

Policy and Procedure

European College of Polytechnics



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Examination Policy

I. Format of Examination

- (1) The ECP conducts examinations in two formats, adhering to this policy:
 - a. Traditional Exams - conducted in-person at designated examination centres.
 - b. Virtual Exams - overseen online with proctoring technology.
- (2) Students are obligated to follow this Examination Policy, in addition to adhering to the ECP's academic regulations.

II. Student Responsibilities

- (3) It is the student's duty to verify exam information, such as format (in-person or online), dates, times, and locations, through the ECP's learning platforms.
- (4) Entry to examinations requires a valid photo ID, like a passport or institution-issued student ID card.
- (5) Ensuring possession of the correct exam paper falls under student responsibility.
- (6) Students with disabilities or specific educational needs must inform the academic division to arrange necessary exam accommodations.

III. In-Person Exam Specifics

- (7) Prior to starting, students must read all necessary instructions.
- (8) Necessary exam equipment, except for provided materials, must be brought by students.
- (9) All written responses are to be completed in black ink.
- (10) Valuables should not be brought to the exam venue; the ECP or exam centre is not liable for personal item loss or damage.
- (11) Any required payments to the examination centre are the student's responsibility and must be settled before the exam date to avoid being barred from examination and receiving a non-submission score.
- (12) Completing the student registration report is mandatory before starting the exam.

IV. Online Exam Specifics

- (13) Participation in online exams requires prior acknowledgment of specific instructions, including privacy notices, which are integral to the registration process.

- (14) Failure to accept the online exam guidelines results in non-registration and a non-submission score.
- (15) A compatible device with the specified operating system is necessary for online exams.
- (16) Prior to the exam, students are solely responsible for arranging a steady internet connection, as well as a functional webcam and microphone, which must have been tested beforehand.
- (17) The exam environment should be quiet, well-lit, and free from disruptions, with the student's work area organised following specific guidelines.

V. Lateness and Absence

- (18) Absences must be justified with extenuating circumstances submissions; otherwise, a non-submission score is recorded.
- (19) Late arrivals are admitted within the first 15 minutes of the exam; beyond this, the student is considered absent, resulting in a non-submission score.
- (20) Lateness is documented for both exam formats, affecting available exam time.

VI. Exiting the Examination

- (21) Specific rules govern early or temporary departures from both in-person and online exams, focusing on maintaining exam integrity and accommodating necessary breaks while minimizing disruptions.

VII. Exam Conduct

- (22) In-person exam conduct includes attracting invigilator attention, remaining silent during collection, and adhering to specific seating and electronic device guidelines.
- (23) Online exam conduct involves ensuring visibility, solitude, and adherence to specific room setup and identity verification procedures to uphold academic integrity.

VIII. Responsibilities of Exam Centres and Invigilators

- (24) Examination officers and invigilators at in-person centres are responsible for securing exams, overseeing the examination environment, and handling incidents.
- (25) Online exam invigilators manage preparatory communications, support students before and during exams, and ensure the integrity of the examination process.

IX. Special Arrangements and Deviations

- (26) Students needing specific examination accommodations must inform the ECP's academic division and administration division in advance. Accommodations can include extra time, alternative formats, or assistive technology. Instances requiring

temporary exam departure due to health reasons should be documented, and students must apply for justifying circumstances accordingly.

(27) Invigilators document any breaches of examination rules. Disruptive behaviour may lead to removal from the exam, with incidents recorded for disciplinary action. For in-person exams, procedures are in place for handling Academic Integrity and Misconduct (AIM), including marking of the answer book and submission of a detailed report. Online exams monitor for deviations like security bypass attempts or unauthorised breaks, with potential AIM investigations following any rule violations.