IBRI COLLEGE OF TECHNOLOGY

EXAMINATION POLICY

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*Implementers and users of this policy/document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the review process.

Version Control Table

A. Document Development Details and Summary of Revisions

Version	Author	Date(dd/mm /yyyy)	Summary of revisions	Contribut ed by
1.0	PMC through ad-hoc committee, IbriCT	2015	First draft written based on the ISAA manual.	PMC through ad-hoc committee
1.1	PMC through ad-hoc committee, IbriCT	2015	a. Rephrased all content and added sections based on the policy template. b. Changes made by the ad-hoc committee members. c. Changes made according to the PMC's comments.	PMC through ad-hoc committee
1.2	QAD, IbriCT	13/05/2019	Added Student Examination Appeal Procedure.	PMC
1.3	QAD, IbriCT	29/05/2019	Added an abbreviation. Revised the scope, procedures and responsibilities.	PMSC
2.0	QAD, IbriCT	03/06/2019	Final draft approved by the CC.	CC

B. Plagiarism Verification

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2.0	Proofreading Team	30/05/2019		

Policy Title	Examination Policy
Policy No.	01
Policy Outline	This policy aims to ensure academic integrity and security.
Status	Active

1. Policy Title

Examination Policy

2. Definitions and Abbreviations

- **AMS**–The Advising Management System is an in-house system which facilitates the automation of the entire process of examination.
- **CECC**–The Central Examination Committee Chairman is the Assistant Dean of Academic Affairs.
- **CECH–**The Central Examination Committee Head is appointed by the college council members.
- **SIC**–Students Identification Card
- **Clash list**– This list identifies the courses registered by the students in parallel that helps the Examination Committee to schedule examinations without clashes.
- **EIRF**– Examination Incident Report Form
- **SEHF**– Student Emergency Health Form
- **Supervisor** – Head of section
- **DAF –**Duty Alternate Form
- **CDP-** Course Delivery Plan
- **Gadgets** – Small mechanical or electronic devices or tools, such as smart watches, electronic dictionaries and personal digital devices.

3. Policy Statement

Ibri College of Technology ensures academic integrity and security in all summative assessments (midterm/final) and are administered in an organised and equitable manner.

4. Purpose/Reasons

The purpose of the policy is to ensure an equitable process of conducting examinations and maintaining security in a manner that supports the commitment of the college towards academic integrity.

5. Scope

This policy covers all members of the Central Examination Committee as well as staff and students of the Post-Foundation Programs in the college. However, the General Foundation Program has a separate set of procedures and it is under the chairmanship of the dean.

6. Procedures

Preparation before examination:

a. Examination Timetable

i. The Central Examination Committee Head (CECH) convenes a meeting with the concerned department examination coordinators at least three weeks before the start of examinations.

ii. The CECH requests the department examination coordinators to prepare the following documents:

- A list of courses, number of sections and number of students in each section to be included in the examination timetable.
- The type of resources required for each course depending on the nature of the examination (classroom, laboratory, and hall) and their capacity.
- A list of teachers handling the respective courses and sections.
- A list of invigilators performing invigilation duties.

iii. The Central Examination Committee (CEC) meets to prepare the first draft of the examination timetable as per the academic calendar of the CoTs. The first draft of the examination timetable gives brief details about the department/centre name, examination date, course title, and the course code.

iv. The CEC communicates the first draft to all teaching staff members through the college email account and other means of communication.

v. Based upon the feedback received from the concerned department/centre, the CEC incorporates possible changes to the draft, which do not cause any further clashes to the timetable.

vi. The CEC prepares the final draft of the examination timetable that includes the examination date, the examination time, the course title and code, the section number, the examination venue, and the number of students in each section.

vii. The CECH submits the final copy of the examination timetable to the CECC for approval.

viii. The CEC communicates the approved examination timetable to all staff through the official email account, and to the students, through the department/centre noticeboards, media screens, college website and social media platforms, one week before the commencement of scheduled Mid/Final examination.

ix. The CEC prepares the invigilation duties for summative assessments (refer to procedure b. ii.) and sends them by email to all staff, along with the invigilator guidelines and examination instructions, two days before the start of the Mid/Final examination.

x. The CEC prepares the Additional Chief Invigilator Duties for summative assessment floor wise and communicates the same through official email account.

xi. The head of sections are the supervisors for their respective sections.

b. Assigning Invigilators

i. The CEC calculates the required average number of duties per invigilator from the total number of invigilators available, after allocating venues to the sections of each course and the total number of invigilators.

ii. The CEC allocates the invigilation duties to the examination venues as per the following factors:

- The student-invigilator ratio should be 15:1.
- The course teacher must not be appointed as invigilator for a section that he/she teaches.
- The number of invigilation duties should be evenly distributed among the staff. In case some staff members have fewer duties, they will invigilate the re-sit examination.
- For examinations that require the use of computers, a technician from ETC should be available to solve any technical issue that may arise.
- The invigilation timetable is sent to the CECC for approval, along with statistical comparison of duties.

- The CEC communicates the approved invigilation timetable, the invigilation guidelines and Duty Alternate Form to all staff through the official email account at least two days before the commencement of the scheduled examination.
- Invigilators who wish to swap or alter their duties must complete the Duty Alternate Form and submit it to the concerned department/centre coordinator, at least two days before the commencement of that particular examination.

c. Printing of Examination Papers

i. The coordinator of the respective course logs in the system at http://www.portal.ibrict.edu.om and submits the request for printing/copying without attaching the question paper.

ii. Once the request is approved, the course coordinator brings the original hard copy of the question paper for printing to the dedicated zone in the Educational Services Section (ESS).

iii. The concerned staff should be present in the ESS during the printing process.

iv. The ESS staff member verifies the request in the system and performs the requested service. The first copy will be given to the teaching staff member for checking.

v. In case of any mistakes made during photocopying, the course coordinator will be notified to shred the copies containing the mistake.

vi. Upon completion of photocopying, the course coordinator must ensure that the number of question papers is correct and that no examination material and extra copies of the question paper are left unattended.

vii. Except the coordinator, no course teacher is allowed to keep extra copies of the examination paper.

viii. All coordinators must keep the question papers in safe custody until they are handed over to CEC.

ix. The concerned coordinators/teaching staff must submit the question paper bundles at least two days before the date of examination.

d. Practical Examination Security Process

i. List of requirements for conducting practical exams should be sent by the course coordinator to ETC one week before the commencement of the examination.

ii. The ETC/CSS has prior arrangements to secure practical examinations by creating accounts and shared folders for online examinations to ensure examination security.

iii. Upon receiving the practical examination timetable, the ETC/CSS ensures that all software applications and computers function well.

iv. The ETC/CSS imposes restrictions on the time and location, so that students can neither exceed the time limit, nor change the laboratory (location).

v. The ETC/CSS complies with the academic department/centre requests, such as blocking access to USB ports and the Internet.

vi. The ETC/CSS is responsible for providing the login and password, including access to the common drive for saving the data related to practical courses at the beginning of the examination.

e. Examination Packs

i. The CEC instructs all the course teachers to handover the examination packs to the CEC office two days before the examination date of their respective courses.

ii. All course teachers have to include the following documents in the examination packs

- Question Papers
- Class List
- Attendance Sheet

iii. Each examination pack must have an adhesive AMS generated label that contains information related to the course code and title, section number, examination date, the venue, Coordinator name and his mobile number, the invigilator and co-invigilator details.

iv. The examination packs are collected from the course coordinators by a CEC member according to the timetable communicated to all academic departments/centre before the start of the examination. An Examination Pack Receiving Record is maintained by a CEC member in the CEC office, then verified and kept in a safe and secured place in the Central Examination Committee office.

v. The invigilators are responsible for collecting the examination pack and the list of debarred students from the Central Examination office, at least 20 minutes before the start of the examination. After which they directly go to the examination venues in order to maintain academic security. The signatures of the (one/both) invigilators are obtained while collecting the examination pack.

vi. All invigilators should be present in the examination room at least 15 minutes before the start of the examination to write the examination details on the white board, such as the course code/title, the duration of the examination, section number, rearrange the examination room; empty it from books and study materials, and read the examination instructions to the students. In case of the absence of one or more of the invigilators, the head of the CEC should be notified and the concerned department/centre coordinator will arrange for a substitute invigilator.

vii. The examination pack must be opened five (5) minutes prior to the commencement of the examination.

viii. The papers are to be kept on the student desks facing downwards.

f. Admission to the Examination

i. Students should be admitted to the examination room ten (10) minutes before the start of the examination.

ii. Students mobile phones has to be collected before starting of examination and kept in the tray.

iii. Students must produce their student identification card (SIC) on admission to the examination room. In addition, students must sign the attendance sheet and invigilators are to ensure that all information is correct.

iv. Invigilators are requested to verify the student identification(College ID /National ID/ /Driving license) before issuing the question papers.

v. If the student is not having any ID (College ID /National ID/ /Driving license) he/she is not eligible to take examination and inform the same to chief invigilator for the respective floor for immediate action.

vi. If the student is allowed for the examination based on alternative ID(National ID/ /Driving license) inform the same to chief invigilator of the respective floor.

vii. The SIC should be displayed on each desk throughout the examination.

g. Late Admission of Students

i. A candidate who arrives late should be admitted without question during the first 15 minutes for the midterm and the first half hour for the final examination.

ii. Admission after the first half hour may only be allowed with the prior permission of the Central Examinations Committee (CEC).

iii. No extra time will be given to a student who arrives late for an examination session, unless there are acceptable justifying circumstances which have to be approved by the chairperson of the Central Examination Committee (CEC).

h. Announcements to Students Before the Start of Examination

The following announcements are made by the invigilator to the students before the start of the examination:

i. Please place your student identification card (SIC) on your writing desk to verify identification.

ii. Students without SIC will not be allowed for the examination.

iii. Only authorised material should be retained on your desk during the examination. The use of programmable calculators and those with text, symbolic or graphic capabilities are not permitted unless expressly authorised by the examiners.

iv. The use of handheld personal technology, such as personal organisers, electronic dictionaries, smart watches, ear pods, Bluetooth devices and mobile phones are not permitted. Please ensure that all mobile phones are switched off and kept under the desk.

v. Please use blue/black ink or a ballpoint pen to write answers. Answers written in pencil will not be evaluated.

vi.   You are not allowed to borrow any materials, such as a pen, a ruler, a calculator, or any other stationery from other students during the examination.

vii. Please check that you have the correct question paper, and note the duration of the examination, the total number of pages and sections.

viii. Any queries regarding the question paper should be raised only to the supervisor.

ix.   Please do not leave the examination room during the first 30 minutes or the last 5 minutes of the examination.

x.   You will be informed of the time, 30 minutes and 15 minutes, before the end of the examination.

i.   During Examination

i.   Both invigilators have to maintain absolute silence during the examination unless the matter requires immediate intervention from the invigilators, and they should be diagonally opposite for strict vigilance during the examination.

ii.   Course coordinators are not allowed in the examination hall during the examination unless there is an ambiguity in the paper which is raised by all the students. The course coordinator should clarify on the board and not engage in individual discussion with students, and a report of the incident must be completed in the prescribed format for submission to the CEC.

iii. The invigilators are not supposed to clarify any doubts to the students, nor to answer their questions, should the students have issues with the question paper.

iv.   If a student requires a washroom break during an examination, he/she will be accompanied to the washroom area by an invigilator of the appropriate gender. In case the invigilator of the appropriate gender is not available, then the CEC has to be informed to arrange somebody of the same gender. Students are not allowed to go to the washroom in the first 30 minutes or the last 5 minutes of the examination (if the need to go to the washroom break is urgent, the invigilator has to inform the CEC).

v.   Both invigilators have to sit and/or stand in an opposite direction to ensure that every student is under vigilance.

vi.   Invigilators are allowed to bring their mobile phones into the room during the examination session but only for answering calls in emergency and not for checking emails and texts.

j. Misconduct

i.   If any student is suspected of cheating or any other misconduct, the following procedures should be followed:

- The student's examination paper must remain with the student and any unauthorised materials should be removed and attached to the student's original examination paper at the end of examination. In case the student refuses to hand over the unauthorised materials, then both invigilators have to explicitly state this misconduct in the incident report.

- The invigilator prevents cheating from happening in the first place and if any student talks or peeks onto the examination paper of another student, the student receives the first warning through a written comment on the first page of the answer script. If the same behaviour is repeated, the invigilator has the right to ask the student to change his/her seat. If the student repeats for the third time a cheating case is booked against him/her.

- In case of continuation of student misbehaviour and disturbing the silence, the supervisors/examination coordinators are informed. They send the student out of the examination hall and this is reported to the College Investigation Committee for further action.

- The CEC has to be notified in writing of any incident immediately after the examination has finished.

- Both invigilators should complete an Examination Incident Report Form (EIRF) and submit it to the CEC.

- The CECH reports all cheating cases to the CECC for further disciplinary actions as per section nine, articles 76, 77, 78, 79, and 80 of the Bylaws of the Colleges of Technology.

k. Emergency Situations

i. In the case of a student developing a sudden health issue during the examination, and it becomes evident to the invigilators, they have to contact the CEC coordinator to report the case.

ii. The invigilators have to complete a Student Emergency Health Form (SEHF) and submit it along with the question papers/answer scripts to the CEC.

l. End of the Examination

i. The examination should be stopped punctually, and students should be advised either to remain in their seats until the examination papers have been collected or to leave the examination papers on their desks. Care should be taken to ensure that each student returns the examination paper.

ii. Both invigilators have to count the number of examination papers collected and sign the attendance sheet and ensure that no papers, including loose sheets from the answer scripts, are left in the examination hall before leaving.

iii. The CEC receives the examination packs from the invigilators after the examination, verifies the count of the question papers/answer scripts and makes note of the absentees.

iv. The concerned coordinators collect all the examination packs related to their course on the same day. The signatures of the course coordinators are obtained by CEC members.

v. The CEC records any observations made by the examination supervisors and chief invigilator during the conduct of the examination and includes them in the report submitted to the College Council (CC) for further analysis and improvement. This report should include cheating cases, sudden health issues, and any serious issues hindering the smooth conduct of the examination.

m. Absent Cases and Re-sit Examination

i. If a student misses the examination for legitimate reasons, they have to submit an Excuse Approval Form along with the supporting evidence, to the Registration Department, within one week after the day of the scheduled examination.

ii.   The Registration Department verifies the validity of all excuses and prepares a consolidated report of all the cases to crosscheck it against the examination attendance sheets.

iii.   Students who were present for the examination and have submitted an excuse approval form, are not considered for the re-sit examination and their names must be forwarded by the Registration Department to the CEC Chairperson for further clarification.

iv.   The consolidated report, created by the Registration Department, should be based upon the following criteria:

- If any student experiences a sudden health issue during the examination, the invigilator has to report it to CEC in writing. This has to be done to consider the student for a re-sit examination by the CC.

- In cases of health issues that are not evident to the invigilators, the student has to go to the hospital and obtain a medical certificate.

v.   The consolidated list prepared by the Registration Department, based on the above criteria, should be submitted to the CC for approval within three days from the date of midterm, and one week from the date of the final examination that student has failed to attend.

vi.   The schedule for the re-sit examination is prepared by the CEC.

vii.   The approved students are informed through the website, college email and social media platforms about the re-sit examination timetable. This is done well in advance, by the Registration Department and students are responsible for checking the status of approval.

viii. If a student does not report on the scheduled day for the re-sit examination, the student will not be given another chance.

ix.   If a student does not report on the scheduled day for the re-sit examination for a legitimate reason approved by the CC, they will be given another chance.

n. **Re-sit Examination Procedure for Exit Level Failures During Final Examination**

i.   Students will be considered for a re-sit examination based on the following criteria:
- A student who has failed in one course at exit level (either in Diploma 2 or Advanced Diploma) cannot move to the next level.

- A student who fails in one course at exit level (either in Diploma 2 or Advanced Diploma) qualifies to move to a next level but is not willing to continue further studies, has to give an undertaking. He/she is to submit a completed application form available from the Registration Department, to discontinue his/her studies, before applying to take a re-sit examination.
- If a student is under mixing level and has failed in one of the courses in the lower level course and the CGPA is less than required to move to the next level.

ii. All students who fulfil the above criteria have to apply well in advance to take a resit examination.

o. Procedures for Student Examination Appeal

i. According to Article 68 of the Bylaws of Colleges of Technology, students can appeal for rechecking of their answer scripts using the appeal form or CIMS to the concerned HoD/HoC within the three days after the date of the announcement of examination results. The appeal cases are supervised by the HoD/HoC and HoS(s) from each department/centre.

ii. Once the period for receiving appeals has ended, the list of appeals will be handed over to the department/centre appeal committee coordinators.

iii. In discussion with the HoD/HoC and HoS, the appeal committee coordinator will form a review committee consisting of two/three senior lecturers from each section based on the teaching level, skills and specialization.

iv. The faculty members will be asked to submit the students' answer scripts that are subject to the appeals, the exam answer key, and the marks list to the appeal committee. In case of the course project appeals, re-evaluation will be done only on the documents (i.e. project report) submitted by the students. There is no re-evaluation of oral/viva-voce examinations.

v. In the review process, answer scripts will be distributed to the faculty members based for re-evaluation. The distribution will be done according to specialization.

vi. Faculty members will make a thorough check of the answer scripts by referring to the answer key.

vii. In the re-evaluation process, any variations found in marking will be discussed with the course teacher and the moderator for the required actions.

viii. After the review of appeals, the verified list of appeal cases will be sent to the HoD, which will be further sent to the ADAA and ADSA for approval.

ix. Pure practical courses/group projects are exempted from appeal system.

x. The ADAA and ADSA will meet to approve the verified list after rechecking.

xi. The approved list by the ADAA and ADSA will be communicated to the registration department through the HoD/HoC, for the appeal result announcement.

7. Responsibilities

Head of the CEC:

- To conduct meetings with the CEC coordinators to set up the first and final draft of the examination timetable.
- To assign invigilation duties for the examinations.
- To report all cheating cases to the CECC for further action.
- To prepare an examination report based on the observations report of the examination supervisors and chief invigilators report day wise
- Prepare the duty sheet for chief invigilators according to each session floor wise

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Chairperson of the CEC:

- To approve the final draft of the examination timetable.
- To report all cheating cases to the Assistant Dean for Students Affairs (ADSA) for further action.
- To get the approval of the College Council on the consolidated list of resit examination students.

Supervisor:

- To visit examination halls and prepare a report and submit this to the CECH. This report is used for the Examination Report prepared by the CECH and to be submitted to the CC.

CEC coordinator:

- To identify the list of courses offered during the current semester and submit it to the CECH for preparing the schedule.
- To submit course coordinator details to the CEC Head for invigilation scheduling.
- To identify the courses to be included/excluded from the midterm and final examination schedule.
- To provide examination duty lists.

- To attend the CEC meetings.
- To distribute the examination packs on examination day.
- To mark absentees of each course in the AMS.
- To collect the duty swapping sheet signed by respective heads of section and submit it to the CEC office.
- To ensure that invigilators follow the invigilation guidelines.

ETC/CSS:

- To ensure security arrangements for practical examinations, such as creating accounts and shared folders, and imposing restrictions on the examination time and location.
- To check that all software applications and personal computers are ready for use by the students.
- To provide support and technical assistance during practical examinations.

Invigilators:

1. The examination hall is physically arranged and the number of seats fits the number of the candidates.
2. All information related to the examination such as the course code/title, the duration of the examination, section number, attendance, warnings etc. is written on the board.
3. All mobile phones are switched off and kept in the proper tray.
4. The course materials have to remain outside the examination hall without any responsibility on the part of the invigilators.
5. In case there are two different courses are tested in the same examination hall, the students have to be arranged in different rows.
6. A candidate who arrives late has to be admitted without question during the first 15 minutes for the midterm and the first half hour for the final examination, but no extra time will be given to them.
7. Both invigilators have to maintain an absolute silence during the examination unless otherwise the matter requires immediate intervention from them.
8. Invigilators should not sit down at the front or congregate together to chat, but should walk around the room and continue to do so for the duration of the examination. Regular monitoring from the back of the room is especially useful.

9. Invigilators are allowed to bring their mobile phones during the examination session but only for answering calls in emergency and not for checking emails, text messages, etc.

10. Neither the examination invigilators nor the course teacher/coordinator are allowed to clarify any doubts to the students unless otherwise there is an ambiguity in the question paper raised by all the students, then in this case the chief invigilator has to be informed and question paper issues form has to be filled with the statement of both invigilators.

11. Any unauthorised materials found with the candidate during the examination, have to be confiscated and an incident report has to be completed. In case the student refuses to hand over the unauthorised materials, then both invigilators have to explicitly state this misconduct in the incident report.

12. If a student does require a washroom break during an exam, they will be accompanied to the washroom area by an invigilator or chief invigilator of the appropriate gender. In case the invigilator or the chief invigilator of the appropriate gender is not available, then the chief invigilator has to be informed to arrange somebody of the same gender.

13. In case of any student develops sudden health issue during the examination and it becomes evident to any of the invigilators, they have to contact the chief invigilator to report the case. The invigilators have to fill Student Emergency Health Form (SEHF) and submit it along with the answer scripts to the CEC.

14. Once the examination time is over, ask the students to stop promptly and advise them either to remain in their seats until the examination papers are collected or to leave the examination papers on their desks. Care should be taken to ensure that each student returns the examination paper.

15. To take note of their invigilation duties (the course, the venue, and the time) and any other related information.

16. To collect the examination packs from the CEC office 20 minutes before the start of the examination.

17. To check Student Identification Cards (SIC) and verify student identities.

18. To check that the authorised materials, such as a programmable calculator's slide case cover are free of any written notes.

19. To count the examination papers and crosscheck them against the attendance sheet.

20. To prevent any debarred student from writing the examination.

21. To report to CEC in case of any cheating cases or any emergency situation.

Students:

- To report any clashes to the concerned department/centre examination coordinator.
- To register for the re-sit examination with the Registration Department.
- To copy all the files in the examination folder in case of practical examinations.

The Registration Department:

- To collect absence excuses and prepare a consolidated list for the approval.

- To inform the students about their approval status along with the resit examination schedule.

- To get the approval of the appeal report from the ADAA.

The CECC:

- To approve the consolidated list of re-sit examination students.

Appeal committee coordinator of the department/centre:

- To form an appeal committee for rechecking the answer scripts in consultation with the HoD and HoS.

HoD/HoC:

- To appoint an appeal committee coordinator in the department/centre.
- To send the appeal report to the head of the registration department

ADAA: To approve the appeal report in consultation with the ADSA.

ADSA
- To approve the appeal report in consultation with the ADAA.
- To conduct an investigation and send the student to the head of Counselling and Graduate follow-up department

8. Supporting Documents

- Excuse Approval Form

- Checklist of Additional Chief Invigilator

- Invigilation Duty Alternate Form (IDAF)

- Examination Pack Receiving Record

- Examination Incident Report Form (EIRF)

- Student Emergency Health Form (SEHF)

- Examination Supervision Form

- Question Paper Issue Reporting Form

- Bylaws of Colleges of Technology

9. Related Policy

- Moderation Policy

- Student Feedback Policy

- Feedback to Students Policy