Examinations Policy

1. Purpose

The *Examinations Policy* ("policy") recognises that examinations are an important part of the assessment component of some subjects at the Institution. This policy should be read in conjunction with the *Assessment Policy*, *Examination Procedures*, *Student Examination Rules* and the *Assessment Submission, Extension and Feedback Procedures.*

2. Scope

This policy applies to all examinations, and deferred examinations, regardless of their mode of delivery e.g. on campus or online. This policy does not apply to deferred assessments. Provision for deferred assessments is outlined in the *Assessment Submission, Extension and Feedback Procedures.*

3. Definitions

See *Glossary of Terms*.

4. Policy statements

4.1 Examinations may be used as a type of assessment to assess the extent to which the student has achieved learning outcomes being assessed. All examinations are undertaken in an invigilated environment.

4.2 If an examination is included in a subject's assessment regime, it must be a valid component of the whole assessment strategy, fit for the purpose of testing the student's achievement of the learning outcomes.

4.3 The Institution set examinations in accordance with professional body accreditation requirements.

4.4 Deferred examinations may be granted where extenuating circumstances have prevented the student from sitting the examination. Deferred assessments are

provided for in the *Assessment Submission, Extension and Feedback Procedures.*

4.5 Deferred examinations can only occur when the student could not reasonably have been expected to avoid the circumstances that lead them to miss an examination and only where the student had not entered the examination room during the timetabled final examination period.

4.6 Deferred examinations are held as soon as practicable after the final assessment period, but no later than O-Week of the following teaching period.

5. Roles and responsibilities

5.1 The Academic Operations team is responsible for organising the examination timetable, and arranging the invigilation process, including during the formal period of the final examinations and the subsequent deferred examinations.

5.2 Program Managers are responsible for drafting the examination timetable prior to distribution.

5.3 Student Services are responsible for communicating the examination timetable, the deferred examination timetable and any rescheduling of examinations.

5.4 Program Managers have overall responsibility for reviewing and approving the examination and deferred examination papers for the subjects offered in their respective disciplines. Program Managers must ensure that the examination papers are fit for purpose and written in clear and unambiguous language.

5.5 Program Managers must ensure their Subject Leads (or main lecturers) have appropriate processes in place to assure the academic quality of the examination questions, practice examinations, model answers and/or guidelines and moderation of the grading rubric and marking scheme.

5.6 Subject Leads (or main lecturers) are responsible for developing the examination and deferred examination papers in consultation with their subject teams and Program Manager, ensuring appropriate quality checks have been

carried out in relation to the preparation, marking and moderation of examinations.

5.7 Program Managers must approve both the final examination and deferred examination papers at least two weeks prior to the beginning of examination period.

5.8 Subject Leads (or main lecturers) are responsible for digitally storing the examination and deferred examination papers in a secure environment. These must not be reused or repeated except as practice exams. New versions are created each study period.

5.9 Deferred examination papers must be at least 50% different from the final examination in terms of content and questions per section.

5.10 The Deans report to Board of Examiners and Course and Subject Committee on any matters that have affected the quality and effectiveness of the examination process.

6. Related documents

Assessment Policy

Assessment Procedures

Assessment Submission, Extension and Feedback Procedures

Examination Procedures

Student Examination Rules

Approved by the Course and Subject Committee on 14 March 2024