



POLICY: EXAMINATION

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AUTHORISED BY:	Principal Executive Officer	REVIEWED BY:	Academic Dean/Deputy Principal
RESPONSIBLE FOR REVIEW:	Academic Dean/Deputy Principal		
APPROVED BY:	Board of Examiners		
DOCUMENT MANAGEMENT:	U:/Policies and Procedures		
AIM:	The aim of this policy is to outline the procedure of examinations at IIBT. Specifically, the policy discusses IIBT's commitment to maintaining fairness, equity and quality assurance to ensure that learning outcomes are accurately assessed.		

1. REGULATIONS:

HESF 2015: 1.4

2. POLICY INFORMATION:

2.1 Introduction:

IIBT is committed to providing fair, consistent, and effective examinations that accurately assess student achievement of expected learning outcomes for the units and overall course of study. Specifically, IIBT will ensure that:

- a. An educational rationale is provided for an examination to be used as a part of an assessment process.
- b. An examination does not constitute more than 35% of the total assessment in a unit. Exceptions require approval by the Academic Management team.
- c. The Academic Teacher is responsible for the development, moderation and submission of an examination paper and marking of the examination scripts.

2.2 Policy Scope:

This policy applies to all IIBT staff and students in Higher Education programs.



2.3 Definitions:

- a. **Examination:** a time-limited and individual assessment task conducted under supervision of an IBT staff member and within a specified examination period that is defined by IIBT. This excludes a 'take home examination', practical assessments, in-unit quizzes.
- b. **Examination paper:** a test prepared by academic staff to determine students' knowledge, skills, and ability.
- c. **Examination script:** a student's attempt at an examination paper.
- d. **Moderation:** a quality review and assurance process which supports the setting of examination questions and marking activities. It involves using academics and qualified staff to confirm that examination tasks and marking are level-appropriate, valid, and reliable.

3. PROCEDURES:

IIBT will achieve this policy by ensuring that:

3.1 Examination Dates:

- a. The dates of the examination period for each semester are published and made known to students during the first week of each trimester.
- b. Final examinations are not held before the published examination period.
- c. An examination timetable is made available to students and staff in advance.

3.2 Sample Examinations:

- a. Where applicable, a sample examination paper for each unit is available to students and that:
 - (i) It is presented in the same style and format as that used in the actual examination in that study period.
 - (ii) It is available by the time the examination timetable is finalised.
 - (iii) Solutions for the sample examination are provided prior to the actual examination.
- b. Units with mid-trimester tests, quizzes, assignments, and practical assessments follow the examination policy and procedures as much as is practicable.
- c. The Academic Teacher adheres to the **IIBT Examination Format Specifications**.

3.3 Conduct of Examinations:

- a. Students with a disability or other special needs are catered for on the provision that notification is given well in advance of an examination date so that special requirements can be met.
- b. **Examination Instructions** are provided and made clear to students and that these instructions are strictly adhered to.
- c. Students in breach of any of the conditions relating to an examination are referred to the Academic Dean and subject to the provision of the Student Academic Misconduct Policy.
- d. The availability of a supplementary examination is decided by the Board of Examiners.



- e. Students who have submitted a Special Consideration form will have their cases reviewed in accordance with that policy.

3.4 Record Management:

- a. Examination papers and scripts remain the property of IIBT and are kept in a secure location at all times.
- b. Examination scripts are kept for a minimum of 5 years (starting from the end date of the relevant examination period.)
- c. Where an appeal has been lodged, the examination script is kept for 5 years following the outcome of the appeal.
- d. Completed examination scripts and extra copies of examination papers are disposed of securely.
- e. Students are allowed to view annotated examination scripts in a secure location on campus with an IIBT staff member present. However, students cannot copy, destroy, alter, or annotate scripts in any way.

END OF DOCUMENT
