:

- one supplementary examination for a diploma
- one supplementary examination for an associate degree
- three supplementary examinations for a bachelor degree
two supplementary examinations for a masters degree

5.2. Students who have commenced an examination and who consider that their performance in the examination has been significantly disrupted by illness or other circumstances beyond their control that occurred during the examination or on the day of the examination:

- (a) may request either a supplementary examination or special consideration; and if so
- (b) must consult with a doctor or student counsellor immediately after leaving the examination.

Requests must include relevant documentary evidence from the appropriate professional authority listed at (b).

Requests must be lodged with the Student Services Manager no later than two working days after the examination.

5.3. Requests are considered and determined by the relevant lecturer, Head of Department and Student Services Manager. The outcome of a special consideration request would at worst make no change to the original results, and at best increase a student's result by one band (i.e. from F to P, P to C, and so on).

5 Examination Invigilation

5.1 The duties of Invigilators include:

- a) The proper administration of examination question papers, answer sheets and writing paper.
- b) Recording the absence/attendance of each student.
- c) Accounting for all entered sheets, and also accounting for unused examination question papers, answer sheets and writing paper.
- d) Ensuring the integrity of the institution's education system by keeping vigilant to prevent acts of cheating as prescribed under Section 4.
- e) Handling reasonable student requests during the examination.
- f) Searching any student property left with Invigilators, if it is reasonable to do so.
- g) Maintaining proper conduct and order during the examination.

5.2 The overall procedure for Invigilators will be as follows:

- a) Collect all papers.
- b) The papers will be personally brought to the examination room by the Invigilators. No proxies will be allowed to handle the papers.
- c) Upon reaching the designated examination room, the Invigilator must ensure that each student is seated at least two seats apart from each other, or at least one metre apart.
- d) The Invigilator should also check for any pieces of paper left behind from the previous session.
- e) An Invigilator should write the following information on the whiteboard:

Name of Subject and Subject Code
Duration of Examination
Time Start:
Time End:

- a) Once ready, the Invigilator should allow the examination candidates into the examination room at least 5 minutes prior to the start of the examination. The candidates will be instructed to leave their bags at the front of the examination room, and all other materials except for writing instruments and non-programmable calculators.
- b) Attendance will be taken by having the examination candidates sign beside their names in ink (no pencil signatures will be allowed).
- c) All material must be kept in students' bags in the front of the room And not accessed during the examination period.
- d) **All examination candidates must be given clear and precise instructions according to the approved announcement (refer to "Announcement Prior to Commencement of the Examination")**.
- e) After the announcement, examination candidates will be given one minute to check and declare if they have any unauthorised materials in their possession, and to surrender them to the Invigilator. After this there will be no further communication by the examination candidates, except with the Invigilators.
- f) The Invigilators will then proceed to hand out the question papers to the examination candidates, with the front page facing down. No reading of the papers will be allowed until an Invigilator instructs.
- g) An Invigilator will announce the commencement time and duration of the paper immediately after handing out the last paper.
- h) In the event of latecomers, they will be discreetly given the same instructions and warnings, and will be escorted to their seats by an Invigilator.
- i) Students will only be allowed to leave the examination room after 30 minutes from the commencement time. For record keeping, an Invigilator must take note of the time the particular examination candidate leaves the room by recording the time on the Invigilator's **attendance list**.
- j) No student will be allowed to leave the examination room within 15 minutes of the designated end time.
- k) Invigilators should ensure that all papers are firmly stapled together with corresponding answer papers and working papers. The Invigilators must also ensure that all loose pieces of paper used in preparing the answers have the examination candidates' name clearly written on them. All unused paper must be recycled, but unsubmitted papers must be securely discarded. In any case, the student must not remove material of any kind belonging to the institution from the examination room.

5.3 Various scenarios of special cases are to be handled in the following manner:

(a) Washroom requests

- a) Where a student requests a toilet break, an Invigilator must contact Student Services staff for assistance, and a staff member will be deployed to escort the examination candidate to the washroom. Examination candidates are not allowed to leave the examination room unescorted.
- b) The escorting staff will invite any other examination candidate to go to the washroom and students are allowed to go the washroom in gender group with supervision.
- c) The escorting staff will observe the examination candidates for any suspicious behaviour.
- d) If it is reasonable to do so, the escorting staff should check the washroom cubicle before the examination candidates uses it.
- e) The examination candidates will be escorted back to the examination room by the escorting staff.
- f) Unless this is not possible, male staff are to escort male examination candidates and female staff are to escort female examination candidates to and from the washroom.

(b) Phone call answering requests

Students are not to use any communication devices of any sort during the examination. However, in exceptional cases, e.g. an emergency, Invigilators may exercise discretion in allowing such activity.

(c) Borrowing of stationery or calculators

a) No request by a candidate to borrow stationery, calculators or other materials should be permitted under normal circumstances. However, the Invigilator may exercise discretion in handling such requests in exceptional circumstances.

b) In the case of any use by candidates of calculators, an Invigilator should ensure that they have been cleared of any memory, and the number displaying on the calculator should be "0".

(d) Requests to change seats

No requests for change of seat should be entertained unless a Invigilator, in the exercise of their discretion, deems such a change appropriate in the circumstances.

6 Examples of Academic Misconduct during an Examination

Explanation 1 - The offence of cheating is not limited to the process of producing an answer for examining purposes, and unless an Invigilator is satisfied that there are good reasons explaining it,, a candidate found in possession of unauthorised material will be held responsible for committing the act of cheating.

Examples

- a) A student who brings in slips of paper with relevant notes written on them will be deemed to have cheated.
- b) A student who brings in blank pieces of paper will be deemed to have cheated.

Explanation 2 - Any student who communicates with another student during the examination by way of speaking, sign language, tapping or by any other means, will be deemed to be seeking or providing unauthorised assistance, and thereby deemed to be cheating.

Examples

- a) A student who turns to and faces another student during the examination without the express permission of an Invigilator for any purpose - eg to 'ask for correction fluid' - will be deemed to be cheating.
- b) A student who asks to borrow a calculator from another student during the examination, without the express permission from an Invigilator, will be deemed as cheating.
- c) Student C glances and looks at Student D's answer sheet. Student C will be deemed to have committed the act of cheating. If an Invigilator is satisfied that there are reasonable grounds to conclude that Student D was deliberately allowing his or her answers to be seen by Student C, then Student D will be deemed to have abetted the act of cheating by Student C and in such a case, both students will be deemed to have cheated.

Explanation 3 - Any student visiting the washroom during the examination who is found to have communicated – or attempted to communicate - with another student or any other person in the examination room or outside the examination room, or is found with notes in his or her possession, will be deemed to be seeking unauthorised assistance or providing unauthorised assistance respectively, and thereby will be deemed to have cheated.

Examples

- a) Student A requests permission to visit the washroom during the examination time. On his or her way out, the student looks at Student B's answer sheet. If an Invigilator has reasonable evidence to believe that Student A dishonestly sought the answers from Student B, then Student A will be deemed to have committed the act of cheating.
- b) Student C visits the washroom, and under cover of the toilet cubicle, is found to be referring to written notes, a smart phone, laptop, or other source of information or advice during the

examination time. Student C is referring to unauthorised material, and is thereby deemed to have committed the act of cheating.

7 Flow chart of Exam Procedure

RESPONSIBILITY	PROCEDURE	DOCUMENTS
Academic Staff	1 Academic staff prepare examination papers and marking schemes or rubrics. Schemes and rubrics must be submitted with the papers. Exam papers must comply with the assessment framework given in the Subject Outlines.	RCDC guidelines on assessment Subject Outlines
Program Director	2 Program Director reviews examination papers and marking schemes/rubrics to ensure they comply with the assessment framework. Papers are revised until they are acceptable.	Exam paper and mark scheme or mark rubric Subject Outlines
Program Director	3 Invigilators may be appointed on recommendation of PDs. They could be either external to RCDC or the lecturer teaching the subject.	Examination timetable List of Invigilators/lecturers
Lecturer	4 Lecturer prints examination papers in advance of the examination. All spoilt copies are destroyed. Three additional sets of papers are printed for each subject. Printed papers are sealed in envelopes, together with Examination Attendance Lists. The envelopes are initialled across the seal for security purposes. The examination papers are secured in the relevant PD's office.	Printed papers
Lecturer or Invigilator	5 Lecturer or Invigilator conducts the examination according to the examination rules and regulations given in Section 4.	
Lecturer or Invigilator	6 At the end of the examination the Lecturer or Invigilator collects the answer papers. The Lecturer or Invigilator will count and write the number of papers on the Attendance List. The Lecturer or Invigilator stores completed examination papers in a locked, secure metal cabinet in the relevant PD's office. Unused papers are shredded. In cases of academic misconduct, the answer papers will be separated from the other legitimate papers for action by the relevant Program Director, the Students Services Director and the Head of Department, who will invoke the Academic Misconduct Policy.	Student answer papers
Lecturer	7 The lecturer marks the answer papers and gives results to the relevant Programme Director	Examination Processing Sheet Student answer papers
Program Director	8 The relevant Program Director enters the marks in the Student Management system.	
Internal Moderation Committee (IMC)	9 The Program Director gives the papers to the Head of Department. The Internal Moderation IMC reviews the marks and grades to ensure they are fair and consistent. The review is based on sampling. The sampling ratios are as follows for each subject: 1 from the low band, 1 from the middle band, and 1	Examination Processing Sheet Student answer papers

	from the high band.	
Internal Moderation Committee Assessment Review Committee (ARC)	10 The IMC meets to discuss marks and grades, and agrees on the marks and grades for each subject. If the IMC cannot agree then the Assessment Review Committee (ARC) will arbitrate and set agreed marks and grades for the subject.	
Lecturer	11 Agreed marks are entered into the Student Management System. All marks must be entered by the second week following the end of term.	
Invigilator	12 If an academic misconduct is noted then an Invigilator should observe the candidate and document details. For academic misconduct involving the use of equipment like a mobile phone an Invigilator should take a picture of the equipment. The image will be used as evidence if a dispute arises. Examples of academic misconduct are detailed in Section 6.	
Invigilator	13 Incriminating evidence and answer papers are seized. This evidence might be a written piece of paper, a mobile phone, etc. If equipment is seized it must remain on the Invigilator's table in full view of all students. Handle the device with care to prevent allegations of property damage. The answer paper must also be seized. Make sure the candidate's name is written clearly on the paper, and must be written by the candidate in person.	
Lecturer or Invigilator & Students Services Director	14 Students Services Manager to request a Student Services staff member to be witness to the proceedings.	
Lecturer or Invigilator & Students Services staff	15 Allow the student to continue with the examination, but with fresh sheets of paper.	
Lecturer or Invigilator	16 Document the findings and brief the Student Services Manager when handing over the answer paper. The answer paper will be separated from the other legitimate papers for action by the Student Services Manager.	