

## EXAMINATION PROCEDURE

### Purpose

To set out in detail the AIB examination procedures.

### Scope

This policy applies to all students.

### Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

**AIB Manager** means the Assessment Manager or the Academic Administration Manager, but if they are unavailable, the Academic Director (or nominee).

### Details

#### 1. General Procedures

- 1.1 The Teaching Centre or AIB will advise all enrolled students of the date, time and location of examinations to be held.
- 1.2 Examination question papers will be set by AIB.
- 1.3 The format of the examination question paper may vary between subjects and/or between subject offerings. It is the student's responsibility to follow the instructions outlined in the exam question paper.
- 1.4 Examination scripts will be marked by AIB.
- 1.5 Students should arrive at the examination centre at least 30 minutes early because students will be let into the examination room 15 minutes before the start of reading time.
- 1.6 Students must bring a form of identification (such as a valid Driver's Licence, identity card or passport) to the examination. If students fail to produce this form of identification for whatever reason they will not be permitted to proceed with the examination.
- 1.7 Students will be provided with AIB Examinations Rules of Conduct at the exam to read during reading time. Breach of any of these rules could result in failure of the exam and even expulsion.

- 1.8 Students will only need to bring pens into the exam (students must not write in pencil). The exam booklet will be provided to students to write their answers in. Exam booklets will not be marked if written in pencil.
- 1.9 MBA exams are open textbook exams. Students must only have with them authorised hard copy textbooks and authorised additional materials (if any) during the exam. Students may highlight and tag the textbook but no writing is allowed in the textbooks/additional materials. If writing or unauthorised textbooks/material is found, the textbooks/materials will be confiscated and this will be reported to AIB and penalties will apply. Tags may only contain the chapter titles or minimal topic key words – if students breach this requirement, the inappropriate tags will be confiscated.
- 1.10 If the exam is a closed book exam (i.e. BBA exams), students are not permitted to bring any materials into the exam.
- 1.11 If students are found in possession of unauthorised reference materials during the examination they may be suspected of cheating or plagiarism by the invigilator and will be reported to AIB in the form of an Exam Incident Report and such students may be penalised.
- 1.12 Students must ensure that they write legibly. If the examiner cannot read a student's writing, they may be awarded reduced or even zero marks.
- 1.13 At the end of the exam, the completed exam booklets will be collected and sent by approved invigilators or authorised personnel to AIB for marking. After AIB has marked the exam booklets, AIB will provide the grades to the students. AIB will not provide the marked exam booklets back to students.
- 1.14 Students are not permitted to sit for exams if they are not correctly enrolled in the subject. If any student exam booklets are received where the students are not correctly enrolled, AIB will not mark these exams and will discard them.

## **2. Events before an examination**

The AIB Manager should be notified immediately of any actual or possible serious incident or event (such as flood, fire, earthquake, cyclone, war, civil unrest, terrorism, bomb threat, power blackout, non-receipt of exam papers e.g. due to telecommunications outage, etc.) that prevents or may prevent the examinations from occurring and/or the use of an examination room. The incident or event will be assessed immediately by the AIB Manager who:

- 2.1 should obtain the advice of the invigilator and the facilities' staff
- 2.2 will determine (in their discretion and as soon as possible) whether an examination may proceed, be postponed, be abandoned or re-scheduled;
- 2.3 will notify all other relevant staff and students of AIB as soon as possible; and
- 2.4 if required, shall make arrangements for the affected students to re-sit the examination(s) at a time to be determined by AIB.

### **3. Events during an examination**

- 3.1 If an evacuation of an examination room is required, the supervising invigilator:
  - (a) should make a note of the time at which the examination is stopped;
  - (b) should adhere to the instructions of the staff of the building at which the examination room is located; and
  - (c) if time permits, should attempt to contact the AIB Manager to inform them of the evacuation.
- 3.2 The invigilator and/or building staff will direct students and others to an appropriate area, where they must await further information. Unless otherwise instructed by the invigilator or building staff, students must remain in the immediate vicinity.
- 3.3 The invigilator should inform students that, until otherwise instructed, there must be no communication between them and that the use of mobile phones or other communication devices, is not permitted except in exceptional circumstances and under strict supervision.
- 3.4 If, after 20 minutes have elapsed from the time of evacuation, a student's circumstances require them to make electronic contact (e.g. to telephone someone for whom they have carer's responsibilities or to an employer so as to ensure their employment is not adversely affected), the student may make a communication which is:
  - (a) as brief as possible; and
  - (b) under the direction and supervision of the invigilator.
- 3.5 When notified that an examination room has been evacuated, the AIB Manager should notify the Academic Director.
- 3.6 The AIB Manager (or if not available, the supervising invigilator) will determine in their discretion whether the examination is to be resumed at the earliest opportunity, or whether it must be re-sat by the affected students.
- 3.7 In making a determination under paragraph 3.6, the decision maker will consult with the invigilator and staff as appropriate to determine whether a continuing threat exists and, if not, whether the examination rooms were secured at all times.
- 3.8 The examination will be deemed to have been abandoned if:
  - (a) 45 minutes has passed and entry or re-entry to the room is not possible; or
  - (b) the emergency or evacuation has compromised the examination room itself.
- 3.9 When a decision is taken to abandon an examination, the relevant invigilator will inform students that AIB will contact them as soon as possible about alternative arrangements.
- 3.10 If an examination is abandoned due to an evacuation, only the examination sessions in the affected room(s) are deemed to have been abandoned. Where the examination is also being held in other locations unaffected by the emergency, those sessions will continue as normal.
- 3.11 When an examination is abandoned, students' work (such as answer booklets or computer answer sheets) is deemed null and void for the purposes of marking, unless otherwise determined by the AIB Manager.

- 3.12 After an examination has been abandoned, the AIB Manager will make arrangements for the affected students to re-sit the examination(s) at a time to be determined by AIB.
- 3.13 All of AIB's policies and terms and conditions, such as those relating to medical, compassionate, withdrawal, or special circumstances, apply in the circumstances of the re-sitting of an abandoned examination as they would have to the original examination.
- 3.14 If an examination is re-commenced after an evacuation, the supervising invigilator must allow students the full time lost to the evacuation, along with an additional 10 minutes to compensate for the disruption involved.
- 3.15 AIB reserves the right to proceed with, postpone, cancel or re-schedule an examination, such as where it is necessary due to an actual or possible serious incident or event, at its discretion.

**Related Forms:**

AIB Examinations Rules of Conduct  
 Invigilators Checklist/ Exam Invigilator's Manual for Teaching Centres  
 Exam Incident Report

**Related Policies:**

Academic Integrity

**Responsibility:**

Academic Director

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