

## International College Portsmouth

### ICP CPR QS9: Assessment Regulations

#### Version 1.15

#### 1. Introduction

This document sets out the regulations that govern assessment which will apply in all Navitas UK Colleges. Where the terms of a particular College/University partnership require the application of different regulations for specific aspects of the assessment, these will be confirmed to the Navitas Quality and Standards Office (QaSO) and identified in the College Appendix of the Quality Manual.

#### 2. Assessment Principles and General Assessment Regulations

2.1 The purpose of assessment is to enable students to demonstrate that they have met the Learning Outcomes (LOs) of a given module and to provide the evidence of achievement that is used to determine whether prescribed progression or completion criteria of a stage of study have been met. To achieve this purpose, Navitas UK supports and promotes the following principles for assessment in each of its colleges:

- a) assessment will be valid in relation to its form, quantity, level/stage, content and learning outcomes assessed;
- b) assessment will be facilitative in its support and promotion of student learning by the provision of appropriate feedback on student performance both quantitatively and qualitatively;
- c) all parts of the assessment process will be made clear to all stakeholders;
- d) assessment decisions will be fair, reliable and consistent;
- e) assessment processes will be robust and all appropriate College staff and invigilators will be trained accordingly;
- f) assessment processes will be equitable with all students being assessed fairly and on their own individual merit and ability;
- g) the management of assessment will be just, with associated clearly documented procedures; and
- h) the policy and procedures of assessment will be subject to monitoring by QaSO.

2.2 Colleges operate a two-tier system of formal processes to agree assessment outcomes as follows:

- a) College Module Panel – confirms marks at module level for all students in a stage of study (see section 9).
- b) College Progression Board – makes decisions with regard to the progression of students to the next stage of study within the College or to the University (see section 10).

2.3 External moderation is normally carried out by the Partner University (see section 7).

2.4 A student may only be assessed on modules for which he/she is enrolled and may not be considered for progression to the next stage of study unless he/she is enrolled on the College's MAZE system

2.5 Approved assessment regulations apply equally to all forms of assessment.

2.6 Guidelines for appointment and conduct of approved invigilators are given in appendix 2.

#### 2.7 Responsibilities

2.7.1 It is the responsibility of College Learning and Teaching Boards (CLTBs) to ensure that:

- a) students are assessed fairly;
- b) the regulations concerning scheduled examinations are published in a timely manner and are consistent with QaSO requirements;
- c) proper invigilation arrangements are made for scheduled examinations;
- d) results of student assessments are published;

- e) marks and grades are issued as scheduled and as requested to individual students;
- f) all reports of allegations concerning assessment malpractice are sent to QaSO for further instruction and/or investigation;
- g) student appeals are considered within policy guidelines; and
- h) it is satisfied that all assessment and its associated quality control processes are carried out appropriately and consistently within the agreed policy guidelines.

2.7.2 It is the responsibility of each student to ensure that he/she:

- a) undertakes the learning activities specified for each module in which he/she is enrolled;
- b) attends examinations and submits work for assessment as required – note that where a student fails to attend an examination and/or to submit work punctually for assessment, without extenuating circumstances, the College Module Panel will determine that the student has failed the assessment concerned;
- c) notifies the College of any changes to his/her contact details;
- d) notifies the College at the point of application or when there has been a change in circumstances affecting learning and assessment of an enrolled student (evidence must be provided and professionally supported), of any required reasonable adjustment in the provision of assessment of a module to be or being undertaken;
- e) provides, in a timely manner, evidence and/or supporting documentation with regard to personal circumstances that may have affected performance and which may be presented to the Mitigation Circumstances Panel as grounds for extenuating circumstances (see section 9).
- f) undertakes assessments honestly and in a manner that does not attempt to gain unfair advantage;
- g) follows all policy guidelines and associated procedures set out in the Student Handbook and/or CPR QS 10 relating to appeals, grievance, deferral, withdrawal, suspension and exclusion from studies.

## 2.8 Assessment Information

2.8.1 At the commencement of each module CLTB will ensure that the information identified in Table 1 is posted on Student Portal and is additionally available to students in the Student Handbook, Programme Specification and/or Definitive Module Document.

Table 1. Student Assessment Information.

The Learning Outcomes of the module
The learning activities that a student is expected to undertake to achieve the LOs of the module
Details of each item of assessment for the module.
The weighting of each assessment component
Generic assessment criteria
Submission dates for assessed coursework
Dates and times of scheduled examinations and tests
Details of any fieldwork activity
Details of any supervision arrangements
A personal timetable including any scheduled tutorial and individual appraisal points
Timeframes for feedback and the dates of final results release

2.8.2 CLTB must ensure that all information to students uses percentages where numerical marking schemes are in place, or percentage mark equivalents where grading schemes are in place. Pass percentages must be clearly designated in all such information.

2.8.3 Any information required by these policies and regulations to be delivered to a student shall be deemed to have been received by the student where one or more of the following has taken place:

- a) the instructor of a module identifies where the information can be found in either the Definitive Module Document (DMD) or handouts as posted on Student Portal; or
- b) the information is delivered by hand to the student in person, or to the latest local address notified to the College; or
- c) the information is posted for at least five working days on a notice board and on Student Portal to which an enrolled and current student will have access; or
- d) the information is posted for at least five working days on Student Portal and notice sent to the student's email address notified to the College; or
- e) the information is sent by 1<sup>st</sup> class mail to the student's local address and is couriered to their home country address notified to the College – it is assumed that receipt is made within ten working days.

### 3 Conduct – Examinations

- 3.1 An examination is defined as any assessment undertaken over a controlled timeframe in a set location and where the candidate follows a specified rubric of instruction. Examination for academic purposes may include the following styles – closed book, open book, in-class test. They may take place mid-semester (in-class tests), or at the end of a semester. Presentations and laboratory reports are not referred to as examinations. Where normal examination styles do not apply, enrolled students must be notified at least five working days prior to the commencement of the examination.
- 3.2 Candidates must observe all instructions given by an invigilator.
- 3.3 A candidate alleged to have committed any examination offence will be subject to the disciplinary procedures of the CLTB (See CPR QS11).
- 3.4 Candidate conduct
- 3.4.1 Each candidate must have his/her Student ID card on show at all times from signing in to undertaking an examination. Where a candidate is unable to satisfy an invigilator of his/her identity, then the candidate will be excluded from the examination and asked to report to the College with immediate effect.
- 3.4.2 A candidate must be registered on the formal 'sign-in sheet' prior to the commencement of an examination to be eligible for entry to and sitting an examination. Sign-in sheets must be provided to the invigilators with any amendments immediately prior to an examination commencing.
- 3.4.3 Candidates may be admitted to the examination room no more than 15 minutes prior to the commencement of the scheduled examination. Where reasonable adjustments in timed assessments have been approved by the CLTB, then the CLTB may agree that admittance of the candidate in question may be made prior to the scheduled commencement to allow of usage of additional time.
- 3.4.4 A candidate may not enter an examination later than 30 minutes after the scheduled commencement.
- 3.4.5 A candidate wishing to attract the attention of an invigilator must remain seated in silence and raise his/her hand.
- 3.4.6 A candidate may leave an examination room for illness or other acceptable reason only after 30 minutes has passed from the commencement of the examination. Permission to leave the room must be granted by an invigilator. Where a candidate leaves without permission, he/she will be deemed to have withdrawn from the examination and will not be permitted to re-enter the examination room.
- 3.4.7 A candidate may not leave an examination room within the last 30 minutes of the scheduled time unless there are exceptional circumstances such as illness and with the permission of an invigilator.
- 3.4.8 A candidate wishing to leave the examination room prior to the last 30 minutes of the examination must attract the attention of an invigilator and exit the room with minimum disturbance to other candidates.
- 3.4.9 At the end of an examination, all examination papers, scripts and associated materials must be collected from all candidates by an invigilator prior to any candidate exiting the room. All candidates remaining in the examination room at the end of the scheduled period must remain seated in silence until this process is concluded. No pages or part of such items may be removed by a candidate from the room.
- 3.4.10 All candidates must collect their personal items, including any litter, as requested by an invigilator, on exit from an examination room.
- 3.4.11 A candidate arriving late to an examination will be required to finish at the scheduled time and as directed to do so by the invigilator.
- 3.4.12 Where a candidate is taken ill during an examination, an invigilator should be notified. The invigilator will then draw a *line underneath* the latest record of assessment (where the candidate has got to in answering an examination paper). Along the line the invigilator will state the time at which the illness occurred, date, state their name in full and sign. The candidate may then be granted permission to leave the room temporarily.
- 3.4.13 Where a candidate has been granted permission to leave an examination temporarily, either an invigilator or a member of College staff must accompany the candidate.
- 3.4.14 A candidate may not commence writing (or typing) until directed to do so by an invigilator.
- 3.4.15 A candidate may not continue writing (or typing) or working after directed to stop by an invigilator.
- 3.4.16 All candidates must complete the examination in silence and remain seated until given permission to leave.
- 3.4.17 All scripts and associated workings (inclusive of rough work) must be written in the booklets or on the relevant associated materials provided. All booklets and associated materials must be clearly marked by the candidate with their name and Student ID number (MAZE) and date.
- 3.4.18 Approved calculators are allowed in an examination. A candidate who does not comply with the stated type of calculator is deemed to have committed an assessment offence, see section 13.
- 3.4.19 In modules in which language proficiency is not being directly assessed, students whose first language is not English may use a translation dictionary. The dictionary should be handed in to student services the day before

the examination and returned to the student in the examination room. During this time, it should be checked to ensure it is not marked in any way. Extra time for the use of dictionaries is not permitted. Electronic dictionaries are not permitted.

- 3.4.20 The use of English dictionaries is permitted in all examinations. The dictionary should be handed in to student services the day before the examination and returned to the student in the examination room. During this time, it should be checked to ensure it is not marked in any way.
- 3.4.21 Invigilators have the right to inspect any and all materials and items in the examination room or in a candidate's possession at any time during the examination.
- 3.4.22 A candidate must remain in silence throughout the examination with the exception of requesting an answer booklet/associated materials or where there is a need to exit the examination room – all such requests must be made to an invigilator only. No communication with any other persons, bar an invigilator, may take place during an examination.
- 3.4.23 A candidate may not bring food or drink into the examination room.
- 3.4.24 No personal items bar permissible calculators and writing and/or drawing instruments may be taken into an examination room. Where personal bags are taken into an examination room they must be placed in part of the room away from the examination seating area and only as permitted by the invigilator. All such items are and remain the responsibility of the candidate regardless of where they are to be deposited for the duration of the examination.
- 3.4.25 A candidate in possession of a mobile phone or of other means of transmitting/receiving information in any form must ensure that the device is switched off for the duration of the examination and kept with their non-permissible personal items and away from the examination seating area as directed by the invigilator.
- 3.4.26 Except where stated (eg. open book examinations), no candidate may bring into the examination room any form of written notes or like materials.
- 3.4.27 Where reasonable adjustment has been granted for computer aided assessment, the invigilator will inform the candidate of the software to be used and any limitations that apply. Only permitted software can be used.
- 3.4.28 Where another person takes the identity of a candidate in an examination, this is considered an examination offence.
- 3.4.29 Any form of cheating in examinations is considered malpractice and is treated as a serious examination offence.

#### **4. Internal Verification of Assessments**

All assessed work (coursework and examination) is subject to internal verification. A sub-committee of the College Learning and Teaching Board will meet and approve all assessment artefacts in advance of the work being issued by the academic sessional. This process ensures that module assessment is aligned with DMD requirements and the assessment matrix. The assessment matrix is produced by the College Learning and Teaching Board by Week 2 of each semester and sets out the nature of each module assessment and dates of issue and submission. The assessments are verified as follows:

- i. Academics submit the assessment brief to the Manager of Academic Services. The assessment must be developed using prescribed ICP standardised format.
- ii. The College Learning and Teaching Board utilise a series of checks to ensure that the assessment corresponds with the assessment matrix and meets the quality standards and suitability of the stage of study.
- iii. If the assessment receives the approval of the College Learning and Teaching Board, the confirmation will be signed by the CD/P, if amendments are required, the assessment will be returned to the sessional to make the necessary alterations and re-submit the document to the College Learning and Teaching Board.
- iv. When the assessment brief has been approved, the Manager of Academic Services will ensure that a copy is stored securely in the appropriate module box.

#### **5. Coursework Regulations**

##### **5.1 Submission**

- 5.1.1 The CLTB must ensure that submission of coursework is recorded and logged appropriately. It must also ensure that coursework is held securely and that return of coursework to the relevant students is timely and secure.
- 5.1.2 Extensions to submission dates for coursework may be granted only by the Chair of the CLTB and only via the Extenuating Circumstances process. A student who is unable to meet a submission date must complete a Extenuating Circumstances Form, see section 11.
- 5.1.3 Scheduled submission dates may be subject to change by the instructor or CLTB and all students will be notified of such via Student Portal and email.
- 5.1.4 Coursework submitted on or before the scheduled submission date will be marked promptly and returned to the relevant students with the appropriate feedback from the instructor.

- 5.1.5 Coursework submitted no more than 10 working days after the scheduled submission date will be marked and the mark, if a pass, will be capped at the module pass mark. Limited feedback may be given by the instructor on the work submitted.
- 5.1.6 Coursework submitted more than 10 working days after the scheduled submission date will be marked but a mark of zero will be recorded against the student record. No feedback will be provided by the instructor.

## 6 Marking

### 6.1 Anonymity

- 6.1.1 Navitas supports a policy of anonymous marking for all assessment artefacts.
- 6.1.3 A candidate must record their Student ID on the front designated space of the answer booklet or coversheet.
- 6.1.4 An attempt by a candidate to invalidate anonymity where the assessment/examination has been classified as such, will be considered as an assessment offence.

## 7. Second Marking, Internal and External Moderation and External Examination – Summary

- 7.1.1 The College Learning and Teaching Board must ensure that teaching and learning quality and standards, in terms of parity of LOs, assessment standards/relevancies and student performance, are controlled and maintained at all levels. Part of the control and benchmark mechanism for this is carried out through the process of **second marking, internal and external moderation** and **external examination**.

### 7.2. Second Marking (Double marking)

- 7.2.1 Second marking is carried out on all module assessment artefacts and is conducted by appropriately qualified staff in the College.
- 7.2.2 Second marking is managed as follows:

- ⇒ A 30% sample taken for second marking. Representative scripts for second marking based on the following criteria: 10% from the top cohort inclusive of the highest marks; 10% from the bottom cohort inclusive of the lowest marks and border line pass/fail cohorts

### 7.3 Internal Moderation

- 7.3.1 Discrepancy: where a discrepancy of marks occurs between the first and second marker and there is on-going disagreement of their application, internal moderation is managed as follows;
- ⇒ a third academic from the College will be invited to act as internal moderator.
  - ⇒ Internal moderation may also be carried out on sample basis by the Quality and Standards Office-UK

### 7.4 External Moderation

- 7.4.1 All modules are subject to an external moderation process. Suitably qualified staff external to the College scrutinise the marking undertaken and have the power to moderate the marks of the cohorts up or down if in their professional judgement such a decision is warranted. External moderation is managed as follows:
- ⇒ University appointed Link Tutors are invited to scrutinise sample student marked work in advance of the College Module Board/Progression Board
  - ⇒ University appointed External Examiners are invited to examine sample Stage 2 Undergraduate and Pre-Masters student work in advance of the College Module Board/Progression Board.
  - ⇒ Processes and policies related to the use of external examiners are defined in the College Operations Manual.

### 7.5 Moderator Conduct

All moderators, must:

- a) Judge each student individually and without prior influence and compare his/her performance with that of his/her peers.

- b) Ensure that all students have been assessed fairly in relation to the curriculum and regulations associated with a stage of study and the stated LOs.
- c) Report to the CLTB on any matters of serious concern arising from the assessments.
- d) Approve and moderate the form and content of propose examination/assessment papers, marking criteria (model solutions and marking schedules) and where appropriate a selection of examination scripts/assessment work.
- e) Have the right to sample major in-course assessments.
- f) Have the right to recommend changes to the marks awarded by the module leaders, but always in the context of fairness to each candidate.

## 7.6 Moderation Resolution

- 7.6.1 Where irreconcilable disagreements arise in the assignment of marks, involving sessionals and moderators/external examiners, then the matter should be considered by the College Module Panel with all parties present. Where a decision is made in the conferment of marks the situation must be reported via the Academic Report to the AAC.
- 7.6.2 Where a decision cannot be reached at the Panel, recommendation for consideration is made to the following Progression Board and must be reported, see Academic Report to the AAC. All parties must be present. Where a decision is made in the conferment of marks the situation must be reported.
- 7.6.3 The CLTB may request a written report of the dispute from both parties and recommend that QaSO liaise with the appropriate Head of Department School in an emergency meeting.
- 7.6.4 Where the disagreement over marking discrepancies persists, QaSO will ensure that a third moderator is appointed from outside of Navitas and the Partner University and who must be a subject specialist with due standing. Such an appointment must be approved by the Partner University Quality and Standards Office or equivalent.
- 7.6.5 In all such circumstances, the student/s involved must be informed in writing of the recommendation/s or where a decision/s has been deferred pending a resolution and to what meeting.

## 7.7

## 8 Feedback

- 8.1 Feedback must be available to all students on their in-course assessed work. CLTBs should monitor the provision and operation of feedback.
- 8.2 Feedback should, as a minimum, consist of:
  - a) provisional/raw mark – after any penalties have been applied and recorded as such;
  - b) any major shortcomings; and
  - c) ways in which the mark could have been improved.
- 8.3 Feedback on assessments must be linked to the grading classification criteria as set out in the relevant Programme Specification and/or DMD.
- 8.4 The form of feedback may vary depending on the discipline and type of assessment but will generally be written and oral.
- 8.5 The CLTB should ensure that Lecturers make feedback available to students directly within 10 working days of the scheduled submission deadline. Where feedback is unexpectedly delayed, the Lecturer should inform the CLTB and students should be notified on Student Portal immediately.
- 8.6 The CLTB should ensure that all stakeholders are aware that the mark/grade provided to a student as part of the immediate assessment feedback is a provisional/raw mark only and may be subject to change via the process of moderation and as approved by the Module Panel.
- 8.7 Late submission of work for assessment (after 10 working days from the scheduled deadline) will forfeit the right to any associated feedback unless there are approved Extenuating Circumstances.

## 9 College Module Panel

- 9.1 The CLTB shall ensure that a College Module Panel is convened once a semester, normally in Weeks 14/15, once all provisional/raw marks have been assigned. All modules that have been offered in a semester must be listed and included for consideration. Panels may be called more frequently given the requirements of a module.
- 9.2 Panels shall oversee the assessment of modules, taking account of the module LOs, and confirm marks/grades in accordance with the regulations.
- 9.3 Where a student has chosen at the outset to take a module without undertaking the formal assessment associated with that module, he/she will be assigned an AT (attendance only) grade.
- 9.4 Where extenuating circumstances have been proved a Panel must:
- a) waive the assessment penalty and ensure that the assessment is marked in full where valid extenuating circumstances have prevented the student from submitting an assessment by the scheduled submission date; and
  - b) record all decisions reached in respect of valid extenuating circumstances.
- 9.5 Panels may not decide on pass standards – pass standards are determined in accordance with curriculum development requirements and must be approved by the Partner University.
- 9.6 The Chair is responsible for ensuring that the Panel fulfil its responsibilities in accordance with these regulations.
- 9.7 The appointed Secretary to the Panel shall ensure that all stakeholders to the Panel receive minutes and notes arising within a reasonable time period.
- 9.8 Membership
- Chair – CDP
  - Manager of Academic Services
  - Manager of Student Services
  - Relevant teaching staff or representative
  - External Examiners (where appointed)
  - Link Tutors
- ex officio*
- Director of Learning and Teaching Quality Navitas UK
  - Appropriate Heads of Department/School from the Partner University.
- Secretary  
Manager of Academic Services
- 9.9 The College Module Panel shall receive and consider:
- a) Minutes and actions of the prior meeting or any intervening meeting or from the CLTB.
  - b) For each module:
    - i. List of candidates by name and their SID
    - ii. Number of students
    - iii. Mean, range and standard deviation
    - iv. Proportion of students by grade band
    - v. Moderator/s reports (where applicable)
    - vi. External examiner/s report (where applicable)
  - c) For each student:
    - i. The mark achieved for each assessment, and his/her overall mark
    - ii. Any individual marks assigned by an Extenuating Circumstances Panel Exemption (where appropriate)
    - iii. Record of allegation of misconduct and actions taken to date relating to an assessment offence (as appropriate)
    - iv. Any known disability
    - v. Exemption (where applicable)
- 9.10 The College Module Panel shall:

- a) Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising.
- b) Scrutinise the marks or grades relating to each module and the analysis of marks (aggregated information) and identify any anomalies or other cause for concern.
- c) Obtain an explanation of any anomaly or cause of concern and take action as necessary and appropriate, seeking advice from a moderator and/or external examiner.
- d) Make decisions in relation to each student taking into consideration any action arising from consideration of assessment offences
- e) On determining the final mark (integer) for each student, where a mark is in the margins of a significant boundary, to ensure that the mark is an indicative reflection of the student's achievement and the marking criteria.
- f) Confirm the marks or grades of each student.
- g) Determine the requirements for repeat and/or referral assessment.
- h) Determine whether to defer confirmation of a mark or grade until any specified conditions have been met within an agreed timescale.
- i) Consider previous reports of each moderator and/or external examiner where appropriate.
- j) Exercise discretion concerning valid extenuating circumstances in the application to assessment and overall module marks.
- k) The College Module Panel may, in proven extenuating circumstances, allow a student to undertake a deferred assessment within the assessment regime of the following semester only. Note that deferment pending decisions of an academic nature should not be confused with the approval given to a student to defer studies, that is, to take a leave of absence, from studies.
- l) Have no discretion to waive penalties imposed in accordance with any Learning and Teaching Board disciplinary procedures or where such penalties invalidate any extenuating circumstances.
- m) Note all decisions made about each student with one of the following designations:
  - overall percentage mark;
  - overall grade;
  - Deferment of decision to another meeting, procedural delay, or action of another approved assessment to determine a final mark or grade.
- n) Reported module marks as an integer using the following conditions:
  - a decimal of 0.5 or greater should be rounded up to the next integer; or
  - A decimal of 0.4 or lower should be rounded down to the next integer.
- o) Endorse the final mark sheet.
- p) In exceptional situations and where a module management issue has arisen and a strict application of these regulations would be unjust a student or students, the Panel has discretion to depart from the regulations. However, in such cases the CDP must be present and full minutes recording the regulation in question and where the departure is to be made, the full circumstances necessary for such discretionary power and the consequences of not exercising such discretion. The decision must be recorded on the List of Candidates.
- q) In exceptional circumstances, for example to aid decisions on the re-assessment of candidates with valid extenuating circumstance or in cases of suspected plagiarism, the Panel may request a *viva voce* examination.
- r) The College Module Panel shall, by resolution, delegate authority to the Chair in relation to the confirmation of marks and grades arising from deferment decisions. The resolution shall require the Chair to consult with QaSO prior to final documentation of any decision and report of the decision to the next Panel.
- s) The College Module Panel shall delegate authority, by resolution, to the Chair in relation to the confirmation of marks and grades in order to correct decisions based on erroneous or incomplete information. Decisions by the Chair must not remove a student's right to Appeal (see NPR10) against decisions made by the Panel. The resolution shall require the Chair to consult with QaSO prior to final documentation of any decision and report of the decision to the next Panel.

9.11 The CLTB must ensure that provisional/raw marks are notified to students and subsequently the marks confirmed by a Module Panel, must then be provided to students as per para. 2.8.3. The CLTB shall also ensure that student also receive an explanation of marks or grades as required. Students may not elect to repeat a module in an attempt to improve their grading.

## 10 College Progression Board

10.1 The CLTB shall ensure that a College Progression Board is convened once a semester or as required. The Progression Board is normally scheduled at the same time as and is integrated with the Module Panel.

- 10.2 The primary purpose of College Progression Boards is to determine, in accordance with the regulations, whether each student has met the criteria for progression from one stage to the next, either from one College stage to the next or from a College stage to a University stage leading to a final University award. In the latter case, the Board will formally confer a Confirmation of Attainment. The approved appropriate Programme Specification defines the progression points in a pathway and the amount of credit that a student must obtain at each prescribed College stage.
- 10.3 Where extenuating circumstances have been proved, a Board must:
- a) record all decisions reached in respect of valid extenuating circumstances; and
- 10.4 College Progression Boards may not confer awards or any award associated with the University.
- 10.5 The appointed Secretary to the Board shall ensure that all stakeholders to the Board receive minutes and notes arising within a reasonable time period.
- 10.6 Membership
- Chair – CDP
  - Manager of Academic Services
  - Manager of Student Services
  - Link Tutor (s)
  - External Examiners
- ex officio*
- Appropriate Head of Department/School from the Partner University.
  - Representative of the Registry of the Partner University.
- Secretary
- Manager of Academic Services
- 10.7 The College Progression Board shall receive:
- a) Minutes and actions of the prior meeting or any intervening meeting or Learning and Teaching Board consideration.
  - b) Stage Programme Specification
  - c) List of Candidates, including:
    - i. student name
    - ii. SID
    - iii. Confirmed mark or grade for each module (from the College Module Panel)
    - iv. Any disabilities and details of allowances
    - v. Report from the College Module Panel/Learning and Teaching Board of decisions made with regard to Extenuating Circumstances found valid and not valid (where applicable)
    - vi. Data from the College Module Panel of decisions made with regard to allegations of misconduct and actions taken to date relating to an assessment offence (as appropriate)
  - d) Moderator/s reports (where applicable)
  - e) External examiner/s report (where applicable)
- Note: All marks presented to a Board must be reported as an integer using the following conditions:
- A decimal of 0.5 or greater should be rounded up to the next integer
  - A decimal of 0.4 or lower should be rounded down to the next integer
- 10.8 College Progression Boards shall:
- i. Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising
  - ii. Note any actions take under delegated authority at prior meeting
  - iii. Determine whether a candidate has successfully met the completion criteria within the Stage/Programme Specification regulations to progress to the next stage of their educational continuum. Where the next stage involves articulation to a prescribed degree programme at the University, to confer a *Confirmation of Attainment*.
  - iv. Determine whether a candidate should be excluded/terminated from a stage of study on academic grounds
  - v. Make decisions in relation to each student and after taking an action arising from consideration of the College Module Panel, see para. 3.8 in this document

- vi. Not allow any student to progress to the University with a trailing failure
  - vii. Use its discretion to determine the extent of repeat and referral opportunities for students on Stage 1 UG, Stage 2 UG and Stage 1 PG programmes based on College guidelines (see Appendix 1 on referral and repeat policy guidelines).
  - viii. Following receipts of decisions made at the University's Unit Assessment Board, students on the Stage 2 integrated programme are referred to the ICP progression board. In this case, students will after the first attempt, be allowed referral in up to 60 credits.
  - ix. The nature of the referral will be determined by the Board.
  - x. Exercise the power of compensation at its discretion and having due regard to academic standards and the learning outcomes of the programme.
  - xi. Award credit in compensation to a student subject to the provisions of ix, x and xi below.
  - xii. Allow students on the Stage 2 integrated programme to be compensated in up to 20 credits. This will normally be conditional on the following criteria : (i) it would allow them to progress to the next level of the programme; (ii) the final assessment has been attempted in the module to be compensated (or the student has valid extenuating circumstances for any missed element(s); (iii) a mark of 30% has been achieved in the module to be compensated and (iv) an average mark of 40% is achieved across all modules at that level
  - xiii. Allow students on: a Stage 1 UG pathway that articulates to the first year of a University course\*; Stage 1 UG pathway that leads to the first year of the ICP Stage 2 integrated UG programme, Stage 2 UG pathway that articulates to the second year of a University course; and Stage 1 PG that articulates to a Masters course at the University to be compensated in up to 20 credits but in no more than one module. This will normally be conditional on the following criteria: (i) it would allow them to progress to the next stage of the programme; (ii) the final assessment has been attempted in the module; (iii) a mark of 30% has been achieved in the module to be compensated and (iv) an average minimum pass mark for the programme in question is achieved across all modules at that stage in the semester in question ;
- \* The provision in xiv above does not extend to the Portfolio Development modules in the Stage 1 UG Architecture and Design programme where no compensation is available.
- xiv. Not permit students to submit ECFs for referral or deferral work.
  - xv. Students can only repeat modules they have not passed. This must be done with attendance and the mark for the unit is no longer capped at the pass mark.
  - xvi. The grade achieved for a referred module will be capped at the pass mark unless there is a valid extenuating circumstance.
  - xvii. The grade achieved for a repeat module will not be constrained, unless agreed otherwise by a College Module Panel of College Progression Board.
  - xviii. A candidate for re-registration may not demand reassessment in elements that are no longer current in the module. In addition, where a module has been offered repeat in a module which is no longer available, the choice of module that they will need to take in lieu of the withdrawn module is at the discretion of the progression board. It is therefore the candidate's responsibility to check whether the syllabus or format of the reassessment is different from the original. The College Progression Board may, where it deems appropriate, make special arrangements where it is not practical for students to be reassessed in the same elements or manner as at the first attempt.
  - xix. Consider any moderation reports.
  - xx. Exercise discretion where valid extenuating circumstance has been upheld
  - xxi. Note all decisions made by student against the List of Candidates with one of the following designations (also see para. 4 in this document):
    - a. Withdrawal from candidature – confirms that a student will be withdrawn from the stage of study.
    - b. Termination of candidature – confirms that a student will be excluded from the College
    - c. Progression – confirms a student may continue to the next stage of their pathway
    - d. Progression – issue of *Confirmation of Attainment* (MAZE P status) – confirms that a student has successfully completed a stage of study at the point of articulation to the prescribed University degree programme/scheme and therein is eligible for onward progression to the University to take up a guaranteed place
    - e. Deferral of decision to another meeting (NVT UK QSB), procedural delay, or action of another approved assessment to determine progression (MAZE C/D status) – confirms that a student may be placed on a deferral until the following semester enrolment period or as per the duration of an academic decision
  - xxii. Endorsement of marks and credit where a student has been granted APL
  - xxiii. Endorse the Progression List – this endorsement indicates those students progressing to the University and therein satisfaction with the standard of assessment and student profile

- xxiv. In exceptional situations and where an academic management issue has arisen and a strict application of these regulations would be unjust to a student or students, the Board has discretion to depart from the regulations. However, in such cases a member of the NVT UK QSO (Teaching and Learning) must be present and full minutes recording the regulation in question and where the departure is to be made, the full circumstances necessary for such discretionary power and the consequences of not exercising such discretion. The decision made must be recorded on the List of Candidates and Progression List as appropriate
- xxv. Delegate authority by resolution to the Chair in relation to the confirmation of progression decisions arising from deferment decisions. The College Progression Board shall delegate authority, by resolution, to the Chair in relation to the *Confirmation of Attainment* in order to correct decisions based on erroneous or incomplete information.
- xxvi. Chair decisions must ensure that they do not remove a student's right to Appeal and Review, CPR 12, against decisions made by the Board. The resolution shall require the Chair to consult with the prior Quality and Standards Office UK to final documentation of any decision and report of the decision to the next Board.

## 10.9 Progression Rules

- 10.9.3 On the authority of the College Progression Board, a student may commence the study of a module/s at the next stage before the Board has met to consider the results of the assessment at the preceding stage.
- 10.9.4 A student may progress without having had assigned the requisite credit and only where such credit has been the result of a deferred assessment arising from valid extenuating circumstance. This may normally only occur where a student is being managed within College stages of study and not where it involves an articulation point.
- 10.9.5 Where a student undertakes assessment and/or is awarded credit for prior learning such that the maximum required for progression is exceeded, the Progression Board will, in the first instance, take account of the performance of the student in all mandatory modules. Only in the second instance shall the performance in non-mandatory modules be considered up to the total required with all other assessments being disregarded.
- 10.9.6 All decisions relating to progression rests with the College Progression Board.

## 10.10 Criminal Offences and Progression

- 10.10.1 Where an enrolled student has been found to commit a criminal offence, under the laws of the United Kingdom, they will not be permitted to continue their chosen pathway and will be excluded by the CLTB and thus candidature terminated. In such cases, the College Senior Academic Manager or nominee will issue a formal Letter of Exclusion to the student on behalf of the College, the Partner University, and the UKBA. This will be followed by a reference to the occurrence in the following Academic Report to the AAC.
- 10.10.2 Where a student is permitted, under exceptional circumstances pertaining to the nature of the offence or conduct, to continue the pathway after consultation by the CLTB, the Board may impose certain constraints in the enrolment. In these circumstances CLTB will inform QaSO and the Partner University.
- 10.10.3 Where a student is permitted, under exceptional circumstances pertaining to the nature of the offence or conduct, he/she may progress to another suitable pathway that would not warrant their direct exclusion if:
  - a) the student's past conduct would not prevent them from gaining any license to practice or render them ineligible for membership of any professional body for which the new award would qualify the holder;
  - b) a place is available on the pathway; and
  - c) the student meets the entry requirements for the pathway and is deemed suitable by the CLTB.

In such circumstances, the student will be suspended (MAZE D status) from the College until he or she enrolls in the new pathway. Following this, the College Senior Academic Manager will ensure that a copy of the Letter of Reinstatement to the student is presented to the Partner University, the UKBA, the University's Heads of School/Department and Link Tutor.

## 11 **Extenuating Circumstances**

- 11.1 Extenuating circumstances refer to events that must only relate to the health and/or personal matters and which occurred during or before the period of assessment to which they apply.

- 11.2 If a student has problems or difficulties significantly affecting his/her performance on a given module of study, then this should be discussed with the College and appropriate action taken via the Extenuating Circumstance Panel.
- 11.3 In emergency and critical situations the CDP must be informed immediately and referral of the case to the Extenuating Circumstances Panel for potential UKBA reporting.
- 11.4 The procedures concerning extenuating circumstances are intended:
- a) to apply to individuals only; and
  - b) do not apply where there has been a management failure with regard to arrangements that may have disrupted the learning and assessment process – such issues are dealt with via the normal grievance process, see NPR10.
- 11.5 It is the responsibility of the student in question to notify the College as to the circumstances, in writing at the earliest possible time. The Extenuating Circumstance Form, should be used as a basis for a written statement. The written statement should contain full details and include supplementary evidence and testimony from independent or third parties, for example a medical certificate indicating the time, nature and probable effect of the circumstances.
- 11.6 A written statement on a student's behalf, when not accompanied by a Extenuating Circumstance Form, may be considered on the proviso that it is given with the full consent of the student and that this consent is detailed within the report. No further intervention on behalf of a student may be considered unless where there are grounds for serious and confidential extenuating circumstances. In such situations, the student and person acting on his/her behalf will be informed of the final College decision.
- 11.7 All completed and submitted Extenuating Circumstance Forms and supporting written/visual evidence must be placed on the student file and the file kept in a secure location for a period of seven years as per normal disposition regulations of Navitas UK data.
- 11.8 Where there are grounds for serious or confidential extenuating circumstances, the student in question may notify the CDP directly. Where the student feels more comfortable approaching another member of College or Navitas staff then they are able to do so under the proviso that the matter is brought to the attention of the CDP. The CDP will then judge whether any intervention on the student's behalf can be accepted. Where the intervention is upheld, the CDP will note for the record only the student's name, the fact that serious and confidential procedure has been applied and which assessments the extenuation refers to. The student shall then be informed of the decision.
- 11.9 Extenuating Circumstances Panel  
Extenuating circumstance decisions are made by the Extenuating Circumstance Panel. Membership of the panel is as follows:
- Chair – CDP
  - A person who is not immediately associated with the module/s or student in question – member of QaSO
  - Administrator – College Student Services Officer
  - College Senior Academic Manager
  - Additional members as appropriate appointed by the CDP.
- 11.10 Panels shall meet at the end of each semester and ideally prior to the relevant College Module Panels and Progression Boards. They can be called more frequently as required.
- 11.11 Students will be informed of a Panel decision within 10 working days from the date of the relevant meeting. All actions and decisions minuted along with rationales must be reported in the minutes.
- 11.12 Assessment penalties imposed for late submission, may due to valid extenuating circumstances, be lifted by the Chair at a meeting of the Panel.
- 11.13 A student may qualify for the right to be assessed again where the Panel decides that his/her performance in a specific assessment has been affected by valid extenuating circumstance – unless where the exercising of their right cannot result in the student having the opportunity of passing the assessment. Note that the College

Module Panel may vary the assessment to be re-taken in order to assess the student performance across a module.

11.14 The Extenuating Circumstance Panel will inform the College Module Panel where valid extenuating circumstances apply to named students in specific module assessments. Information will be provided in documented minutes.

11.15 College Module Panels must:

- waive the assessment penalty and ensure that the assessment is marked in full where valid extenuating circumstances have prevented the student from submitting an assessment by the scheduled submission date; and
- record all decisions reached in respect of valid extenuating circumstances.

11.16 College Module Panels may:

- permit the relevant module assessment in the form of the affected assessment to be deferred until specified dates;
- permit the relevant assessment of the module in a different approved mode which must be defined and made known to the student along with the specified date/s; or
- where valid extenuating circumstances have prevented the student from completing an assessment task but sufficient evidence can be shown that the Specific LOs of the module have been met from at least two other completed and unaffected assessment tasks that contribute to the final mark of the module, extrapolate an overall mark for the module.

11.17 The College Module Panel will inform the College Progression Boards what valid extenuating circumstances apply to a named student and in what module/s along with the decisions of the College Module Panel.

11.18 College Progression Boards must:

- record all decisions reached in respect of valid extenuating circumstances; and
- where the decision to permit a student to be assessed again means that the student cannot progress normally, to allow the student to progress within the College framework provided that the combined credit value of the affected module/s does not exceed 40 or except where a student is seeking progression to the University.

11.19 When a College Progression Board offers a student an opportunity to sit for an assessment as if for the first time, the student must inform the College within the specified timeframe of his/her intention to sit the assessment. If the College is not so informed, the Board will record that the student has been deemed not to have elected to sit the assessment again. Where the student undertakes the assessment again it cannot be to his/her detriment, and for purposes of progression, the best mark of the two attempts will be taken and used by the Board.

11.20 Extenuating circumstances may not form the basis of an academic appeal.

11.21 For guidelines relating to extenuating circumstance, application, management of procedures, criteria for determining extenuating circumstance and the appropriate acceptable evidence, see College supporting documents.

## **12. Adjustments for Students with Disability**

12.1 A disabled person is legally defined as an individual who has a physical or mental impairment which has a substantial long-term adverse impact upon his/her ability to carry out 'day-to-day' activities. Within the environment of a College, 'day-to-day' activities are taken to include those normally encountered by a student accessing learning, assessment and other services offered by a College.

12.2 The CLTB in consultation with the University's Disability Services and QaSO is responsible for ensuring that reasonable adjustments are made for such students, by way of a Student Management Plan. This Plan must include the reasonable adjustments to be made to allow the disabled student to undertake assessments without being placed at a substantial disadvantage in comparison to non-disabled students. Note that such students must undertake the same assessment task as all other students in the cohort.

12.3 The nature of any reasonable adjustment must be determined by the specific needs of an individual student and may include the provision of:

- extra time
- a rest break
- assessment in a separate room or in an approved off-campus site
- alternative formats
- a reader, scribe or amanuensis
- word processing packages and/or assistive technology

- 12.4 When deciding upon the nature of the reasonable adjustment for assessment purposes, academic rigour and parity must be maintained. To assure this process, all adjustments must be approved by QaSO and the University's Disability Services.
- 12.5 It is the responsibility of the student to notify the College of his/her condition in a timely manner and to allow any reasonable adjustments to be considered and, where approved, made prior to the assessment event. All such notification must be supported by professionally documented medical or other evidence.
- 12.6 The exact nature of approved reasonable adjustments should be communicated and confirmed with the student via an outline schedule and plan in person and delivered by hand. Where this is not possible it should be posted to the latest local address notified to the College. This information should then be confirmed by courier to their home country address notified to the College, five working days prior to the assessment event.
- 12.7 Details of any changes to planned reasonable adjustment must be appended to the Student Management Plan, the Student File (MAZE note and hardcopy in full), the minutes of the CLTB, QaSO, and where appropriate to the University Disability Services.
- 12.8 If the notification by a student of a condition for consideration of a reasonable adjustment is delayed in that the College is unable to implement the adjustment in time, then where possible the student shall undertake the assessment in the same way as the other students and use the extenuating circumstances procedures to bring the matter to the College Progression Board.
- 12.9 Where the CLTB is satisfied that any delay in production of evidence is due to justifiable circumstances, then the adjustments may be made to the assessment as if the evidence was made available in time. In such cases, evidence will still have to be produced and failure to do so may result in the initiation of formal disciplinary procedures.
- 12.10 Reasonable adjustments do not include extensions to submission dates for coursework unless such extension is considered as part of an agreed structural adjustment to a normal stage of study as determined in the Student Management Plan. Where there is an unforeseen worsening of a student's condition, and he/she is unable to meet a submission date for coursework, then extenuating/extenuating circumstances procedures should be used.
- 12.11 Reasonable adjustment does not normally include any allowances at the marking stage for poor structure, expression, spelling, syntax or handwriting.
- 12.12 The use of word processing packages under examination conditions, where approved, does not extend to the use of a student's own computer.
- 12.13 The CLTB may consider that reasonable adjustments to assessments to avoid placing a student at a substantial disadvantage cannot be made. In such cases the Board shall consult with QaSO and University Disability Services.
- 12.14 Where a student produces written documentation of an evaluation by a chartered educational psychologist, or appropriately qualified professional, which confirms dyslexia or any non-specific reading or writing dysfunction then the CLTB will ensure that reasonable adjustments in timed assessments are made as guided by the University's Disability services.
- 12.15 Where the approved reasonable adjustment includes the appointment of a scribe or amanuensis, the following procedures should apply:
- a) Practice sessions should be arranged prior to the assessment so that the student and scribe/amanuensis can familiarise themselves with the process and ascertain that the latter can readily understand the student.

- b) The scribe/amanuensis should be familiar with the vocabulary associated with the module and be able to write or type dictated answers correctly.
- c) The scribe/amanuensis may not be a member of College staff, an instructor to the student, another student of the College, or anyone who has acted as a scribe/amanuensis for the student during their normal studies.
- d) Arrangements for any approved rest periods relating to the use of a scribe/amanuensis must be scheduled and approved prior to the assessment and the total time allowance recorded and adjusted accordingly; and
- e) Separate rooms must be provided for students where approval has been granted for the use of a scribe/amanuensis or word processor and where there will be disruption to other students.

### 13 Assessment Offences

13.1 The Student Handbook must include a section on cheating, plagiarism and other academic misconduct/offence.

#### 13.2 Plagiarism

13.2.1 College guidelines define plagiarism as representing, whether intentionally or otherwise, another person's work or idea as being one's own or without clear acknowledgement. It includes:

- a) Importing phrases from another person's work without using quotation marks and identifying the source.
- b) Making a copy of all or part of another person's work and presenting it as one's own.
- c) Making extensive use of another person's work, either by summarising or paraphrasing any form of work by merely changing a few words or altering the order in which the material is presented.
- d) The use of the ideas of another person without acknowledgement of the source, or the presentation of work which substantially comprises the ideas of another person and which represents these as being the ideas of the students or staff member.
- e) Another person's work is any written documentation, original ideas and concepts, research, strategies, arts, graphics, computer programmes, music or other creative expression.

13.2.2 Plagiarism in any assessed work is an assessment offence and students involved will be subject to disciplinary procedures.

13.2.3 For reasons of parity, each College will consider the directives of its Partner University's policy on plagiarism and also the use of electronic plagiarism detection methods. Enrolled students must consent to copies of their work being submitted to any plagiarism detection service employed by a College, or Partner University. Where a student is not the rights holder of his or her work, it is the student's responsibility to notify the College.

#### 13.3 Collusion

13.3.1 Navitas defines collusion as working together to produce assessed work in circumstances where this is forbidden. It includes:

- a) the representation of work by an individual when the work had in actuality been undertaken along with one or more persons; and
- b) taking credit for individual merit of a work when all or part thereof was constructed by another person.

13.3.2 It is important that, unless group work is identified, all assessments are carried out and presented by the individual. Colleges recognise that students will confer during the process of researching a given assessment, however sharing of information and strategies do not extend to the structure, content and specifics of an assignment/examination. Students found with similar answers will be investigated and subject to disciplinary action as required.

13.3.3 Students should be aware of the issue of collusion and safeguard their work from copying or duplicity by fellow pupils.

13.3.4 Any student/s found conferring, in any form, in a closed book examination will be disqualified and be assigned 0% for the examination.

#### 13.4 Examination Malpractice

13.4.1 An invigilator who suspects a candidate of malpractice in an examination will take the answer booklet and/or associated materials and draw a *line across* the front cover/page (or record of assessment). Along the line the invigilator will state the time at which the alleged suspected malpractice took place/was discovered, date, state their name in full and sign. The materials will then be removed from the candidate.

13.4.2 The candidate will then be supplied with new materials and permitted to continue the examination. The candidate is not expected to start the examination again.

13.4.3 On completion of the examination the invigilator will complete and submit a written report, (see Alleged Malpractice Form), to the College Director/Principal (CDP) along with the record of assessment removed and signed.

- 13.4.4 The CDP will then alert the CLTB and the candidate may continue through the examination period in the normal way pending further inquiry.
- 13.5 Procedure
- 13.5.1 All cases of alleged assessment offence must be reported to the CDP or College Senior Academic Manager who in turn will inform the CLTB and the College Module Panel.
- 13.5.2 The College Senior Academic Manager (or nominee) will act as the Academic Conduct Officer in all cases concerning students of the College for investigation purposes.
- 13.5.3 The College Senior Academic Manager will:
- a) notify the student in writing of the alleged offence – a Letter of Allegation;
  - b) investigate the allegation and make enquiries to establish the facts of the case seeking advice from appropriate people;
  - c) inform the candidate in writing of the outcome of the investigation – a Letter of Resolution. Any other member of College or University staff are expressly forbidden from communicating such an outcome.
- 13.5.4 Where the investigation of allegation/s suggests that an examination offence of cheating, plagiarism or other academic misconduct may have occurred, the student has the right to present his or her case to the CLTB either in writing to the College Senior Academic Manager (or nominee) within five working days of the date of the Letter of Resolution.
- 13.5.5 In a proven case of plagiarism and/or collusion, where the offence is a first offence, a note will be made by the College Senior Academic Manager (or nominee) on the student's Academic Record (hard copy and on MAZE) and a written warning issued.
- 13.5.6 In all other cases the College Senior Academic Manager (or nominee) will make a report of an investigation and/or record of presentation of a student to the CLTB, and to the Chair of the relevant College Module Panel and/or College Progression Board.
- 13.5.7 The College Module Panel may, at its sole discretion, impose any of the following penalties in a proven case of plagiarism and/or collusion:
- a) The student receives a formal written warning and the work is marked on academic merit, noting that the work may not entirely be that of the student.
  - b) The student is required to submit the same piece of work purged of all plagiarism/collusion for a mark/grade capped at the relevant pass mark/grade.
  - c) The work is marked on its academic merit, noting that the work may not entirely be that of the student, with an appropriate punitive reduction in mark applied, but capped at the relevant pass grade.
  - d) Award 0% for the assessment in which the plagiarism/collusion occurred.
- 13.5.8 The Panel may, at its sole discretion, impose any of the following penalties in a proven case of other academic misconduct (excluding plagiarism and collusion):
- a) Require the student to submit the same piece of work purged of all false data/duplication, for a mark/grade capped at the relevant pass grade.
  - b) Reduce the mark/grade to the relevant pass mark/grade.
  - c) Award 0% for the assessment in which the academic misconduct occurred.
- 13.5.9 In determining the appropriate penalty to be imposed (paras. 11.4.7 and 11.4.8), the Panel will interview the student formally at which time the latter has the right to be accompanied by a nominated person.
- 13.5.10 The Chair of the College Module Panel will:
- a) Notify the student in writing of the action taken by the Panel, and of his/her right to Appeal, see NPR10.
  - b) Make a full report of the action taken by the Panel to the College Progression Board and to the CLTB.

ICP Examination/Invigilation Rules



1. Students should be seated 5 minutes before the examination commences and must bring their identity card.
2. All bags, coats and mobile phones (switched off) must be left at the front of the room.
3. There will be no talking once the lead invigilator has announced that examinations conditions are in force.
4. Any student requiring assistance must raise their hands, remain seated and wait for an invigilator to attend to them.
5. Any students needing to go to the toilet will be escorted by an invigilator of the same sex.
5. A hard copy dictionary translating student first language into English is permissible but will be checked before the examination commences by the invigilator.
7. Students arriving 30 minutes late will not be allowed entry into the examination.
8. Students are unable to leave the examination before 30 minutes after the start or in the last 30 minutes of the examination.
9. The chief invigilator will need to cross-check student attendance with the list and clearly mark absentees and latecomers on the sheet. This sheet will then be presented to Student Services office.
10. Eating is prohibited during the examination, but candidates are permitted to take in bottled drinks.
11. Where an invigilator suspects that malpractice has been committed by a candidate the following procedure should be implemented:
  - 1) Take the answer book and associated materials from the student.
  - 2) Draw a line across the front cover of the examination book.
  - 3) Along the line, state the time at which the alleged suspected malpractice took place, date, student's name in full and sign.
  - 4) The candidate will be supplied with a new answer book and permitted to continue the scheduled examination.
  - 5) On completion of the examination, the invigilator will complete a written report on the prescribed ICP document.
  - 6) A final decision will be made by ICP management on the basis of the evidence provided.

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