

EXAMINATION POLICY

POLICY INFORMATION

Responsible Member of the Institute: Executive Director / Vice Rector

Responsible Office: Institute for Security and Law Enforcement Studies (ISLES)

Issued: 1st July 2013

Revised: 19th April 2017

POLICY STATEMENT

It is the policy of ISLES to adhere to the final examination schedule with the proper procedures and guidelines as approved and published in the course approval documents and course/module reading guides. While it may be appropriate not to give a final examination in some cases, such as laboratory courses, skill-based practical programs, seminars, colloquia; discussion forums, conferences, symposiums and workshops, final examinations are integral parts of the instructional program and should be given in all undergraduate courses. This policy also emphasizes the importance of developing and conducting examinations based on the course objectives and the mode of delivery of the program.

PURPOSE AND CONTEXT

The Institute recognizes that assessment is an essential part of the teaching and learning process. The Institute conducts formal final examinations as a *Summative Assessment* component within units of study. This policy refers to end of session formal examinations and deferred examinations. It sets out the Institute rules and procedures, and the expectations the Institute has of its students. Deans / Unit Coordinators, who set intra-session examinations, should adapt the principles and procedures of this policy for those purposes.

Rationale for Examinations

1. The Institute conducts final examinations to:
 - a) moderate and validate the student's continuous assessment performance;
 - b) assess the extent to which learning outcomes have been achieved by the student;
 - c) satisfy the requirements of external body's e.g. professional associations, Maldives Qualification Authority, Department of Higher Education who may stipulate that a certain component of particular courses must contain some assessment that is undertaken by students independently, and supervised accordingly.
2. Final examinations must be a valid component of a unit's assessment regime, which must be fit for the purpose of testing the student's achievement of the unit's learning outcomes.

Intra-session Examinations

3. Intra-session Examinations must adhere to the principles outlined in this Policy.
4. Students must be advised at the beginning of the session, in the Learning Guide / Module Outline, that the examination will be held during the teaching session / period and that the date, time, format and place of the examination will be notified to students as early as possible, particularly if the examination is scheduled at a different time or location from the class time and location.

Quality Assurance of Final Examinations, and the Approval of Final Examination Papers

5. Deans of Faculties have overall accountability for the preparation of Final Examination papers, Deferred Examination papers and submitting the papers to the Quality Management and Compliance Unit (QMCU) for scrutiny and approval, prior to 5 working days. Deans of Faculties must ensure that examination papers are fit for purpose, clear and unambiguous before it is being sent to the Quality Management and Compliance Unit.
6. Faculties must have appropriate processes in place, follow the procedures in this policy to ensure the academic quality of the examination questions and model answers and / guidelines / or marking criteria, and moderation of the marking scheme.

7. The following staff are responsible for ensuring that appropriate quality checks have been carried out in relation to preparation, marking and moderation of examinations:
 - a) Unit lecturers / Instructors
 - b) Unit Coordinators
 - c) Head of Unit
 - d) Deans of Faculty
 - e) Examination Controller / Assessor
 - f) Head of Quality Management and Compliance Unit
8. Deans of Faculties will, once the Final and Deferred Examinations have been approved and time tabled, have overall accountability for arranging for an appropriate academic staff member to be available to be contacted by telephone / cell phone to resolve queries and problems, while the examination is in progress.
9. Deans of Faculties will report to the Senate on the discharge of these responsibilities, at the conclusion of each formal examinations period of a study program, identifying matters that have impacted on the quality and effectiveness of the examinations operations within the faculty.
10. Deans of Faculties may delegate some or all of these functions to Unit Heads and Unit Coordinators.

Length of Final Examinations

11. Examinations must be suitable for testing the achievement of learning outcomes.
12. The normal duration of a Final Examination will be *two hours* including *ten minutes reading time*. All examinations have *ten minutes* reading time.
13. *Three hour* examinations, including *ten minutes reading time*, are only permitted where prior approval has been given through the course/unit approval process;
 - a) that there are professional accreditation requirements for a course or unit; or
 - b) of an academic case, presented in the unit approval documentation, justifying that an *examination of three hours, including ten minutes reading time*, is essential to fully test the achievement of learning outcomes for individual units.