

## EXAMINATIONS

The assessment of participants and the integrity of our examination process are of great importance to the College. All Learners must abide by the following guidelines:

- Learners must carefully note the date, time and location of all written examinations.
- Learners are required to be in the examination centre 10 minutes prior to the commencement of the examination.
- Learners will not be admitted to the examination centre later than 30 minutes after the commencement of the exam.
- Learners will not be allowed to leave the examination centre until after 30 minutes from the commencement of the exam.
- Each Learner must sign the appropriate sign in sheet for his / her group for each examination.
- Mobile phones must be switched off before the examination commences.
- Please ensure that you have the correct examination paper before you commence. If not; please notify the invigilator straight away.
  
- Please read all instructions on the examination carefully.
- Learners shall not have in their possession or bring the following into the exam:
  - Dictionaries
  - Communication devices
  - Books, notes or paper– all paper will be provided.
  - Pencil cases
  
- During the exam, Learners must not communicate with or attempt to communicate with any other candidate.
- No Learner shall aid, attempt to aid, pass or receive materials to or from another Learner, or obtain/attempt to obtain assistance from another.
- A Learner whose behaviour is disruptive and who persists in such a behaviour following a warning shall be expelled by the invigilator from the exam. In such circumstances, all material issued to the Learner shall be retained by the invigilator.
- Retention of any unauthorised material shall be taken as constituting evidence of infringement of the regulations and shall be reported by the invigilator to the College, where appropriate disciplinary action shall be taken.
- A participant who leaves the exam during any period of the exam without the permission of the invigilator shall not be readmitted during that exam. The invigilator shall record any such event.
- At the conclusion of the exam, Learners should stop writing immediately and give all answer materials to the examiner.

### 7.2 EXAMINATION DEFERRAL

If a Learner wishes to defer an in-house examination, the Learner is required to email the College at least 3 working days prior to the scheduled examination date. The deferral application will be considered by the Registrar in consultation with the Programme Leader, provided that the application meets the criteria for extenuating or mitigating circumstances. The College will consider extenuating circumstances for a Learner having to defer an examination as below:

- Recent bereavement of a close family member or partner
- Severe accident
- Medical condition
- Other, please contact the College

## **FEEDBACK ON YOUR EXAMINATIONS**

- The College is committed to providing timely and constructive feedback to Learners.
- Feedback is provided to Learners on a module by module basis.
- This feedback is communicated to the Learner by email or via the Moodle portal.