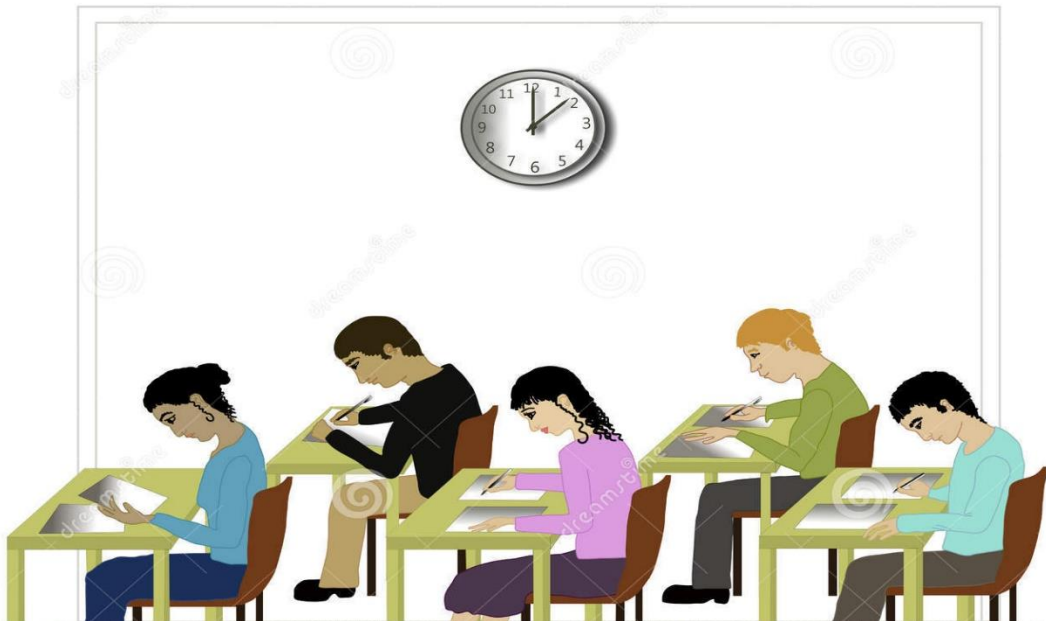


# South West College

## Higher Education Examination Process



## **Introduction**

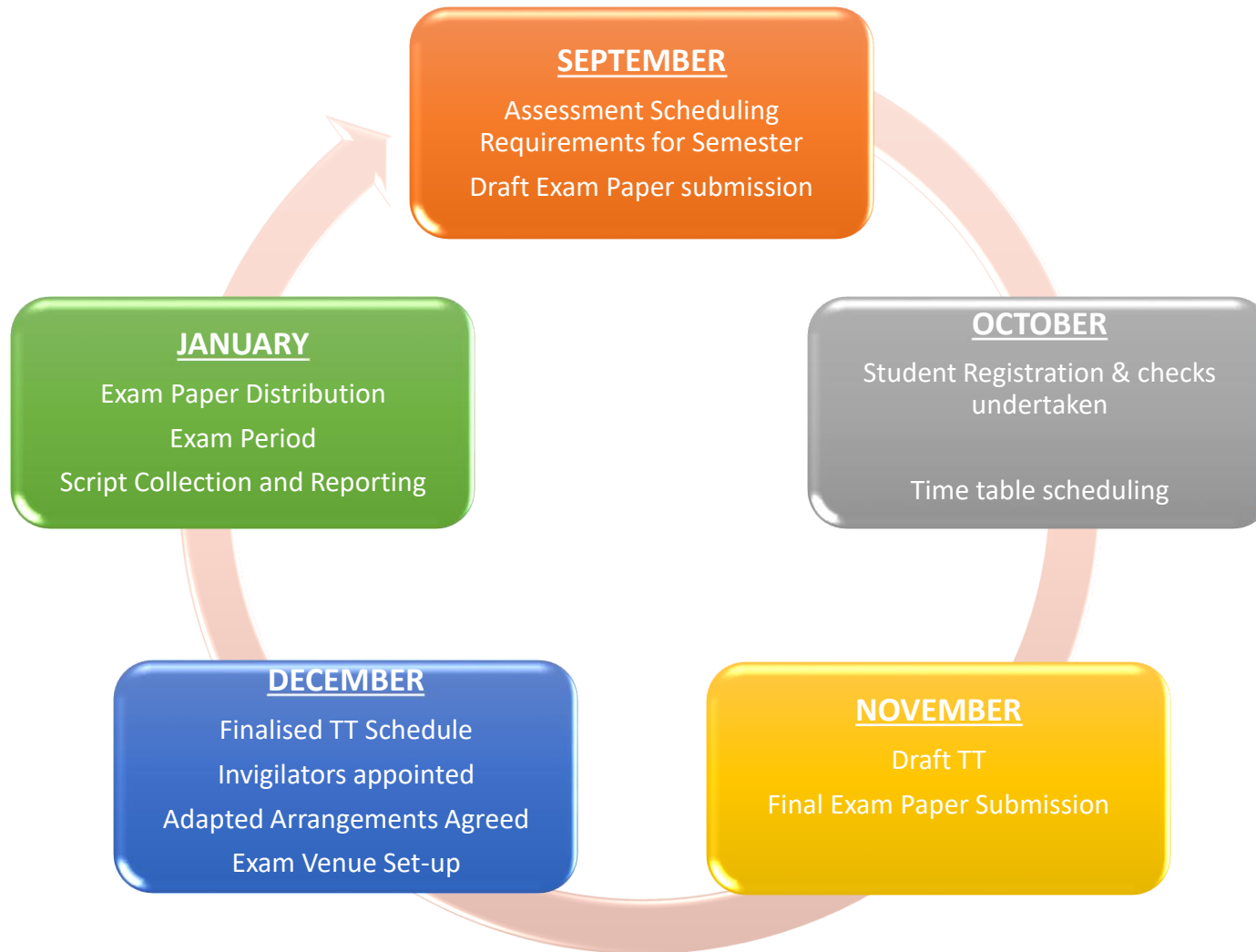
The College Examination Officers (EO) located on each campus are responsible for the preparation of the exam timetable, co-ordinating the submission of papers, the actual running of the examinations and collection of scripts. The exams organised by EO include:

- Semester Exams – January, May-June;
- Resit exams in August;
- Exams that Faculties may run at other times.

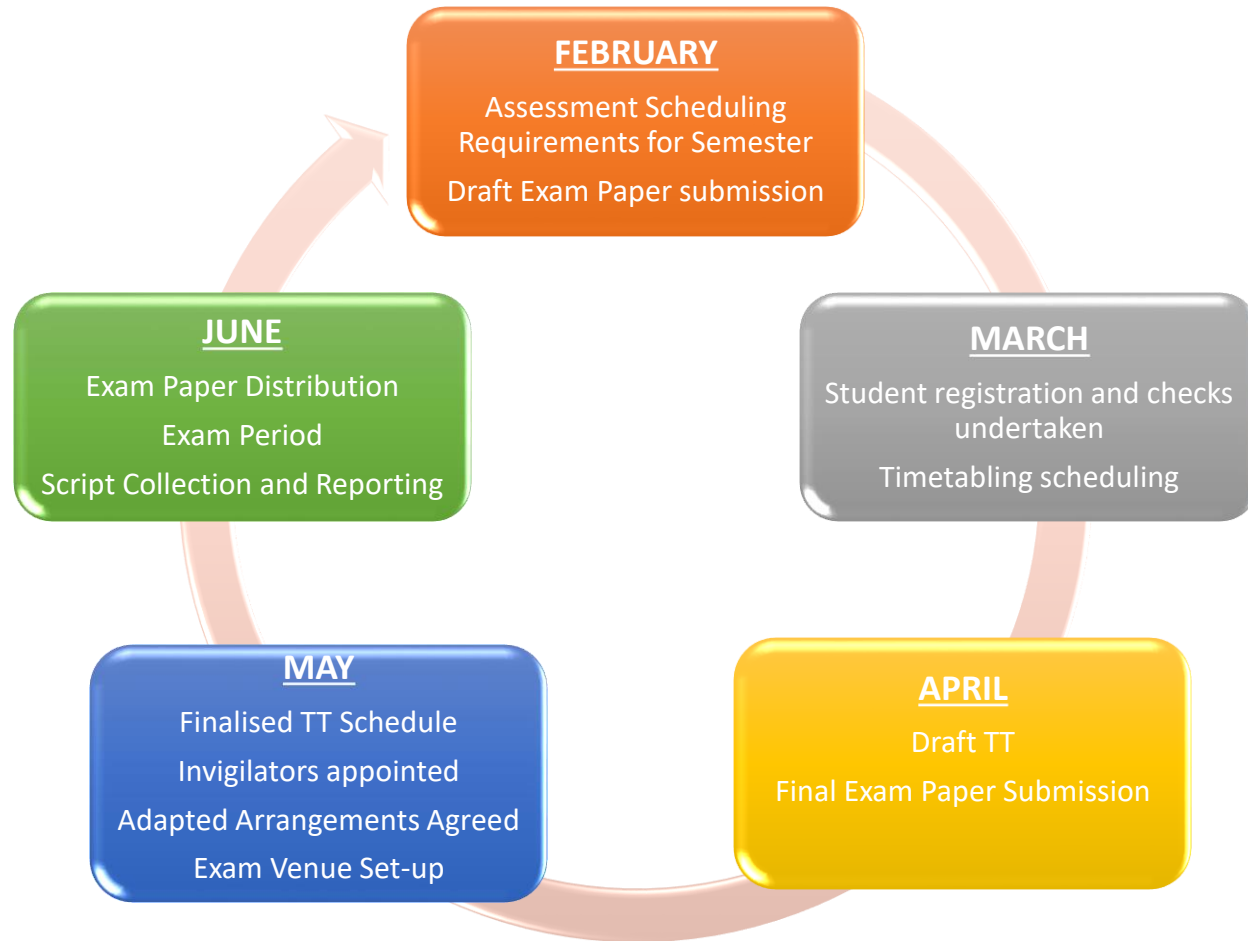
EO will ensure the academic integrity of all formal College examinations through enforcement of examination regulations (underlined by JCQ requirements) and providing a comfortable and conducive space for all candidates. EO require the support and cooperation from Faculties, Schools and students throughout the exam preparation period to ensure a smooth operation.

This document has been put together to highlight each task undertaken by EO in the lead up to the exam period. Detailing the processes and stages of each month and what is expected from schools and students.

## PROCESS OVERVIEW – SEMESTER 1



## PROCESS OVERVIEW – SEMESTER 2



## **Process step by step**

### **Assessment Scheduling Requirements**

The EO will liaise with Course Directors to ensure that all students will be examined correctly and as expected for their modules. A report will be sent to Faculties/Schools where changes or further clarification is required. Course Directors are required to inform the EO of exam arrangement requests by submitting specific scheduling requirements to the EO within their own campus. Arrangements include:

- Modules which need to be scheduled at the same time as they have shared content / same exam paper across two or more campuses.
- Modules which need to be scheduled in a particular order.
- Modules which have more than one exam paper (this may apply to a small amount of papers).

A deadline for these requirements is set for end of September/January. The exact date is provided by the Course Director.

### **Student Registration for Examination and Assessment Check**

This will occur twice in the academic year – September/October and January/February. Students are required to confirm their details are correct for the upcoming exam period. They must ensure with their Course Director that they are registered for the correct modules and are to be assessed as expected (i.e. Coursework and/or exam). It is imperative these checks are conducted to certify students are not missed or on the wrong module before the timetable scheduling begins. Schools should encourage student participation.

### **Timetable Scheduling**

This will occur twice in the academic year – September- November and January-March. EO use the information held for students on modules, and the information provided by the Course Directors to compile an examination timetable. This will be scheduled for all students who require formal examinations.

EO must ensure the timetable:

- Fits in the space available in the time available.
- Meets College protocols.
- Involves no clashes for candidates.
- Requires no student to sit more than three consecutive exams (other than in exceptional circumstances).
- Ensures that all students with extra time requirements sit only one paper per day (other than in exceptional circumstances).
- As far as possible within the resources available, meets course requirements and expectations and provides staff with an efficient and reliable turnaround time for scripts.

### **Draft Timetable**

EO to provide a draft timetable that can be circulated to Faculties and Schools in November/March of each academic year. EO will provide the draft timetable to Course Directors to review, in early November/March. It is imperative that any queries or issues are

reported to EO as soon as possible. The EO will publish a finalised examination schedule for each semester and forward to the Faculty/School. This must not be distributed to students, students will be notified separately.

Timetables include:

- Module code
- Exam location
- Start time

Seating plans will also be produced by the EO for each session. These are available to students on the day of their exam. These are used to maintain order when taking attendance and collecting scripts. Several different modules can take place in the same venue at the same time. It is therefore imperative seating plans are followed when collecting and returning scripts to schools.

### **Exam Paper Submission**

See [Appendix 1](#) - 10 stage flowchart for Exam Paper Design and Submission.

### **Invigilator Recruitment**

EO on each campus are responsible for the recruitment, contract issuing, shift allocation and training for all invigilators. Scribes and Readers are also recruited in this period to work with students who require this support. The management of invigilators is huge task to undertake.

### **Students requiring adapted arrangements**

Arrangements include extra time, scribes, individual rooms, PCs and specialised equipment /software will be arranged by the EO on each campus as required.

### **Exam Paper, Storage and Distribution**

The EO manage the secure storage of all exam papers to the exam venues for the required session. Exam papers are meticulously organised into a distribution order, which is closely monitored. For students who require adapted arrangement exam papers are pre packed for each session. Each room will be mixed with students taking different papers, requiring different stationery. Each invigilator will only be given the correct number of papers for that particular exam. Each room pack includes a list of students and their requirements. Invigilators will be a note of any student absence and report this back to the EO who will inform the Course Directors. Spare examination papers will be destroyed immediately after the exam has been sat.

### **Exam Venue Set-Up**

EO are responsible for the:

- Venue Booking;
- Exam desks and chairs;
- Signs;
- Senior Invigilator work stations, with PC access;
- Delivery of equipment and exam papers

## **Script Collection and Reporting**

After every session, the EO will maintain a report of the exam seating plan, ID check, absence check, attendance list and exam session report.

- ID Check: Students must bring photographic ID to all examinations.
- Absence Check: Taken by Invigilators, marked on seating plan.
- Attendance List: Formal list correlated against returned exam scripts by EO.
- Session Report: Completed by Invigilator, includes information on any anomalies during the session, late arrivals and any venue issues.
- All of these reports are available to Faculty Heads and Heads of School.

*It is the Faculty/Schools responsibility to check these reports and contact students who do not attend.*

## **Useful Contacts**

**Examination Officers on each campus:**

**Dungannon: Lesley Black Ext 3607**

**Omagh: Eileen Moore Ext 5407**

**Enniskillen: Gail Fraser Ext 2212**

## APPENDIX 1: Examination Paper Checking Process

This is a 10-stage process to ensure fairness and consistency in examination paper checking. It also provides guidelines to ensure that the examination papers follow the required format before submission to the Examination Office in each campus.

