



IJN COLLEGE

POLICY & PROCEDURE

TITLE: **EXAMINATIONS AND ASSESSMENTS**

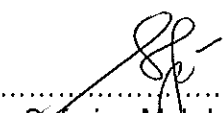

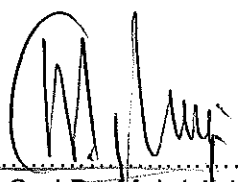
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Amendment List

Date	Description of changes	Requested by	Approved by
		Name and designation	Name and designation

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1.0 Objective

- 1.1 To inform students on all rules and regulations of examinations and assessments set by the College.
- 1.2 To stress the importance of compliance with the rules and regulations.
- 1.3 To inform students on the special consideration, special examinations and repeat paper.

2.0 Scope

- 2.1 All staff
- 2.2 All students
- 2.3 Members of Examination Committee

3.0 Definition / Abbreviation

- 3.1 Examination – Summative and formative, objective and short essay
- 3.2 Assessment – Clinical placement competency and viva
- 3.4 Special Consideration – Unforeseen circumstances due to personal emergency such as death, medical illness or crisis
- 3.5 Cheating – Inventive and creative strategies to get through an examination.
- 3.6 Result – Outcome of effort channeled into examinations and/or assessment.
- 3.7 Repeat Subject – Re-sitting a failed subject or module
- 3.8 Model Answer – An answer scheme that is referred by the examiner.
- 3.9 Timetables – Examination Schedule
- 3.10 Invigilator – A person who is assigned to monitor the students during examination and assessments.
- 3.11 Grade Point Average – The total numbers of grade point earned by divided by the total numbers of credit hours.
- 3.12 Cumulative Grade Point Average – A number representing an average value of accumulated points.

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4.0 Policy and Procedure

The Examination and Assessment Policy and Procedure consist of NINE (9) principles which require strict compliance in order to maintain the integrity of the result.

4.1 General Principles

4.1.1 In the continuous assessment (formative), consideration may be given to class assignments, individual and/or group projects.

4.1.2 Clinical placement assessment shall be conducted before the end of each semester.

4.1.3 Log book documentation shall be monitored throughout the programme.

4.1.4 Students are required to follow strictly the examinations rules and regulations set.

4.1.5 The methods of examinations or assessments prescribed by the Examination Committee shall be made available to students

4.1.6 Any change in the form of assessment of a subject/module, made after the commencement of teaching shall be notified to students.

4.1.7 Timetables indicating dates, time and venue of all examinations shall be posted on college notice board by week 10 for the 14 weeks semester and week 4 for the 7 weeks semester or otherwise advised.

4.1.8 Misreading of timetables is NOT an acceptable excuse for failure to attend any examination.

4.1.9 Clinical placement competencies shall be evaluated through

- a) the assessment form submitted by College or Programme Leaders.
- b) complete documentation of log book

4.1.10 All result shall be verified by the Examination Committee and documented in the student file.

4.1.11 The Academic Board shall endorse the results.

4.2 Student Conduct during final examinations.

Students shall observe the following regulations;

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- a) Students are to abide by/to all rules and regulations set by the college.
- b) Students must obey all instructions given by the Invigilator.
- c) Students are not allowed to bring any dictionary, electronic gadgets, bags, books, or papers into the examination room, other than those specified by the Invigilator and/or otherwise advised.
- d) Students are required to be in their places in the examination room not less than 10 minutes before the commencement of the examinations.
- e) Students must show their Student ID as proof of identification and eligibility for examination entrance.
- f) Students shall not be admitted into examination room 30 minutes after the commencement.
- g) Students are not permitted to leave the examination room 30 minutes before end of examination time.
- h) Students are not allowed to leave the examination room 10 minutes after distribution of paper.
- i) A candidate is not allowed to confer with, seek, give information and commit any breach of good order or attempt to do any of the above with another candidate through any proper or improper means either willing or unwilling.
- j) Eating, drinking and/ or smoking is prohibited during the course of examination.
- k) Students are permitted only to take pens, pencils and erasers/correction pen into the examination room, or otherwise stated.
- l) Examination questions must be answered in ink, and written on the papers provided.
- m) A candidate who commits any breach of rules and regulations is liable to disqualification at the particular examination and/or immediate expulsion from the examination room, and/or to a

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heavier penalty by the Board of Academic on the advice of the College.

- n) Any other written examination set by the lecturers shall also follow the conduct of the final examinations.

4.3 **Conduct for continuous assessment.**

The continuous assessment shall be conducted based on the following:

- 4.3.1. Students must acknowledge the source of ideas, expressions, qualification and authorities used in their submitted assignment.
- 4.3.2. Failure to acknowledge shall amount to plagiarism, which may result in academic misconduct.
- 4.3.3. The Board of Academic on the advice of the Examination Committee, shall impose penalties depending on the gravity of the misconduct.

4.4 **Procedure for complaint**

- 4.4.1. Where the Invigilator believes that cheating has occurred, the matter shall be reported to the Programme Leader for investigation.
- 4.4.2 A committee of no less than three (3) officers of college shall be constituted to hear the complaint.
- 4.4.3 The Programme Leader shall forward this matter to the Examination Committee if there is a basis.
- 4.4.4 The Examination Committee shall decide whether the complaint should be processed or referred to the Board of Academic.
- 4.4.5. Whether a complaint is processed by the Examination Committee, the person against whom the allegation is made, shall be given an opportunity to be heard.

4.5 **Special consideration**

A student may apply for special consideration in examination/assessment if;

- 4.5.1 The performance is adversely affected by illness or other serious causes by writing to the Programme Leader.

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4.5.2 Application for special consideration must be substantiated by an appropriate evidence or document and submitted not later than 48 hours prior the examination concerned.

4.6 **Special examination**

The Examination Committee may allow a student to sit for a special examination, where a student has been prevented by illness or other serious causes from presenting for all or part of the assessment.

4.7 **Notification of results**

The student shall be notified of their examination result as stated below:

4.7.1. Examination results shall be published by college at end every semester or otherwise informed and notified on the bulletin board.

4.7.2. Individual notification of the students' results shall be communicated thereafter.

4.7.3. Should a student fail any paper at the end of the semester written examination but passes in the Repeat Examination, the latter grade shall supersede the former; and will appear in the official transcript.

4.7.4. A student can appeal for their examination results to be reviewed by the Examination Committee in writing not later than seven (7) working days after the results have been announced.

4.8 **Repeat paper/subjects**

A student who failed their examination of the paper/subject may repeat those subject based on the policy below:

4.8.1. The maximum number of repeat papers/subjects allowed is two (2) per semester.

4.8.2. Any student who fails the repeat papers/subjects after two (2) attempts shall be terminated from the programme.

4.8.3. The latter result(s) shall supersede the former; only the latter shall appear in the official transcript and be counted towards the student's Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

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4.8.4. A student who seeks a review of subject assessment may appeal to the Examination Committee. The EC shall investigate the matter to determine whether the original was appropriately and accurately assessed. All assessment components have been take into account and the aggregate marks for the subjects for the particular subject assessment have been properly compiled. Review of marks must be made in writing and fee of RM 50.00 shall be imposed.

4.9 **Answer scripts**

All answer scripts shall be managed as follows:

4.9.1. Answer script must be surrendered to respective Programme Leaders before the examination.

4.9.2. Answer scripts must be kept for at least 2 years after the notification of results by college.

5.0 **Reference**

5.1 Act 555, Akta Pengajian Tinggi Swasta

6.0 **Responsibility**

6.1 Examination Committee

6.2 Board of Academic

6.3 The Programme Leader

7.0 **Related Documents**

7.1 Student Handbook