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Key Related Documents

Document Name	Location
QS09_1 Moderation Form	Policy HUB
QS09_2 Mitigating Circumstances Form	College Website, Policy HUB
QS10a Student Complaints	College Website, Policy HUB

QS10b Academic Appeals	College Website, Policy HUB
QS11 Student Disciplinary	College Website, Policy HUB

Introduction

This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for Assessment. Navitas UPE has, as part of its corporate code of practice, a commitment to continuous improvement and the UPE College* network has demonstrated its adherence to this commitment through the implementation of Assessment procedures in each College. Navitas UPE has a long history of and commitment to the provision of quality services and support to students. It recognises the importance of engaging students early in their learning experience and places immense value on the Student Voice. Working together with students our teaching and support staff are committed to providing an education and student experience that is shaped, reviewed and enhanced in spirit of partnership and co-determination.

This document sets out the regulations that govern face-to-face assessment in UPE Colleges. Where the terms of a particular College/University Partnership require the application of different regulations for specific aspects of the assessment policy, these must be agreed by the Navitas UPE Academic Registry and documented in the College's alternative assessment regulations. Alternatively, a College may adopt its University Partner Assessment regulations in their entirety with approval from the Navitas UPE Academic Registry.

*Please interpret 'College' as 'Campus' where applicable

Assessment Principles and General Assessment Regulations

The purpose of assessment is to enable students to demonstrate that they have met the Learning Outcomes (LOs) of a given module and/or programme, and to provide the evidence of achievement that is used to determine whether prescribed progression or completion criteria of a stage of study have been met.

To achieve this purpose, Navitas UPE supports and promotes the following principles for assessment in each of its Colleges:

a) Effective assessment techniques enhance learning and should be fully integrated within the curriculum at each stage, not a separate activity that takes place in

isolation

b) Assessment contributes positively to learning development and growth, and measures the learning gain that takes place throughout the student journey
c) Assessment is a joint responsibility and must involve a continuous dialogue between tutor and student
d) Successful graduates of Navitas programmes are those who are able to develop the skills to self-assess and assess the work of peers
e) The development of assessment literacy amongst students is a core component of the Navitas curriculum
f) Assessment processes will be robust and all appropriate College staff and Invigilators will be trained accordingly (Appendix A: Invigilator Guidelines)
g) Assessment processes will be equitable with all students being assessed fairly and on their own individual merit and ability
h) The management of assessment will be just, with associated clearly documented procedures
i) The policy and procedures of assessment will be subject to monitoring by the Academic Registry

To achieve this, Navitas UPE will ensure that:

a) Assessment processes are fair, reliable, constant and equitable with all students being assessed fairly and on their own individual merit and ability
b) Assessment processes are robust and all appropriate College staff and Invigilators will be trained accordingly
c) Appropriateness and alignment with University Partner assessment requirements and currency of assessment
d) Feedback is supportive, constructive and timely, within **ten days** of submission and presented to students in accessible language and using electronic formats where possible
e) The balance of assessment tasks and types on modules and programmes will address the target needs of students in the next stage of their academic study, as well as their current needs

Students are expected to:

a) Familiarise themselves with the Navitas and University Partner regulations, particularly in relation to academic conduct and submission deadlines
b) Engage fully and enthusiastically with the feedback process
c) Provide thoughtful feedback individually or via the student representative system

on the assessment process at appropriate stages

d) Familiarise themselves with any programme/study deadlines

Colleges operate a two-tier system of formal procedures to agree assessment outcomes as follows:

a) College Module Panel – confirms marks at module level for all students in a stage of study (see section Examination Committees 2: College Progression Board)

b) College Progression Board – makes decisions with regard to the progression of students to the next stage of study (see section Failure and Reassessment)

At the start of a module, students must be provided with assessment regulations and details of assessment that apply to their programme of study and modules that constitute the programme.

The information that is supplied should specify:

a) The details of each assessment, its weighting and how it is assessed

b) The grading criteria for each assessment

c) Submission dates for assessed coursework and dates of any scheduled examinations

d) Whether there are any assessments that may in no circumstances be the subject of compensation for failure

e) The measures that are in place to enable students to make good an initial failure

f) Timeframes for feedback and the dates of final results release

College Responsibilities

It is the responsibility of College Learning and Teaching Boards (CLTBs) to ensure that:

a) Students are assessed fairly

b) The regulations concerning scheduled examinations are published in a timely manner and are consistent with Navitas UPE Academic Registry requirements

c) Proper invigilation arrangements are made for scheduled examinations

d) Results of student assessments are published

e) Marks and grades are issued as scheduled and as requested to individual students

f) All reports of allegations concerning assessment misconduct are sent to Navitas UPE Academic Registry for further instruction and/or investigation

g) Student appeals are considered within policy guidelines

h) It is satisfied that all assessment and its associated quality control processes are carried out appropriately and consistently within the agreed policy guidelines

Student Responsibilities

It is the responsibility of each student to ensure that they:

a) Undertake the learning activities specified for each module in which they have enrolled
b) Attend examinations and submit work for assessments as required – note that where a student fails to attend an examination and/or to submit work for assessment, without mitigating circumstances, the College Module Panel will determine that the student has failed the assessment concerned
c) Notify the College of any changes to their contact details
d) Notify the College at the point of application or when there has been a change in circumstances affecting learning and assessment of an enrolled student (evidence must be provided and professionally supported), of any required reasonable adjustment in the provision of assessment of a module to be or being undertaken
e) It is the responsibility of the student in question to notify the College as to the circumstances, in writing as soon as possible before published deadlines or within **three working days** after the relevant examination session or assignment deadline. For mitigating circumstance to be considered, the student is required to submit a medical certificate that specifically mentions the inability to take part in the assessment during the assessment deadline (**Attest zur Prüfungsunfähigkeit**).
f) Undertake assessments honestly and in a manner that does not attempt to gain unfair advantage
g) Follow all policy guidelines and associated procedures set out in the Student Guidance and/or **QS10b Academic Appeals** relating to appeals, grievance, deferral, withdrawal, suspension and exclusion from studies

Examination Regulations

An examination is defined as any assessment undertaken over a controlled timeframe in a set location and which follows a specified rubric of instruction. Examination for academic purposes may include the following styles – written exam, oral exam (e.g. a presentation), written submission (e.g. essays, reports, posters). They may take place mid-semester and/ or at the

end of a semester. Presentations and laboratory reports are not referred to as examinations. Where the above examination styles do not apply (e.g., an online examination), enrolled students must be notified at least **five working days** prior to the commencement of the examination.

Students must observe all instructions given by an Invigilator.

A student alleged to have committed any examination offence will be subject to disciplinary procedures (**QS11 Student Disciplinary**).

Student Conduct

Each student must have their Student ID card on show at all times from signing in to undertaking an examination. Where a student is unable to satisfy an Invigilator of their identity, then the student will be excluded from the examination and asked to report to the College with immediate effect.

A student must be registered on the formal 'sign-in sheet' prior to the commencement of an examination to be eligible for entry to and sitting an examination. Sign-in sheets must be provided by the CLTB to the Invigilators with any amendments at least one hour prior to an examination commencing.

Students may be admitted to the examination room no more than **15 minutes** prior to the commencement of the scheduled examination. Where reasonable adjustments in timed assessments have been approved by the CLTB, then the CLTB may agree that admittance of the student in question may be made prior to the scheduled commencement to allow of usage of additional time.

A student may not enter an examination after the scheduled commencement. Once a student has entered the examination all below conditions apply.

A student wishing to attract the attention of an Invigilator must remain seated in silence and raise their hand.

A student may leave an examination room for illness or another acceptable reason only after **30 minutes** have passed from the commencement of the examination. Permission to leave

the room must be granted by an Invigilator. Where a student leaves without permission, they will be deemed to have withdrawn from the examination and will not be permitted to re-enter the examination room.

A student may not leave an examination room within the last **30 minutes** of the scheduled time unless there are exceptional circumstances such as illness and with the permission of an Invigilator.

A student wishing to leave the examination room prior to the last **30 minutes** of the examination must attract the attention of an Invigilator and exit the room with minimum disturbance to other students.

At the end of an examination, all examination papers, scripts and associated materials must be collected from all students by an Invigilator prior to any student exiting the room. All students remaining in the examination room at the end of the scheduled period must remain seated in silence until this process is concluded. No pages or part of such items may be removed by a student from the room.

All students must collect their personal items, including any litter, as requested by an Invigilator, on exit from an examination room.

Where a student is taken ill during an examination, an Invigilator should be notified. The Invigilator will then draw a *line underneath* the latest record of assessment (where the student has reached in answering an examination paper). Along the line, the Invigilator will state the time at which the illness occurred, date, state their name in full and sign. The student may then be granted permission to leave the room temporarily.

Where a student has been granted permission to leave an examination temporarily, either an Invigilator or a member of College staff must accompany the student if possible.

A student may not commence writing (or typing) until directed to do so by an Invigilator. A student may not continue writing (or typing) or working after directed to stop by an Invigilator. All students must complete the examination in silence and remain seated until given permission to leave.

All scripts and associated workings (inclusive of rough work) must be written in the booklets

or on the relevant associated materials provided. All booklets and associated materials must be clearly marked by the student with a Student ID number and date.

Where approved calculators are allowed in an examination, the type is specified on the Student Portal **five working days** prior to the examination and also on the examination paper. A student who does not comply with the stated type of calculator is deemed to have committed an assessment offence (see section Cheating).

The use of translation dictionaries, in any form, is prohibited in all examinations. Invigilators have the right to inspect any and all materials and items in the examination room or in a student's possession at any time during the examination.

A student must remain in silence throughout the examination with the exception of requesting an answer booklet/associated materials or where there is a need to exit the examination room – all such requests must be made to an Invigilator only. No communication with any other persons, bar an Invigilator, may take place during an examination.

A student may not bring food or drink (apart from water, in a clear bottle) into the examination room.

No personal items bar permissible calculators and writing and/or drawing instruments may be taken into an examination room. Where personal bags are taken into an examination room, they must be placed in part of the room away from the examination seating area and only as permitted by the Invigilator. All such items are and remain the responsibility of the student regardless of where they are to be deposited for the duration of the examination.

A student in possession of a mobile phone, smart watch or of other means of transmitting/receiving information in any form must ensure that the device is switched off for the duration of the examination and kept with their non-permissible personal items and away from the examination seating area as directed by the Invigilator.

Except where stated (e.g., open-book examinations), no student may bring into the examination room any form of written notes or materials.

Where reasonable adjustment has been granted for computer-aided assessment, the Invigilator will inform the student of the software to be used and any limitations that apply. Only

permitted software can be used.

Where another person takes the identity of a student in an examination, this is considered an examination offence. Any form of cheating in examinations is considered academic misconduct and is treated as a serious examination offence.

The consequences of academic misconduct can be far-reaching. Students could fail a class, be dismissed from their programme, or even be expelled from their College. The severity of the consequences depends upon the type of academic misconduct. The decision on the consequences of their actions will be taken by the College, following the **QS11 Student Disciplinary.**

Coursework Regulations

Internal Verification of Assessments

All summative work (coursework and examination) is subject to internal verification before being issued to students. A sub-committee (or nominee) from the CLTB will meet and approve all assessments (this may include academics/Link Tutors from the University Partner). This process ensures that module assessments are aligned with module document requirements and the assessment calendar. The assessment calendar is produced by the CLTB at the start of the teaching period and sets out the nature of the assessment, dates of issue and submission to help students plan their workload.

Submission of Coursework

Hard Copy Submissions

The CLTB must ensure that submission of coursework is recorded and that receipts are provided to students. It must also ensure that coursework is held securely and that the return of coursework to the relevant students is timely and secure.

Electronic Submissions

The CLTB must ensure that appropriate instructions are given to students in accessible formats and that secure submission records are kept by the College. Student assessments

are submitted via Turnitin to ensure academic integrity.

Late Submission and Extensions

Extensions to submission dates for coursework may be granted only by the Chair of the CLTB and only via the Mitigating Circumstances process. A student who is unable to meet a submission date must complete an **QS09_2 Mitigating Circumstances Form** (see section Failure and Reassessment).

Scheduled submission dates may be subject to change by the instructor or CLTB and all students will be notified of such via Student Portal and email.

Coursework submitted on or before the scheduled submission date will be marked promptly and returned within **ten working days** to the relevant students with the appropriate feedback from the instructor.

In line with the University Partners, coursework submitted late, will be considered inadmissible and the student will fail this assessment, unless there are mitigating circumstances.

Marking and Moderation

Definitions

Moderation is a process intended to ensure that an assessment outcome is fair, valid and reliable, that assessment criteria are being applied consistently and accurately and that there is a shared understanding amongst the marking team of the academic standards that students achieve.

Moderation may refer to the sampling or second marking of a representative number of pieces of assessed work across the marking range on a module.

Double marking is the process in which a separate allocation of marks is given to a piece of work by a second internal marker. The marking team may choose to carry out this process blind (where neither marker has access to one another's marks) or sighted (where the second examiner can view the marks and comments of the first marker and adds their own).

Dissertations should always be blind second marked.

Anonymous marking is a process of concealing the identity of a student on a piece of assessment when they are marking it, through the use of examination numbers or barcodes. Only once a mark has been agreed will the student's identity be revealed and feedback confirmed.

Verification is a process whereby internal moderators such as Link Tutors or external moderators/examiners check that the marking and moderation process has been conducted fairly, that marks have been added up correctly and a representative number and range of scripts have been included in the moderation process.

Moderation Principles

Internal Moderation

All coursework and examinations at each stage (Foundation and Pre-Master's) are subject to Internal Moderation.

All completed assessments should be first marked independently by an experienced member of the teaching team. Evidence of marking and an indication of how the marks have been allocated should be recorded for each assessment, usually on a feedback sheet or electronic equivalent, e.g., on Grade-mark, that includes the marking criteria that have been used. To reduce the perception of bias in the marking process, marking should be conducted anonymously where practical.

Internal Moderation is carried out for each Module using either sample moderation, second marking or a double marking approach.

Sample Moderation or Second Marking Approach

Where a sampling approach is used, an internal moderator (appropriately qualified academic from the College or University Partner) moderates or second marks a sample of completed assignments. The sample must be selected from, and reflect, the full range of marks, including borderline cases and fail grades; be of an appropriate size with respect to the size of the cohort (10%, minimum or 10 scripts). In the case of small module cohorts with 10 or fewer students,

all scripts and examination papers should be moderated or double marked.

Double Marking Approach

Where a double marking approach is used, all assignments should be second marked.

Moderation Process

QS09_1 Moderation Form should be used to record the moderation undertaken for each assessment. The form may be adapted to suit the process agreed between College and University Partner. It will typically follow the below process:

A: First markers and moderators/second markers should meet to review the marks that have been assigned to the moderated scripts and agree on the final marks. **QS09_1 Moderation Form: Section A** will be completed at this stage.

B: Once the moderation process has been completed, the marking team makes available the moderated work to the Link Tutor or external moderator/examiner for verification through completion of **QS09_1 Moderation Form: Section B**.

The Link Tutor or external moderator/examiner may wish to refer any anomalies found in the verification process back to the marking team.

Marking Discrepancies

In the event that discrepancies in the marking process are identified which the markers/moderators are unable to resolve, this must be noted on the **QS09_1 Moderation Form** and prepared for the Chair of the Examinations Board. The Chair of the Examinations Board is then required to appoint a third marker to adjudicate.

The third marker will blind mark the sample or full cohort and will have no knowledge of prior marks awarded. They will then review their marks in line with marks awarded by the first marker and moderator/second marker. They may decide to agree with the first marker, moderator/second marker or make further amendments to the marks/grades of the entire cohort.

For example, they could moderate up or down all marks of that particular assessment element or remark all work for that assessment element. The decision of the third marker is final.

Single Mark

Students should be provided with a single mark on their assessed work, as agreed by the internal assessor and moderator, and information on marking rubrics and feedback sheets must be consistent with the final assigned mark.

Anonymous Marking

Navitas supports a policy of anonymous marking of all summative assessment, unless it is not possible for that form of assessment to be carried out anonymously (anonymity is assumed in all computer-aided assessment software). Where it is not possible to mark work anonymously, attention must be given to ensure that the processes of marking are seen to be fair.

Examination answer booklets are anonymised. Students must record their Student ID on the front designated space of the answer booklet or coversheet. An attempt by a student to invalidate anonymity where the examination has been classified as such, will be considered as an assessment offence.

Feedback to Students

Feedback is provided to students to enhance their understanding and learning of the course content and give them an opportunity to reflect on how they can improve their level of attainment on the course. It can take many forms and is a two-way dialogic process which should engage students in learning.

The following principles of good feedback have been adopted by Navitas UPE:

Feedback must be clearly communicated to all students and must be available to all students on their in-course formative and summative assessed work. CLTBs should monitor the provision and operation of feedback.

Feedback should, as a minimum, consist of:

a. Provisional/raw mark – after any penalties have been applied and recorded as such

b. Any major shortcomings
c. Ways in which the mark could have been improved, for all outcomes
d. Direction for students to reflect on their development as learners and further
e. Enhance independent learning proficiency

Feedback on summative assessments must be linked to the grading classification criteria as set out in the relevant Programme Specification and/ the Module Guide.

The form of feedback may vary depending on the discipline and type of assessment and be delivered in a form most appropriate to the learning context: written, verbal, audio, peer-to-peer. Students should be given opportunities to reflect on their feedback and/or discuss with their academic or personal tutor.

Feedback should be regular, sequential and prompt. In addition, the CLTB should ensure that instructors make feedback available to students directly within **ten working days** of the scheduled submission deadline. Where feedback is unexpectedly delayed, the tutor should inform the CLTB and students should be notified on the Student Portal immediately.

The CLTB should ensure that all stakeholders are aware that the mark/grade provided to a student as part of the immediate assessment feedback is a provisional/raw mark only and may be subject to change via the process of moderation and as approved by the Module Panel.

Feedback should be delivered consistently and in accessible manners to all students. All forms of assessment including examinations will be available to view.

Examination Committees: 1 College Module Panel (Results Board)

The CLTB shall ensure that a College Module Panel is convened once per academic intake, once all provisional/raw marks have been assigned. All modules that have been offered in a semester must be listed and included for consideration. Panels may be called more frequently given the requirements of a module.

Panels shall oversee the assessment of modules, taking account of the module learning outcomes, and confirm marks/grades in accordance with the regulations.

Where a student has chosen at the outset to take a module without undertaking the formal

Information Classification: Public

assessment associated with that module, they will be assigned an attendance-only grade, where applicable.

Where **mitigating circumstance** have been proved, a Panel must:

a. Waive the assessment penalty and ensure that the assessment is marked in full where valid mitigating circumstances have prevented the student from submitting an assessment by the scheduled submission date
b. Record all decisions reached in respect of valid mitigating circumstances

Membership

- Chair – College Director/Principal (CDP)
- College Senior Academic Manager
- Relevant teaching staff
- Moderators

As Required

- Link Tutor(s)
- Navitas UPE Head of Academic Quality
- Appropriate Heads of Department/School from the University Partner
- Secretary
- Academic Services Officer or Student Experience Officer

The College Module Panel shall receive and consider:

a. Minutes and actions of the prior meeting or any intervening meeting or from the CLTB
b. For each module:
    - Module Guide
    - Assessment papers
    - List of students by name and their SID
    - Number of students
    - Mean, range and standard deviation
    - Proportion of students by grade band
    - Moderator/s reports
    - External Examiner/s report (where applicable)
c. For each student:
    - The mark achieved for each assessment, and their overall mark
    - Any individual marks assigned by a Mitigating Circumstances Panel Exemption

(where appropriate)

- Record of allegation of misconduct and actions taken to date relating to an assessment offence (as appropriate)
- Any known disability
- Exemption (where applicable)

The College Module Panel shall:

a. Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising
b. Scrutinise the marks or grades relating to each module and the analysis of marks (aggregated information), and identify any anomalies or other cause for concern
c. Obtain an explanation of any anomaly or cause of concern and take action as necessary and appropriate, seeking advice from a moderator and/or external examiner
d. Make decisions in relation to each student after taking an action arising from consideration, e.g., penalties
e. On determining the final mark (integer) for each student, where a mark is in the margins of a significant boundary, to ensure that the mark is an indicative reflection of the student's achievement and the marking criteria
f. Confirm the marks or grades of each student
g. Determine whether to defer confirmation of a mark or grade until any specified conditions have been met within an agreed timescale
h. Consider the reports of each moderator and/or external examiner
i. Consider the adequacy of assessment papers and make recommendations for future assignments/examinations
j. Exercise discretion concerning valid mitigating circumstances in the application to assessment and overall module marks
k. Have no discretion to waive penalties imposed in accordance with any Learning and Teaching Board disciplinary procedures or where such penalties invalidate any mitigating circumstances
l. Note all decisions made about each student with one of the following designations:
    - Overall percentage mark
    - Withdrawal from candidature
    - Exclusion from candidature
    - Deferment of decision to another meeting, procedural delay, or action of another approved assessment to determine a final mark or grade
m. Reported module marks as an integer using the following conditions:
    - A decimal of 0.5 or greater should be rounded up to the next integer

- A decimal of 0.4 or lower should be rounded down to the next integer

n. Endorse the final mark sheet

In exceptional situations and where a module management issue has arisen and a strict application of these regulations would be unjust a student or students, the Panel has discretion to depart from the regulations. However, in such cases the CDP must be present and full minutes recording the regulation in question and where the departure is to be made, the full circumstances necessary for such discretionary power and the consequences of not exercising such discretion. The decision must be recorded on the List of Students.

The CLTB must ensure that provisional/raw marks are notified to students and subsequently the marks confirmed by a Module Panel. The CLTB shall also ensure that the student also receives an explanation of marks or grades as required.

Examination Committees 2: College Progression Board (SRH Schools Progression Boards)

All students who meet the minimum progression requirements of their pathway/programme are guaranteed progression to their specified academic programme at the University Partner.

The CLTB shall ensure that a College Progression Board is convened once a semester or as required, once all relevant marks/grades have been assigned by the College Module Panel.

The primary purpose of College Progression Boards is to determine, in accordance with the regulations, whether each student has met the criteria for progression from one stage to the next, either from one College stage to the next or from a College stage to a University Partner stage leading to a final University award. In the latter case, the Board will formally confer a Confirmation of Attainment. The approved appropriate Programme Specification defines the progression points in a pathway and the amount of credit that a student must obtain at each prescribed College stage.

College Progression Boards may not confer awards or any award associated with the University Partner.

The appointed Secretary to the Board shall ensure that all stakeholders to the Board Receive minutes and notes arising within a reasonable time period.

Membership:

- Chair – Senior Academic from the University Partner
- College Senior Academic Manager
- Link Tutor
- Appropriate Head of Department/School from the University Partner or nominee
- Representative of the Academic Registry of the University Partner or nominee
- At least one External Examiner
- Secretary
- College Academic Services Officer or Student Experience Officer

The College Progression Board shall receive:

a. Minutes and actions of the prior meeting or any intervening meeting or Learning and Teaching Board consideration
b. Stage Programme Specification
c. List of Students, including:
    - Student name
    - Student Identification
    - Confirmed mark or grade for each module (from the College Module Panel)
    - Any disabilities and details of allowances
    - Report from the College Module Panel/Learning and Teaching Board of decisions made with regard to Mitigating Circumstances found valid and not valid (where applicable)
    - Report from the College Module Panel of decisions made with regard to allegations of misconduct and actions taken to date relating to an assessment offence (as appropriate)
d. Moderator/s reports
e. External Examiner/s report (where applicable)
f. Aggregated information showing tracking data of College students through the University Partner stages of study (classification of final award)

Note: All marks presented to a Board must be reported as an integer using the following conditions:

- A decimal of 0.5 or greater should be rounded up to the next integer
- A decimal of 0.4 or lower should be rounded down to the next integer

College Progression Boards shall:

a. Agree the final version of the minutes of the prior meeting to be a true record of that meeting and note any matters arising
b. Note any actions take under delegated authority at prior meeting
c. Determine for each student whether they have successfully met the criteria within the Programme Specification regulations to progress to the next stage. Where the next stage involves articulation to a prescribed degree programme/scheme at the University Partner, to confer a Confirmation of Attainment
d. Determine whether a student should be excluded/terminated from a stage of study on academic grounds
e. Consider the reports of each moderator and/or external examiner
f. Exercise discretion where valid mitigating circumstance has been upheld
g. Make decisions in relation to each student after taking an action arising from consideration of the College Module Panel (see section Examination Regulations)
h. Not allow any student to progress to the University Partner with a trailing failure
i. Exercise the power of compensation at its discretion and having due regard to academic standards and the learning outcomes of the programme
j. The grade achieved for a referred module will be capped at the pass mark unless there is a valid mitigating circumstance (see section Mitigating Circumstances)
k. Endorse the Progression List – this endorseFment indicates those students who have satisfied the standard of assessment and student profile for progression to the University Partner
l. In exceptional situations and where an academic management issue has arisen and a strict application of these regulations would be unjust to a student or students, discretion to depart from the regulations. However, such cases must be agreed in writing by the Academic Registry

The Progression Board shall delegate authority, by resolution, to the Chair in relation to the confirmation of progression decisions arising from deferment decisions. The resolution shall require the Chair to consult with the Academic Registry prior to final documentation of any decision and report of the decision to the next Board.

The Progression Board shall delegate authority, by resolution, to the Chair in relation to the Confirmation of Attainment in order to correct decisions based on erroneous or incomplete information. Chair decisions must ensure that they do not remove a student's right to Appeal and Review (**QS10b Academic Appeal**) against decisions made by the Board.

University Entrance Exam regulation (Hochschulzugangsprüfungsordnung)

The successful completion of a programme at SRH International College qualifies students for admission to a bachelor's programme at SRH University of Applied Sciences Heidelberg only. Successful completion of the courses offered by the International College is recognised by SRH University as passing the university-specific admission examination within the meaning of Section 58 (3a) LHG in conjunction with Section 3, Sentence 1 of the Higher Education Entrance Qualification Ordinance (HZaBVO).

Upon passing all examinations during the respective College programme and successfully completing the SRH International College, participants will have demonstrated their academic readiness and will receive admission to a bachelor's or master's degree programme at SRH University of Applied Sciences Heidelberg.

Enrolment within the meaning of Section 58 (3a), Sentence 2 LHG following successful completion of the SRH International College takes place without any further examinations or additional conditions. SRH University's Immatrikulationsordnung, the LHG and the rules for the University Entrance Exam (hochschulindividuelle Zugangsprüfung, cf. sec. 58 (3a) LHG) requires a percentage of grades in written exams (up to 180 minutes) and oral exams (up to a total of 90 minutes) to contribute to overall grade as required by regulations related to the University Entrance Exam. The Module Guides for each subject indicate the specific contributions of assessments to the overall grade.

Compensation

The Progression Board reserves the right to award credit in compensation to allow students on to the progression degree at the University Partner. This will normally be conditional on the following criteria:

- It would allow the student to progress to the next level of the programme
- All assessments have been attempted in the module to be compensated or the student has valid mitigating circumstances for any missed elements
- Two Compensated Passes across all your Modules are automatically approved through the academic board.
- If a student has three or more Modules with a compensated pass grade, their academic profile will be reviewed and the decision on whether the student is admitted to their

progression degree rests with the SRH University Progression Board.

Examination Board Minutes

The CLTB is responsible for producing detailed and accurate records of the Module Panel's and Progression Board's proceedings. The minutes are the formal record of the Module Panel's decisions about student achievement and progression.

Minutes from these Boards are confidential. Students should be referred by name and number on the minutes. For the avoidance of doubt, the minutes are not part of the College's published information but may be referred to in the case of an appeal against an Examination Committee decision. They should be stored securely by the College for a minimum period of five years.

Failure and Reassessment (including deferral and re-enrolment)

A student who has not passed the assessment of a module at the first attempt may be given a referral, that is, a re-assessment opportunity in a given module. The following criteria normally apply:

Where a student has failed to achieve the relevant pass mark in a module as a whole, the Panel may recommend that the student be granted the opportunity to undertake a referral examination and/or assignment.

A student may be provided the opportunity to repeat a module or modules for which they may have previously failed at first attempt and for which they have not been given a referral. In recommending a repeat(s) of an entire module, the College Module Panel may consider that the student requires substantial further study in the module/s and that it is obligatory for that student to repeat all assessment elements irrespective of their overall performance.

Students may not elect to repeat a module in an attempt to improve their grading.

The grade achieved for a re-enrolled module will not be constrained.

Deferral

The College Module Panel may, in proven mitigating circumstances, allow a student to

undertake a deferred assessment within the assessment regime of the following semester only. Note that deferment pending decisions of an academic nature should not be confused with the approval given to a student to defer studies to take a leave of absence.

Re-Enrolment

A student for re-enrolment may not demand reassessment in elements that are no longer current in the module. It is therefore the student's responsibility to check whether the syllabus or format of the reassessment is different from the original. The College Progression Board may, where it deems appropriate, make special arrangements where it is not practical for students to be reassessed in the same elements or manner as at the first attempt.

The College Module Panel shall delegate authority, by resolution, to the Chair in relation to the confirmation of marks and grades in order to correct decisions based on erroneous or incomplete information. Decisions by the Chair must not remove a student's right to an Academic Appeal (**QS10b Academic Appeal**) against decisions made by the Panel.

Mitigating Circumstances

A mitigating circumstance is an unexpected, unavoidable and disruptive short-term event that significantly affects a student's ability to study or be assessed. Mitigating circumstances events only relate to the health and/or personal matters and which occurred during or before the period of assessment to which they apply.

If a student has problems or difficulties significantly affecting their performance on a given module of study, then this should be discussed with the College and appropriate action taken via the Mitigating Circumstance Panel (see section Failure and Reassessment).

The procedures concerning mitigating circumstances are intended:

a. To apply to individuals only, and
b. Do not apply where there has been a management failure with regard to arrangements that may have disrupted the learning and assessment process – such issues are dealt with via the normal Student Complaints or Academic Appeals processes (**QS10a Student Complaints** and **QS10b Academic Appeals**).

It is the responsibility of the student in question to notify the College as to the circumstances,

in writing as soon as possible before published deadlines or within **three working days** after the relevant examination session or assignment deadline. For mitigating circumstance to be considered, the student is required to submit a medical certificate that specifically mentions the inability to take part in the assessment during the assessment deadline (**Attest zur Prüfungsunfähigkeit**). Evidence that the student has seen a doctor or a sick note are not sufficient.

A written statement on a student's behalf, when not accompanied by medical certificate, may be considered on the proviso that it is given with the full consent of the student and that this consent is detailed within the report. No further intervention on behalf of a student may be considered unless where there are grounds for serious and confidential mitigating circumstances. In such situations, the student and person acting on their behalf will be informed of the final College decision.

All submitted evidence and supporting written/visual evidence must be placed on the student file and the file kept in a secure location for a period of seven years as per normal disposition regulations of Navitas UPE data.

Where there are grounds for serious or confidential mitigating circumstances, the student in question may notify the CDP directly. Where the student feels more comfortable approaching another member of College or Navitas staff, then they may do so under the proviso that the matter is brought to the attention of the CDP. The CDP will then judge whether any intervention on the student's behalf can be accepted. Where the intervention is upheld, the CDP will note for the record only the student's name, the fact that a serious and confidential procedure has been applied and to which assessments the extenuation refers. The student shall then be informed of the decision.

Mitigating Circumstances Panel

Mitigating circumstance decisions are made by the Mitigating Circumstance Panel. Membership of the panel is as follows:

- Chair – CDP
- A person who is not immediately associated with the module/s or student in question – from the College, University Partner or Academic Registry
- Administrator – College Student Services Officer

- College Senior Academic Manager
- Additional members as appropriate appointed by the CDP

Panels shall meet at the end of each semester and ideally prior to the relevant College Module Panels and Progression Boards. They can be called more frequently as required.

Students will be informed of a Panel decision within **ten working days** from the date of the relevant meeting. All actions and decisions minuted along with rationales must be reported in the minutes.

Assessment penalties imposed for late submission may, due to valid mitigating circumstances, be lifted by the Chair at a meeting of the Panel.

A student may qualify for the right to be assessed again where the Panel decides that their performance in a specific assessment has been affected by valid mitigating circumstance – unless where the exercising of their right cannot result in the student having the opportunity of passing the assessment. Note that the College Module Panel may vary the assessment to be re-taken in order to assess the student performance across a module.

The Mitigating Circumstance Panel will inform the College Module Panel where valid mitigating circumstances apply to named students in specific module assessments. Information will be provided in documented minutes.

College Module Panels must:

- Waive the assessment penalty and ensure that the assessment is marked in full where valid mitigating circumstances have prevented the student from submitting an assessment by the scheduled submission date
- Record all decisions reached in respect of valid mitigating circumstances

College Module Panels may:

- Permit the relevant module assessment in the form of the affected assessment to be deferred until specified dates
- Permit the relevant assessment of the module in a different approved mode which must be defined and made know to the student along with the specified date/s, or
- Where valid mitigating circumstances have prevented the student from completing an assessment task, but sufficient evidence can be shown that the Specific LOs of the

module have been met from at least two other competed and unaffected assessment tasks that contribute to the final mark of the module, extrapolate an overall mark for the module

The College Module Panel will inform the College Progression Boards which valid mitigating circumstances apply to a named student and in which module/s, along with the decisions of the College Module Panel.

College Progression Boards must:

- Record all decisions reached in respect of valid mitigating circumstances, and
- Where the decision to permit a student to be assessed again means that the student cannot progress normally, to allow the student to progress within the College framework provided that the combined credit value of the affected module/s does not exceed two or more modules except where a student is seeking progression to the University Partner

When a College Module Panel offers a student an opportunity to sit for an assessment as if for the first time, the student must inform the College within the specified timeframe of their intention to sit the assessment. If the College is not so informed, the Board will record that the student has been deemed not to have elected to sit the assessment again. Where the student undertakes the assessment again, it cannot be to their detriment, and for purposes of progression, the best mark of the two attempts will be taken and used by the Board.

Adjustments for Students with Disability

A disabled person is legally defined as an individual who has a physical or mental impairment which has a substantial long-term adverse impact upon their ability to carry out ‘day-to-day’ activities. Within the environment of a College, ‘day-to-day’ activities are taken to include those normally encountered by a student accessing learning, assessment and other services offered by a College.

The CLTB in consultation with the University Partner’s Disability Services and the Academic Registry is responsible for ensuring that reasonable adjustments are made for such students, by way of a Student Management Plan. This Plan must include the reasonable adjustments to be made to allow the disabled student to undertake assessments without being placed at a

substantial disadvantage in comparison to non-disabled students. Note that such students must undertake the same assessment task as all other students in the cohort.

The nature of any **reasonable adjustment** must be determined by the specific needs of an individual student and may include the provision of:

- extra time
- a rest break
- assessment in a separate room or in an approved off-campus site
- alternative formats
- a reader, scribe or amanuensis
- word processing packages and/or assistive technology

When deciding upon the nature of the reasonable adjustment for assessment purposes, academic rigour and parity must be maintained. To assure this process, all adjustments must be approved by the Academic Registry and the University Partner's Disability Services.

It is the responsibility of the student to notify the College of their condition in a timely manner and to allow any reasonable adjustments to be considered and, where approved, made prior to the assessment event. All such notification must be supported by professionally documented medical or other evidence.

The exact nature of approved reasonable adjustments should be communicated and confirmed with the student via an outline schedule and plan in person and delivered by hand. Where this is not possible, it should be posted to the latest local address notified to the College. This information should then be confirmed by courier to their home country address notified to the College, **five working days** prior to the assessment event.

Details of any changes to planned reasonable adjustment must be appended to the Student Management Plan, the Student File (Navigate note and hardcopy in full), the minutes of the CLTB, the Academic Registry, and where appropriate to the University Partner's Disability Services.

If the notification by a student of a condition for consideration of a reasonable adjustment is delayed in that the College is unable to implement the adjustment in time, then where possible the student shall undertake the assessment in the same way as the other students and use the mitigating circumstances procedures to bring the matter to the College Progression Board.

Where the CLTB is satisfied that any delay in production of evidence is due to justifiable circumstances, then the adjustments may be made to the assessment as if the evidence were made available in time. In such cases, evidence will still have to be produced and failure to do so may result in the initiation of formal disciplinary procedures.

Reasonable adjustments do not include extensions to submission dates for coursework unless such extension is considered as part of an agreed structural adjustment to a normal stage of study as determined in the Student Management Plan. Where there is an unforeseen worsening of a student's condition, and they are unable to meet a submission date for coursework, then mitigating/extenuating circumstances procedures should be used.

Reasonable adjustment does not normally include any allowances at the marking stage for poor structure, expression, spelling, syntax or handwriting.

The use of word processing packages under examination conditions, where approved, does not extend to the use of a student's own computer.

The CLTB may consider that reasonable adjustments to assessments to avoid placing a student at a substantial disadvantage cannot be made. In such cases, the Board shall consult with the Academic Registry and University Partner's Disability Services.

Where a student produces written documentation of an evaluation by a chartered educational psychologist, or appropriately qualified professional, which confirms dyslexia or any non-specific reading or writing dysfunction, then the CLTB will ensure that reasonable adjustments in timed assessments are made as guided by the University Partner's Disability services.

Where the approved reasonable adjustments include the appointment of a scribe or amanuensis, the following procedures should apply:

- Practice sessions should be arranged prior to the assessment so that the student and scribe/amanuensis can familiarise themselves with the process and ascertain that the latter can readily understand the student
- The scribe/amanuensis should be familiar with the vocabulary associated with the module and be able to write or type dictated answers correctly
- The scribe/amanuensis may not be a member of College staff, an instructor to the student, another student at the College, or anyone who has acted as a

scribe/amanuensis for the student during their normal studies

- Arrangements for any approved rest periods relating to the use of a scribe/amanuensis must be scheduled and approved prior to the assessment and the total time allowance recorded and adjusted accordingly, and
- Separate rooms must be provided for students where approval has been granted for the use of a scribe/amanuensis or word processor, and where there will be disruption to other students

Cheating

The Student Guidance must include a section on cheating, plagiarism and other academic misconduct/offences.

Plagiarism

College guidelines define plagiarism as representing, whether intentionally or otherwise, another person's work or idea as being one's own or without clear acknowledgement. It includes:

- Importing phrases from another person's work without using quotation marks and identifying the source
- Another person's work is any written documentation, original ideas and concepts, research, strategies, arts, graphics, computer programs, music or other creative expression
- Making a copy of all or part of another person's work and presenting it as one's own
- Making extensive use of another person's work, either by summarising or paraphrasing any form of work by merely changing a few words or altering the order in which the material is presented
- The use of the ideas of another person without acknowledgement of the source, or the presentation of work which substantially comprises the ideas of another person and which represents these as being the ideas of the students or staff member

Plagiarism in any assessed work is an assessment offence and students involved will be subject to disciplinary procedures (**QS11 Student Disciplinary**).

For reasons of parity, each College will consider the directives of its University Partner's policy on plagiarism and also the use of electronic plagiarism detection methods. Enrolled students

must consent to copies of their work being submitted to any plagiarism detection service employed by a College or University Partner. Where a student is not the rights holder of the work, it is the student's responsibility to notify the College.

Collusion

Navitas defines collusion as working together to produce assessed work in circumstances where this is forbidden. It includes:

a. The representation of work by an individual when the work had in actuality been undertaken along with one or more persons, and
b. Taking credit for individual merit of a work when all or part thereof was constructed by another person

It is important that, unless group work is identified, all assessments are carried out and presented by the individual. Colleges recognise that students will confer during the process of researching a given assessment, however sharing of information and strategies does not extend to the structure, content and specifics of an assignment/examination. Students found with similar answers will be investigated and subject to disciplinary action as required.

Students should be aware of the issue of collusion and safeguard their work from copying or duplicity by fellow pupils.

Any student/s found conferring, in any form, in a closed-book examination will be disqualified and be assigned 0% for the examination.

Contract Cheating

Contract cheating is defined as taking place when a "third party completes work for a student who then submits it to an education provider as their own, where such input is not permitted". This may consist of formative or summative work including, but not limited to, essays, reports, presentation slides, exam notes and dissertations. It may involve either a paid or unpaid commercial transaction using a company or website, or service or favour provided by a friend or family member.

Navitas pedagogy stresses the importance of maintaining academic integrity in all assignments. To develop good practice amongst students, tutors will provide extensive

information and support to students to ensure that they understand the implications of using third-party assistance in cheating. This information will be available in the Student Handbook, induction sessions and assignment briefs.

Assignments will consist of authentic learning tasks where possible and will be designed to limit opportunities to cheat. However, the responsibility to avoid engaging with contract services lies with the student.

Any student who has been found to have engaged a contract service and attempts to submit work as their own (that has been prepared in part/entirety by a third party) will be subject to disciplinary procedures.

Using Artificial Intelligence

The use of Artificial Intelligence (AI) programs such as chatbots and content generators to produce work on a student's behalf and submit the work as if it is their own is a form of plagiarism and contract cheating, and thus Academic Misconduct. This includes:

a. Importing content from an AI program without using quotation marks and/or identifying the source
b. Making a copy of all or part of AI-generated content and presenting it as one's own
c. Making extensive use of AI-generated content, either by summarising or paraphrasing any form of content by merely changing a few words, altering the order in which the material is presented or tweaking aspects of the content
d. The use of the ideas of AI-generated content without acknowledgement of the source, or the presentation of work which substantially comprises the AI-generated content and which represents these as being the ideas of the student
e. The use of AI-generated content as a basis for a piece of work, and changing the content or structure without identifying the source

Navitas UPE reserves the right to use detection software or viva-style examinations to identify any AI-generated content submitted in assessments. Any suspected misconduct will be thoroughly investigated, and appropriate action will be taken.

Any student found to attempt to submit work that has been prepared in part/entirety by the AI program as their own without acknoweldging the use of AI in the process will be subject to disciplinary procedures (**QS11 Student Disciplinary**).

Examination Misconduct

An Invigilator who suspects a student of micsoncduct in an examination will take the answer booklet and/or associated materials and draw a *line across* the front cover/page (or record of assessment). Along the line, the Invigilator will state the time at which the alleged suspected misconduct took place/was discovered, date, state their name in full and sign. The materials will then be removed from the student.

On completion of the examination, the Invigilator will complete and submit a written report to the College Director/Principal (CDP) along with the record of assessment removed and signed.

The CDP will then alert the CLTB and the student may continue through the examination period in the normal way, pending further inquiry.

Procedures

All cases of alleged assessment offence must be reported to the CDP or College Senior Academic Manager who in turn will inform the CLTB and the College Module Panel.

The College Senior Academic Manager (or nominee) will act as the Academic Conduct Officer in all cases concerning students of the College for investigation purposes.

The College Senior Academic Manager will:

a. Notify the student in writing of the alleged offence – a Letter of Allegation
b. Investigate the allegation and make enquiries to establish the facts of the case, seeking advice from appropriate people
c. Inform the student in writing of the outcome of the investigation – a Letter of Resolution. Any other member of College or University Partner staff are expressly forbidden from communicating such an outcome

Where the investigation of allegation/s suggests that an examination offence of cheating, plagiarism or other academic misconduct may have occurred, the student has the right to present their case to the CLTB either in writing to the College Senior Academic Manager (or nominee) within **five working days** of the date of the Letter of Resolution.

In a proven case of plagiarism and/or collusion (**QS11 Student Disciplinary**), where the offence is a first offence, a note will be made by the College Senior Academic Manager (or nominee) on the student's Academic Record (hard copy and on Navigate) and a written warning issued.

In all other cases, the College Senior Academic Manager (or nominee) will make a report of an investigation and/or record of presentation of a student to the CLTB, and to the Chair of the relevant College Module Panel and/or College Progression Board.

The College Module Panel may, at its sole discretion, impose any of the following penalties in a proven case of plagiarism and/or collusion:

a. The student receives a formal written warning and the work is marked on academic merit, noting that the work may not entirely be that of the student
b. The student is required to submit the same piece of work purged of all plagiarism/collusion for a mark/grade capped at the relevant pass mark/grade
c. The work is marked on its academic merit, noting that the work may not entirely be that of the student, with an appropriate punitive reduction in mark applied, but capped at the relevant pass grade
d. Award 0% for the assessment in which the plagiarism/collusion occurred

The College Module Panel may, at its sole discretion, impose any of the following penalties in a proven case of other academic misconduct (excluding plagiarism and collusion):

a. Require the student to submit the same piece of work purged of all false data/duplication, for a mark/grade capped at the relevant pass grade
b. Reduce the mark/grade to the relevant pass mark/grade
c. Award 0% for the assessment in which the academic misconduct occurred, for example, a proven case of cheating in an examination
d. Where the offence is due to use of a ghost-writing service, essay mill or AI software, then the College reserves the right to conduct a Viva Voce examination to assess the student's knowledge of the written work before any penalties are decided upon. The student will be informed in writing regarding the outcome of the investigation and about any penalties that are to be applied. The student has the right to appeal to the Panel

In determining the appropriate penalty to be imposed, the College Module Panel (or nominee) will interview the student formally at which time the latter has the right to be accompanied by a nominated person.

The Chair of the College Module Panel will:

a. Notify the student in writing of the action taken by the College Module Panel, and of their right to Appeal (**QS10b Academic Appeal**)
b. Make a full report of the action taken by the College Module Panel to the College Progression Board

Policy Review

This policy will be reviewed every two years by the Navitas UPE Academic Board unless there are internal or legislative changes that necessitate earlier review. The policy was last reviewed on 19 April 2023 and approved as a Chair's action on behalf of the UPE Academic Board.

Appendix A: Invigilator Guidelines

The Role of an Invigilator

Invigilators are employed to support the examination process. Invigilators are required to ensure that exams are carried out according to the rules set out by the College and where appropriate, those of the University Partner.

A Chief Invigilator is appointed for each venue and has overall responsibility for the venue and all assisting Invigilators are required to report to them at all times. The Chief Invigilator is responsible for delegating the respective tasks including allocating the areas of the venue to be observed and looked after.

Assistant Invigilators should be available to assist the Chief Invigilator in the task of setting up each venue. It is therefore important to note that it is essential that all Invigilators be punctual and be in the venue not less than **30 minutes** before the start of an examination.

Both/all Invigilators must continuously observe students during the period of the examination. They are asked to be vigilant in monitoring students and walk quietly amongst the students to ensure that the examination is being conducted in the manner and procedure intended.

Invigilators are required to be attentive and watchful since students may require assistance at any time.

Invigilators should undertake their responsibilities conscientiously and quietly. They should avoid unnecessary talking or any activity that could prove distracting to the students.

Student Conduct in Examinations

All students sitting written examinations in the College are required to have proof of identity. This can be provided in the form of their Student ID card which is issued to them at enrolment.

Students unable to produce their ID card when requested by the Invigilator in the examination room may be allowed to continue as a student for the examination in question, provided they are able to produce other proof of identity i.e., passport or photographic driving licence. Alternatively, they should write their date of birth on their attendance slip.

Students **must not have in their possession** in the examination room, nor make use of any book, manuscript, electronic calculator, or any other aid that is not specifically allowed in the rubric of the examination paper. If calculators are permitted, they must not contain any user-recorded data or program and must be incapable of electronic communication. The calculators must be labelled with a College logo sticker. If a calculator does not have a sticker or the sticker has been tempered with, then this calculator is not allowed during an examination.

Students are only allowed to take permitted aids for their examination into the examination venue. These aids, such as pencils, pens and rulers, must be carried in a clear and transparent pencil case or poly pocket which can be examined by the Invigilators on entry to the examination venue. However, whilst students are seated, all the writing implements must be removed from a case and the case should be placed on the floor beneath the desk.

No mobile phones are allowed into the examination rooms. Students found in possession of a mobile phone or any other prohibited electronic device (such as smart watches) will be reported to the College Director/Principal following the normal reporting procedures. The Invigilator must call another Invigilator to be present once the device has been noticed. Students should not be prevented from continuing their examination as any decision relating to plagiarism will be decided at the College Progression Board.

Before the Start of an Examination

The Chief Invigilator should collect examination papers, seating plans and other material from the lead College Academic Services staff member not less than **30 minutes** before the examination is due to start.

For any exams held outside of the College, the examination papers will be taken there directly by a representative of the College.

Examination papers should be distributed in accordance with the seating arrangements supplied for each examination room. Invigilators must ensure that each desk allocated has on it:

- Answer books
- Attendance slips
- Appropriate question papers

- Any other material in accordance with the set of instructions within the rubric

Special care must be taken to ensure that the instructions on the rubric are adhered to e.g., regarding the use of calculators and access to dictionaries.

Students should be admitted at least **10 minutes** early so that they can be in their places by the time scheduled for the start of the examination, provided that the room is completely ready.

When students are seated, they should be informed of the following:

- To check that they are sitting at the appropriate desk and have the correct question paper
- That they should complete the attendance slip immediately
- Read all the instructions on the cover of the examination book and question paper cover
- Complete all sections on the front of the answer booklet
- Be warned of the consequences of plagiarism or unfair practice
- Reminded that it is an offence to take any unauthorised books, notes, etc., to their desks
- That they should not remove pages from the examination books. If they need to make rough notes, they should do so in the examination book and strike it through at the end
- How to proceed and the location of the assembly point in the event of a fire alarm

The Chief Invigilator will read out the Invigilator Announcement Sheet to ensure all students are aware of what constitutes unfair practice.

Starting an Examination

Invigilators should allow a few minutes for the students to settle down and to complete their attendance slips whilst a Chief Invigilator is reading the announcement. The examination should be started formally by means of an announcement: “**you may now begin writing**”.

During the Examination

Attendance Slips

Attendance slips should be collected in one operation, systematically in groups corresponding

to each examination paper. As each attendance slip is collected, the name should be checked against the student's ID card. The slips should then be checked against the official student list provided for the examination and a note made of those who were present and absent.

Examiners Visiting Examination Rooms

It is a College requirement that the member of staff responsible for a particular examination question paper, or a deputy, should visit each room in which that paper is being taken, preferably during the first **10 minutes** of the session. This visit is primarily to sort out any queries for the students and to ensure that the Invigilators are familiar with any special requirements.

Examiners should also leave with the Invigilators' precise information as to how they can be contacted later, in the event of queries arising from the papers, and should ensure that they remain available at this point throughout the duration of the exam.

Examiners need not remain in the examination venue for the entire duration of the examination.

Invigilation Form

For each paper being sat in an examination room, the title, module code and number of students should be entered on the invigilation form provided. The number of students present for each examination can be obtained by counting the attendance slips. Extra care must be taken when more than one module is being examined.

Entry to or Leaving of Examination Room

No student is allowed to enter the room **after** the examination has begun. No student may leave the room **until** the examination has been in progress for **30 minutes**. It is desirable that no student leaves the examination room in the **final 30 minutes** of an examination since movement during this period may cause disturbance to other students still in the examination room. Under special circumstances, Invigilators shall act according to their discretion on when a student can leave the venue.

Action in Various Contingencies

Information Classification: Public

The Invigilator, preferably in the presence of a witness, shall inform a student suspected of engaging in any unfair practice or assisting other students, that the circumstances will be reported. Students so warned will be allowed to continue with their exam and with subsequent examinations without prejudice to any decision which may subsequently be taken.

The Invigilator shall, where appropriate, retain evidence relating to the suspected unfair practice. Invigilators suspicious of any academic misconduct are advised to implement the above regulations and report the matter to the lead College Academic Services staff member without delay.

If, in the opinion of an Invigilator, a student is causing a disturbance or has been observed acting in breach of a regulation e.g., talking to or communicating with another in an examination, they shall be required to leave the venue. The student will not be readmitted for that examination and the incident will be reported to the lead College Academic Services staff member.

Any suspected unfair practice or disruptive behaviour must be reported on the appropriate report form and the student given a written warning using the relevant form.

If, for example, an alarm bell should occur after the start of the examination, the Chief Invigilator must instruct students to leave the examination room in an orderly manner leaving their examination papers and scripts on their desks. Students should assemble at the most convenient point, well away from the building to await further instructions. All possible steps should also be taken by the Chief Invigilator to preserve the security of the room (see instruction sheet in exam envelope).

During the time that the students are out of the examination, they should be instructed not to communicate with each other, especially not to discuss the examination paper, nor should they be looking at revision notes.

At the End of the Examination

At the end of the appropriate period, students should be formally asked to stop writing. They should be informed by the Chief Invigilator to ensure that:

- Their names appear on each answer book used

- All the materials should be placed inside of the answer books used
- All answer books are left on desks
- They must remain seated in silence until **all** examination scripts have been collected and the Chief Invigilator announces that they may leave the examination venue

As soon as the room is cleared, only the Invigilators and or a representative of the College shall be allowed in the room. If a porter mans the College's examination room, the door can be locked to ensure non-entry.

The examination scripts in each group should be counted and the number of scripts checked against the number of students previously entered on the invigilation form. The Chief Invigilator must only sign the invigilation form when all scripts have been accounted for.

Collection of Scripts

Examiners or their representatives may collect scripts for marking from the examination room. However, they have been reminded that they will not be allowed into the examination rooms at the end of the examination's sessions until after the Chief Invigilator is satisfied that **all** scripts are checked an accounted for. Once the doors are unlocked, scripts may be collected from the exam room, but each collector must provide proof of identity and sign the invigilation form for the scripts collected.

Uncollected Scripts

All uncollected scripts (with unused question papers), together with the list of students, all attendance slips and Invigilator forms, **must** be returned to the Academic Services Office at the College.

Emergencies

If you need to contact the College in an emergency, the main email is support.berlin@srh-international-college.de or support.heidelberg@srh-international.college.de

Additional Notes for Chief Invigilators

When students are seated, they should be told the following:

- To check that they are sitting at the appropriate desk and have the correct question paper
- Warned of the consequences of using any unfair practice and reminded that it is an offence to take to their desks any unauthorised books, notes and paper or to communicate (by talking or by other means) with other students
- That no mobile phones are allowed in the venue and if any have been brought in inadvertently, they should immediately be handed in to the Invigilators
- That the College always takes allegations of unfair practice seriously and all such cases are reported to the Superintendent of Examinations for action
- To complete **all the sections** of the front page of their examination books. They should pay particular attention to entering their names in full and their College and/or University ID number
- That they must remain seated in silence until all examination scripts have been collected and the Chief Invigilator announces that they may leave the examination venue
- Students should be reminded when there are **30, 15 and 5 minutes remaining** for the examination
- Invigilators must observe students during the period of the examination. They should be vigilant in monitoring students and periodically walk amongst the students in order to ensure that the examination is being conducted in the manner and procedure intended
- If in the opinion of the Invigilator, a student is causing a disturbance or has been observed acting in breach of a regulation e.g., talking to or communicating with another in an examination, they shall be warned. If the student continues to be disruptive or continues to act in breach of the regulations, they shall be required to leave the venue. The student will not be readmitted for that examination and the incident will be reported to the College Director/Principal
- Invigilators must read and note the instructions on what to do in case of fire or other emergency (copy in exam envelope)

Information Classification: Public

Example Invigilator's Announcement at Beginning of Examination

The announcement in italics below should be read out as the students enter the examination room:

Please leave all bags and coats to the side or back of the examination room. Only writing materials and calculators, where permitted, are to be taken to your desk. Do not take mobile phones or any other electronic devices to your desk. Ensure mobile phones are switched off. Coats or cardigans are not to be placed in your lap or on the back of your chair.

To be read when all students are seated:

- Good morning / afternoon, students. May I remind you of the key examination rules
- Should there be an alarm, please leave everything on your desk and vacate the building by the nearest exit (*point them out*).
- Do not stop to pick up your bags or coats
- Please check that you have the correct examination paper in front of you and read the instruction on the cover page of the paper
- Please place your College/University card face-up on your desk. If you do not have your card or any other form of photo ID, raise your hand to alert an Invigilator
- Please complete your examination attendance slip - including your matriculation number - and leave it at the top right corner of your desk for collection by an Invigilator
- Please fill in the front cover of your answer booklets. Please put your name and College Student ID number on graph paper or a multiple-choice question booklet that you intend to submit
- You must not do anything that causes unnecessary distraction to other students. If you have bottles of drink, please open them before the examination begins
- If you require anything during the examination or wish to leave early, please remain in your seat, raise your hand and wait for an Invigilator to come to you
- You may not leave the examination in the first **10 minutes** or the final **30 minutes**. I shall inform you when there are **30, 15** and **5 minutes** left
- Do not speak when leaving the venue. This includes saying goodbye to friends. You will be jeopardising yours and your friends' examination
- No examination stationery or question papers are to be removed from the examination room
- Any rough notes should be made on the back cover of your answer booklet. Please do

not make rough notes on the exam questions scripts provided

- All writing implements you require should be taken out of your pencil case, if you have one, and the case placed on the floor beneath your desk. Calculator cases should also be placed on the floor
- Once the examination has started, talking or communicating between students in any way will be dealt with promptly under the regulations for examination offences. The offender's script will be endorsed at the point the offence occurred and a report will be forwarded for consideration by the College Learning and Teaching Board
- Make sure you do not have any notes written on your person, including written notes on your legs, arms or hands. If you do, you must wash them off immediately
- You are reminded that if you have a mobile phone, smartwatch or any other electronic device at your desk please hand it to an Invigilator now for supervision during the examination. If you have any other unauthorised materials at your desk, such as personal revision notes or any notes made on paper, you *must* hand them to an Invigilator. If you are discovered with unauthorised materials at your desk once the examination has started, a report will be made for consideration by the College Learning and Teaching Board
- You may now begin writing

Invigilator's Announcement During / at End of Examination

(When there are **30 minutes** remaining)
You have **30 minutes** left.

(When there are **15 minutes** remaining)
You have **15 minutes** left.

(When there are **5 minutes** remaining)
You have **5 minutes** left.

(At the end of the examination)
Please stop writing:

- Please check that you have completed the front cover of your answer booklet
- Please ensure that you have filled in the front cover of your answer booklets and any graph paper or a multiple-choice question booklet you intend to submit
- Please secure your graph paper and question paper INSIDE your answer booklet. Do

not attach anything outside of the booklet

- Please ensure your question paper is kept apart from your answer script as it must be collected separately by the Invigilator
- When you leave, please put all your waste in the bins provided
- (When ready) - Thank you students. If you have had any items removed by the Invigilators, please collect them as you leave the room
- You may now leave

Information Classification: Public