

Samuel Jackman Prescod Institute of Technology



EXAMINATION REGULATIONS

Office of the Registrar
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DEFINITIONS

Alternative paper – an examination paper given to a student or students who were not able to attend the scheduled examination. Alternative papers should be of the same duration; test the same learning outcomes and should be of the same level of difficulty as the original examination

Examination (exam) - all assessments (written, online or oral) used to determine final grades for students registered in Samuel Jackman Prescod Institute of Technology courses.

HOD – Head of Division

Invigilation – refers to the supervision of exams.

Student – is a person who accesses Samuel Jackman Prescod Institute of Technology learner services, has applied to or is enrolled in Samuel Jackman Prescod Institute of Technology, or who is attending Samuel Jackman Prescod Institute of Technology while being registered in a course/programme offered by another institution.

1. PREPARATION OF EXAMINATION PAPERS

- 1.1. Instructors in full-time programmes are expected to prepare all final examination papers according to the schedule below.

Week 9	Submission of first drafts of all final exams [written and online], and supplemental exam questions to HODs. Drafts to include marking scheme and rubric.
Weeks 10 & 11	Moderation – Review of exam papers
Weeks 12 & 13	Corrections
Week 14	Printing & Packaging

- 1.2. Where the same examination is to be administered at different times to different groups, an alternative paper is required.
- 1.3. The cover page for all written examinations papers is to be prepared using the required format (Assessment Policy – APG004).
- 1.4. HODs are required to document the process of preparing, moderating and printing examination papers using the online form entitled ‘Preparation of Final Examinations’. This form should be emailed to the Deputy Principal (Academic) by Week 15 or on request.
- 1.5. All examination papers are to be reviewed by moderators selected by the Head of Division and approved by the Deputy Principal (Academic).
- 1.6. Moderation is to be recorded using the document entitled ‘Internal Moderation of Examination Papers’.
- 1.7. HODs are responsible for ensuring that all examinations are printed and packaged. There should be one examination paper for EACH registered student and at least one additional examination paper. Examination papers are to be packaged in manila envelopes, with separate packages for EACH class.
- 1.8. The following information should be clearly displayed on the outside of each envelope: programme name, course code and title, date and time of the examination,

class/year group, number of students, name of instructor. An Attendance Record Sheet should be placed in each envelope.

- 1.9. HODs are required to upload a final copy of EACH examination question paper to the designated examination drive.

2. ELIGIBILITY FOR EXAMINATIONS

- 2.1. A student who is absent from an examination shall be assigned a score of zero.
- 2.2. Students are required to present a valid SJPI Student ID card for admission to the examination room.
- 2.3. Students are required to comply with all aspects of the Institution's dress code.

3. SCHEDULING OF EXAMINATIONS

- 3.1. Final exams worth 30 per cent or more must be scheduled during final examination period.
- 3.2. No student will be required to write more than two (2) final examinations on any one (1) day of the final examination period. If a student is scheduled to write more than two (2) final exams in a calendar day, the student should consult with his/her Head of Division to make arrangements for an alternate testing day. Any such arrangement must be approved by the Registrar.
- 3.3. A student who requires an alternative final examination time/date for extenuating circumstances such as national or jury duty, or religious obligations must complete and submit Form XXX -Request for Alternative Date of Examinations, along with supporting documentation, to the Registrar at least three (3) weeks before the scheduled date.
- 3.4. A student who is unable to sit a scheduled examination for extenuating circumstances such as medical or compassionate reasons, may be granted a deferral where sufficient documentation is provided. A request for deferral, must be submitted on Form XX -

Request for Alternative Date of Examinations, along with supporting documentation, to the Registrar within two (2) working days after the scheduled date of the examination.

- 3.5. Work schedules and discretionary arrangements such as travel plans are not considered to be extenuating circumstances.
- 3.6. The date and time of alternative / deferred examinations are at the discretion of the Registrar. The mark on the alternative / deferred examination shall take the place of the examination mark.
- 3.7. Each HOD is required to:
 - prepare a draft timetable scheduling time and date of final examinations, invigilator(s) and allocation of rooms, for all courses delivered by instructors in that division;
 - circulate the draft timetable to instructors, other HODs and the Executive Officer to allow for review and revision;
 - post the finalized examination timetable prominently in each Division by the end of Week 12;
 - send a copy of the finalized examination timetable to the Registrar and the Deputy Principal Academic;
 - liaise with the Executive Officer to ensure that rooms used for written examinations are prepared and have sufficient furniture.
- 3.8. Course instructors are required to be available for consultation on the date of their examination.
- 3.9. The Registrar, or designate, may decide to postpone examinations in the event of extreme weather conditions or any other general emergency which occurs when final examinations are in session.

4. GENERAL INVIGILATION PROCEDURES

- 4.1. Students will not be allowed to enter the examination room if they are more than 30 minutes late for the start of the examination.

- 4.2. Students will not be allowed to leave an examination room within the first 30 minutes of the start of an examination, nor within 15 minutes prior to the end of an examination.
- 4.3. A student who wishes to leave the examination room temporarily may do so only if accompanied by an invigilator.
- 4.4. Students are not allowed to take question papers away from the examination, OR remove from the examination room any materials provided for the examination including answer books (used or unused) scrap paper etc.
- 4.5. Students must not bring food or drink into an examination room, except for a bottle of water in a transparent container.
- 4.6. Students must not take to their examination desk any learning material or aids not specifically authorized for use in that examination.
- 4.7. Students must not take to their examination desk any electronic device capable of receiving, inputting, storing, processing or transmitting information, except as allowed by the instructor and stated on the exam paper.
- 4.8. Any personal property such as bags brought into an examination room must be left in a designated area.
- 4.9. Students must sit in specified seats if so required by the invigilator.
- 4.10. Students must leave their SJPI student ID Card visible for inspection for the duration of the examination.
- 4.11. Students must maintain silence and remain seated while in the examination room. Students must not cause any kind of disturbance or distraction or attempt to communicate with other candidates.
- 4.12. Students must not impersonate another candidate or allow themselves to be impersonated. Such conduct will be subject to disciplinary action.
- 4.13. A student found in possession of any unauthorized and/or undisclosed material once the exam has started will be subject to disciplinary action, regardless of whether there was intent to use the material.

- 4.14. Students must not copy from the work of another candidate or allow copying from their own work, and must not obtain assistance from another candidate or provide assistance to them during the examination.
- 4.15. Students who do not comply with examination regulations or who fail to follow an invigilator's instructions will be warned by the invigilator. Any forbidden items will be confiscated and the invigilator will record the incident/issue on the Invigilator Report Form. The student will be allowed to complete the examination. The Examination Review Committee will decide on disciplinary measures.
- 4.16. Students who continue misconduct after an invigilator's warning will be asked to submit their papers and leave the examination room. The invigilator will record the incident/issue on the Invigilator Report. The Examination Review Committee will decide on disciplinary measures.

5. INSTRUCTIONS TO INVIGILATORS

- 5.1. BEFORE THE EXAMINATION invigilators are required to:
 - (a) collect and sign out examination packages and a blank copy of Form yy. Invigilator Report, from the Registrar's office at least 30 minutes before the start of the examination.
 - (b) ensure that students are seated at least 15 minutes before the scheduled start of the examination.
 - (c) ensure that students are dressed appropriately and in possession of a valid SJPI Student Identification Card.
 - (d) ensure that students place personal possessions including bags and electronic devices in a designated location.

- 5.2. DURING THE EXAMINATION invigilators are required to:
 - (a) ensure that students who wish to leave the examination room and return are adequately supervised;

- (b) report student questions that concern the examination paper, to the Head of Division and/or course instructor. Any issues with the examination paper are to be recorded in the Invigilator Report.
- (c) ensure quiet and order at the examination venue. All unnecessary conversation between the invigilators and everything that disturbs the students must be avoided. Any disturbance that occurs during the examination, must be recorded in the Invigilator Report;
- (d) ensure that students are not in possession of unauthorized materials or have an unfair advantage in the examination. (See 4.15 and 4.16)

Invigilators are not permitted to use electronic devices, read, correct examination scripts etc. during the examination.

5.3. AFTER THE EXAMINATION Invigilators are required to:

- (a) ensure that all students sign the Attendance Sheet before leaving the examination room;
- (b) complete and sign the Invigilator Report;
- (c) collect all exam papers and answer sheets and place in the original envelope;
- (d) return and sign in all exam papers, answer sheets and the Invigilator Report to the Registrar's Office.

6. MARKING OF EXAMINATION PAPERS

The following procedures apply to marking of written examinations administered to full-time students.

- 6.1. Examination papers are not to be removed from the SJPI premises;
- 6.2. Instructors can collect examination papers for correction from the Registrar's Office daily from 8:30 am. Papers must be returned by 4:30 pm.
- 6.3. An examination marking room will be available during the second week of exams and for two weeks after the end of the exams;

- 6.4. All marking is to be completed and marks uploaded to Trident Learning by the end of the second week after the close of the semester;
- 6.5. Instructors who are unable to complete marking within the designated timeframe are required to submit a request in writing to the Deputy Principal (Academic) for an extension of the marking period.

7. FINAL GRADE APPEAL

- 7.1. Each student will have the right to appeal a final grade. Only a final grade may be appealed, assignment grades and semester assessments do not fall under the scope of these procedures and must be discussed with the instructor or Head of Division.
- 7.2. A student may appeal a final grade by completing and submitting a Final Grade Appeal form to the Registrar within 5 working days of the official publication of final grades.
- 7.3. The Examination Review Committee is comprised of members from a cross-section of the Samuel Jackman Prescod Institute of Technology community including representation from, administration, faculty and students. The Examination Review Committee has a mandate to hear and consider, in a fair, impartial and independent manner, appeals or challenges to prior decisions made regarding final grades. The Examination Review Committee will review all final grade appeals and render a decision.