Online Examinations and Remote Assessment Policy

Version control

Version	History of Amendments	Date
Version 1	Final version	
Version 2	Revision of Version 1	
	Approved at AQSC	
	Version 2 approved at AC	
	Final version ready to be disseminated	
Version 3	Revision of Version 2	
	Approved at TeLSEC	
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Version 4	Revision of Version 3	
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Version 5	Revision of Version 4	
	Approved at TeLSEC	
	Version 5 approved at AC	
	Final version ready to be disseminated	
Version 6	Revision of Version 5	
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	Version 6 approved at AC	
	Final version ready to be disseminated	
Version 7	Revision of Version 6	
	Approved at TeLSEC	
	Version 7 approved at AC	
	Final version ready to be disseminated	

It is imperative that you are aware of the rules governing academic misconduct by familiarising yourself with this policy. If you are in any doubt what constitutes academic misconduct, contact a member of teaching staff, such as your lecturer, programme coordinator or the Academic Registrar before the exam.

By undertaking assessments and or examinations, as a student you are agreeing to adhere to the following:

1. **Examination /Assessment Dates and Times**

- Students will be given their examination and or assessment dates and times by their tutors. All examination and assessment times are scheduled using BST (May/August), GMT (December)
- All students will be informed whether their examinations will take place on MS Teams, Moodle or Zoom by their tutors.
- Assessments which take place in students own time will be formerly submitted on-line through Turnitin on Moodle (some assessments are exempt from Turnitin, for which students will be notified to email tutors directly).
- Students are requested to arrive for the examination at the given time by their tutor.

2. **Online Examinations**

- Throughout all online examinations, all students will be required to have their web camera on, focusing on their faces.
- For some of the Arabic Language exams/assessments conducted as online closed-book assessments, students are asked to ensure they have a compact/travel size mirror beside them, so the tutor can request them to mirror/show their monitors (by holding the mirror up in front of the web camera) to ensure they are not searching online platforms for answers or assistance.
- Students are required to undertake their exams in a quiet, suitable location, where they will not be disturbed.
- Students will be asked to mute their microphones throughout the exam, unless the tutor requires you to speak.
- Some of our unit assessments will be conducted as 'online open book exams'. This means you are free to refer to your, books and lecture notes during the exam itself. Online exams are designed to test your knowledge and understanding of the unit; therefore, it is important to not spend time accessing additional material instead of answering the questions.
- For assessments which are 'closed-book' the tutors will require you to scan your seating areas with your web camera to ensure there are no written or types notes or material within viewing distance.
- Candidates who arrive at examinations late are expected to sit the exam but are required to provide evidence to Student Administration for the reason of their late arrival once the examination has finished.
- Candidates are required to submit their signed declaration forms with all assessments and exams.
- The exam questions will be released by the tutor and students will be informed accordingly.

- Students must answer their examination or assessment questions in accordance to the instructions set out on the front of the paper.
- At the end of the online examination there will be time allocated to ensure all papers are received/uploaded. Tutors will provide relevant instructions for each exam or assessment. If for any reason this is delayed, the student must provide further information to the tutor for the reason of their late submission. Failure to provide an acceptable reason for the late submission will result in the student's exam submission attracting a fail or 0%

3. **Academic Misconduct**

    During all assessments and exams, rules on academic misconduct apply:
- All students must ensure they are familiar with the contents of the College's Student Handbook.
- Academic misconduct includes impersonation or attempted impersonation of a student.
- You must not share any information about the assessments with another person or on any platform/system, this means unauthorised or undeclared acquisition or dissemination of exam or assessment questions and related material prior to or after an examination. This includes:
    o Not taking photos of assessment papers
    o Not taking screen shots or 'print screen' of assessment papers
    o Not printing out assessments
    o Not leaving assessment notes where anyone else can see them or take copies
    o Do not upload the assessments to any online platform or social media
    o Do not share assessments through text messaging or instant messaging
- You must not communicate/cooperate with any other person when completing an exam or provide help to another student. All exams and or assessments (unless stated otherwise as a group project) as they must be entirely the student's own work.
- Your exam answers/responses should be entirely your own work without input from others. If you are using quotes or ideas from any material these should be acknowledged by using references.
- Therefore, you cannot copy or paraphrase text or material from other sources and present this as your own work. This counts as plagiarism.
- We use plagiarism detection software. During exams you are not expected to write a reference list/bibliography though you must acknowledge all ideas/quotes.
- Prohibited activity includes failing to the follow the rules for an examination or assessment which might result in gaining an academic advantage
- Any attempt to plagiarise will be dealt with under the Malpractice Policy and Procedures document and may result in severe sanctions.

4. **Absence from Examinations**

- Student must report absence from an examination due to illness or other circumstances by contacting Student Administration.
- If a student misses an examination, they are required to contact Student Administration and their tutor.

- In the case of long-term illness or impairment, the student must contact Student Administration for support and advice.

5. **Special Examination Requirements**

- Students who have a disability or medical condition and who may require additional support and or special examination arrangements must ensure they have contacted Student Administration as well as their tutor in advance. Failure to communicate with Student Administration within a reasonable timescale may result in being unable to provide the student with special arrangements. This includes
    - Students who require additional writing time
    - Students who require rest breaks