

COLLEGE OF THE BAHAMAS	Effective Date: 1 st September 1996	Policy Number AC-006-03
POLICIES AND PROCEDURES	Approved by: Academic Board	Date of Approval: revised : 11 July 1996

POLICY ON FINAL EXAMINATIONS

CONDUCT OF EXAMINATION

1. ADMINISTRATIVE CONTROL

- 1.1 The conduct of examinations shall be in conformity with these regulations and the decision of the Academic Board and under the overall joint administrative control of the Academic Deans.
- 1.2 In an emergency or extenuating circumstances, these Regulations may be waived by the Vice President of Academic Affairs who shall report his/her action to a meeting of the Academic Board.

2. GENERAL EXAMINATION REGULATIONS

2.1 Examination Timetable

- 2.1.1 The dates of the final examinations period shall be outlined in the College Calendar.
- 2.1.2 The final version of the examination timetable in respect of written examinations shall be published for the benefit of all persons concerned at least three weeks in advance of any examination included therein and one and a half weeks for the Summer Session.
- 2.1.3 There shall be a single sitting for each final examination and only one final examination for each course.
- 2.1.4 The place at which an examination shall be held will be determined by the Examination Officer in consultation with the relevant Divisions.

2.2 Attendance and Absences

- 2.2.1 If the attendance at, or the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the Chairperson who shall report same to the relevant Dean. If the candidate decides to report such circumstances, he/she must do so within five working days of the examination which may have been affected.

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2.2.2 A make-up examination may only be arranged for a student who:

- (a) is hospitalized on the day of the original examination
- (b) can produce medical certification that he/she was ill and confined to bed on the day of the examination
- (c) suffers a death in his/her immediate family (i.e. parents, guardian, spouse, children or siblings) immediately before or on the day of the examination
- (d) experiences other extenuating circumstances, to be considered on an individual basis by the relevant Dean

NOTE: The make-up examination must be taken at the earliest convenient date/time and not later than the following examination period. Students will be required to pay the approved fee for writing the examination.

Students failing to do this will be awarded an "F" grade for the examination.

2.2.3 Where a student is unable to submit a medical certificate himself/herself, this may be done on the student's behalf within the prescribed time.

2.3 Special Arrangements

2.3.1 Any student who, for reason of permanent or temporary incapacity, desires special arrangements during examinations should apply to the relevant Dean through the Chairperson of the Division concerned. The arrangements desired should be specified and the Dean may require a Medical Certificate as proof of such incapacity. Such student(s) shall not be given extra time in which to write. The Dean shall inform the Board of Examiners of the circumstances under which the examination was performed.

2.3.2 Any amanuensis or secretarial assistance provided to handicapped or incapacitated students shall be approved by the Dean.

2.4 Examination Type

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- 2.4.1 All examinations shall be conducted by means of one or more of the following:
- (a) written examinations
 - (b) oral examinations
 - (c) practical examinations
- 2.4.2 To aid invigilation, each examination shall be identified by one of the following codes, which describe aids which students may use when writing examinations of various types.

<u>Codes</u>	<u>Types</u>	<u>Aids Permitted</u>
R	Regular	Drawing devices without cases, calculators
S	Special	Any aid permitted by the examiner and recorded in the "Instructions" area of the question paper.
O	Open-book	Any aid the student wishes to use

3. CONDUCT OF WRITTEN EXAMINATIONS

3.1 Instructions to Candidates taking Written Examinations

Candidates must:

- 3.1.1 Take responsibility for knowing the dates, times and locations of all examinations for courses for which they are registered.

NOTE: Candidates who are timetabled for more than two examinations in one day should consult with the relevant Academic Dean.

- 3.1.2. Inform the relevant Dean of any time-table clash in their examination schedule as soon as it is discovered.
- 3.1.3 Arrive at the examination room and present their I.D. Cards or other valid substitute at the door at least fifteen minutes before the scheduled time of the examination.

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- NOTES:**
- (a) Candidates who arrive late **shall not be allowed** additional time to complete the examination.
 - (b) Candidates arriving more than half an hour late **will be allowed** to take the examination. However, their scripts/practical work will only be marked if they can satisfy the relevant Dean as to the validity of their reason for being late. The reason should be submitted in writing by the next working day.

- 3.1.4 Display on their desk a valid COB identification card. Candidates who have misplaced these cards may be allowed to use a valid substitute such as a passport.
- 3.1.5 Supply themselves with pens, pencils, rulers, erasers, geometrical instruments and any other aid authorised by the examiner. No other documents, will be allowed in the examination room.
- 3.1.6 Deposit their hand bags, briefcases and other such materials at the Invigilator's desk (or other designated area) before the start of the examination.
- 3.1.7 Write their names and student numbers at the top of every answer paper or sheet of paper which is submitted.
- 3.1.8 Stop writing at the end of the examination when instructed to do so by the Chief Invigilator.
- 3.1.9 Gather their answer papers and place them in order at end of the examination. They shall not leave their desks until all scripts have been collected and they have been given permission to leave by the Chief Invigilator.

3.2 Leave from The Examination Room

- 3.2.1 No candidate shall be allowed to leave the examination room during the first half hour or the last half hour of the examination.

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3.2.2 Candidates may be permitted, by the Chief Invigilator, to leave the examination room after the first half hour and return, during the course of the examination, provided that they have been under the continuous supervision of a designated member of staff/faculty.

3.3 Collaboration between Candidates

Candidates must not directly or indirectly use or give assistance to or accept assistance from any other candidate. No form of cheating shall be permitted.

4. DUTIES OF INVIGILATORS AT WRITTEN EXAMINATIONS

Invigilators shall be appointed by the Divisional Chairperson. Where numbers warrant this, there shall be a **Chief Invigilator** who shall be responsible for the overall direction of the examination room. Wherever possible, the Invigilator(s) shall be the course lecturer(s).

Invigilators shall:

4.1 Be present at the examination room at least thirty (30) minutes before the examination is due to begin. The Chief Invigilator should have all necessary question papers and relevant materials there at that time. Invigilators who are late or absent should explain their lateness or absence to the Divisional Chairperson or, in the case of large examinations, to the Chief Invigilator and the Chairperson.

No persons, other than those officially concerned with the examination, may be admitted to the examination room.

4.2 Ensure that candidates do not use, or have access during the examination, to articles, papers, books or aids (other than those permitted by the division for the paper). Such material must be deposited by candidates before the start of the examination as prescribed by Regulation 3.1.6.

4.3 Ask candidates to check their question papers to ensure that each has a complete set of papers before the start of the examination.

4.4 Require each candidate to sign the examination register, in the invigilator's

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presence, before the start of the examination.

- 4.5 Start the examination at the prescribed time or as soon as possible after the prescribed time. Delays of more than 15 minutes shall be reported to the Examinations Officer and the Divisional Chairperson.
- 4.6 Maintain constant watchfulness to prevent cheating throughout the course of the examination. If any candidate is suspected of cheating, receiving assistance or assisting other candidates, a note shall be made of the circumstances by the Invigilator or Chief Invigilator and reported to the relevant Dean who shall refer the matter to the Board of Examinations and Appeals. The candidate concerned shall be notified immediately but allowed to continue with the examination.
- 4.7 Enforce a 'No Smoking' regulation for the entire period of the examination. This rule shall apply to both invigilators and students.
- 4.8 End the examination at the required time and collect all scripts, answer sheets and any other materials containing information written by the student.

- NOTES:**
- (a) No additional time shall be allowed for any examination.
 - (b) All scrap and spoilt papers must be collected and submitted.

- 4.9 Check candidates scripts against the Register of Candidates to ensure that all candidates present have submitted scripts.

NOTE: If a candidate who was present at the examination, leaves no work, a memorandum to this effect signed by the invigilator, must be submitted together with the other scripts.

- 4.10 Dismiss students from the examination room.
- 4.11 Secure and submit all completed scripts, papers and all other examination documents to the relevant Division.

5. ROLES AND DUTIES OF FACULTY

Preamble: Examination question papers, answer keys, grades, drafts and other

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materials must be treated with the strictest confidentiality. All faculty are required to preserve secrecy of all examination materials (such as question papers, scripts, marks, grades, keys) at all stages until final results are published. Information may be disclosed only to those colleagues or officials of The College specially appointed to deal with the examination concerned.

5.1 College Examiners

Examiners are defined as faculty who normally teach the course or others designated by the College.

College Examiners shall:

- (a) submit coursework grades to the Chairperson prior to the start of the examination.
- (b) set and grade all examinations of courses for which they are responsible.
- (c) cooperate with the Course Coordinator in the examination process.
- (d) invigilate all examinations to which they are assigned.
- (e) proof examination question papers.
- (f) submit all question papers and answer keys to the Chairperson on or before the deadline set by the Chairperson.
- (g) submit final course grade within ninety-six hours after the final examination is written (inclusive of week-ends).

NOTE: All question papers must be duplicated by the Examinations Officer.

5.2 Course Coordinator

The Course Coordinator is defined as the lecturer responsible for overseeing a course in a given semester.

Course Coordinators shall:

- (a) communicate with the Examinations Officer regarding numbers of

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candidates and other needs;

- (b) facilitate the preparation of the final examination;
- (c) submit the question paper to the Chairperson;
- (d) ensure standardization in the marking of scripts;
- (e) report irregularities to the Chairperson;

5.3 The Chairperson shall:

- (a) coordinate all divisional examinations;
- (b) ensure that Examiners submit coursework grades before start of the examinations;
- (c) submit scripts to the External Examiner where applicable;
- (d) submit all question papers (and marking schemes where applicable) to the Examinations Officer;
- (e) ensure that cross-moderation procedures are adhered to;
- (f) ensure that question papers are proofread by examiners;
- (g) return the signed grade sheet(s) to the Records Officer;
- (h) secure the marked scripts in the Division for at least one semester;
- (i) assign invigilation duties;

5.4 Chief Invigilators

Shall oversee all activities pertaining to the examination. They shall:

- (a) collect scripts from the Examinations Officer
- (b) prepare the examination room
- (c) organise invigilation for multi-sectional courses

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5.5 Cross Moderators

Cross moderators are defined as the individuals who act as consultants to College Examiners and serve as second examiners/markers for a course. Refer to the policy on cross-moderation AC-006-03.

6. GRADE REPORTING

- 6.1 All final grades shall be provisional until approved by the relevant divisional chairperson.
- 6.2 The Assistant Vice President for Administration and Student Affairs will officially notify candidates of their results through the issue of transcripts.
- 6.3 The division will retain final examination scripts for one semester, during this period students may be allowed to review their examination scripts under the supervision of the examiner for the course. In the case of an appeal, an examination script may only be reviewed in the presence of both the examiner and the Chairperson.

7. CHALLENGE EXAMINATION

7.1 Statement of Policy Intent

The purpose of this policy is to set out approved procedures for a Challenge Examination for students who might qualify to receive credits for a course offered at the College, but who might have acquired knowledge in a particular subject by virtue of formal education at an institution not accredited or recognized by the College, or by relevant work experience.

7.2 Policy

- 7.2.1 Credits to be awarded by Challenge Examination (credit by examination) will normally be given if applied for at the time of admission to the College, or to a programme. Other requests will be considered on a case by case basis.
- 7.2.2 Students who possess certificates such as G.C.E 'O' Levels, B.G.C.S.E., Pitman's, etc., and who apply for exemption through a challenge examination will be required to sit an examination in each of the specific courses.

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- 7.2.3 A maximum of 50% of the required credits for any programme may be obtained by challenge examinations. However, only 50% of the major may be obtained through challenge examinations.
- 7.2.4 Applicants for a challenge examination will be required to pay an approved fee for writing the examination.
- 7.2.5 Students who pass Challenge Examinations will be required to register and pay the approved fees for the courses challenged before credits for these courses will be awarded.
- 7.2.6 Normally, the Division Chairperson will arrange the challenge examination prior to the start of classes.
- 7.2.7 A pass (P) grade only shall be awarded for succeeding in a challenge examination.
- 7.2.8 A student who receives credits for a course on the basis of his performance in a challenge examination will also be given credits for the pre-requisite courses. No fees will be charged for such credits.

7.3 Procedures for Challenge Examination

- 7.3.1 Students must apply on the approved form, to the Vice President Academic Affairs through the Division Chairperson, for any challenge examination.(See Appendix A.)
- 7.3.2 Students must provide relevant documentation to support this request, for example, a transcript or course description.
- 7.3.3 Students must pay the approved examination fees and if successful, the required credit value fee.
- 7.3.4 The approval for any challenge examination must be given by the relevant Dean.
- 7.3.5 The Division will administer the required examinations and record the results.
- 7.3.6 If credit is to be awarded, a copy of the examination form with the grade should be submitted to and the Academic Affairs Office by the

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Division Chairperson.

8. BOARD OF EXAMINATIONS AND APPEAL

Any formal complaint which a candidate may make in connection with his/her examination must be referred to the relevant Dean.

- 8.1 The Board for Examinations and Appeals shall be a standing committee of the Academic Board and shall be responsible for considering and recommending to the Academic Board appropriate action on all matters relating to the examinations, grade appeals and academic discipline.
- 8.2 Grade appeals should be made to the relevant Dean on the form prescribed within four weeks of the official notification of grades. Late applications may be considered at the discretion of the Chairperson of the Board of Appeals in consultation with the relevant Dean.
- 8.3 A fee of thirty (\$30.00) will be charged for each grade appeal. The fee for successful appeals will be refunded.
- 8.4 A review by the Board shall normally be held not later than four weeks after the appeal is made.
- 8.5 The Vice President of Academic Affairs shall provide the Board with the student's application for review, the relevant scripts and marks-sheets and a list of all the Cross Moderators for the course concerned. In the event that an applicant's script has been sent to the external examiner, the Vice President shall immediately ask that it be returned without delay.
- 8.6 The membership of the Board of Examinations and Appeals shall be:
 - (a) the Vice President of Academic Affairs, Chairperson
 - (b) the relevant Dean
 - (c) three chairpersons or their nominees, one of whom shall be from the Division in which the course is offered
 - (d) the President of COBUS, or his/her nominee
 - (e) Assistant Vice President of Administration and Student Affairs or his/her nominee as secretary

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- 8.7 The quorum for a meeting of the Review Board shall be:
- (a) the Chairperson
 - (b) two Chairpersons or their nominees, one of whom shall be from the Division from which the course is offered
 - (c) the President of COBUS, or his nominee
 - (d) the Secretary
- 8.8 The Review Board may decide on a remarking of the Examination script(s) if:
- the Board, after full consideration of all the circumstances and the available evidence, is satisfied that there are adequate reasons to justify a remarking;
- 8.9 If the Review Board requires a remarking of the examination script(s) then,
- (a) the Chairperson of the Review Board shall arrange, normally in consultation with the Chairperson of the Division responsible for the course concerned, for each script to be remarked by at least one new examiner of the College or by external examiner
 - (b) the Chairperson of the Division shall provide the new examiner with all relevant documents such as mark sheets, marking schemes, and question papers
 - (c) the results of the marking shall be conveyed to the Board of Examinations and Appeals by the Vice President of Academic Affairs.
- 8.10 The Chairperson of the Board shall inform the candidate and all relevant persons of the Board's decision as soon as possible after the meeting of the Board.
- 8.11 The Decision of this Board shall be final.