



Barbados Institute of Management and Productivity

EXAMINATION POLICY

An abstract graphic at the bottom of the page consisting of several overlapping, angular shapes in dark blue, lime green, and orange, creating a dynamic, layered effect.

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Prepared By: Quality Assurance and Information Technology Unit
Barbados Institute of Management and Productivity
BIMAP Drive
Wilkey
St. Michael BB14007

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1.0 PURPOSE AND RATIONALE OF POLICY

The Barbados Institute of Management and Productivity incorporates examinations as a part of the assessment process in measuring whether students have grasped the intended learning outcomes of a course.

The Institute has as its core values fairness, integrity and respect. In support of these values the institute has defined this policy, designed to ensure the examination process is fair, honest and respectful to all students. It also assures the quality of the examination procedure by ensuring consistency across the Institute.

2.0 EXAMINATIONS PROCEDURES

2.1 Examination Period

1. Final Examinations will be held during a formal examination period at the end of each term or trimester.
2. The formal examination period will be one week at the end of each term or trimester.
3. The dates and times of the examinations during the formal period will be set by the examinations committee of the Barbados Institute of Management and Productivity.
4. No in-term examinations should be scheduled one week prior to the start of the formal examination period.
5. Scheduling for Supplemental examinations is at the discretion of the Examinations Committee and will be scheduled for a date after the current term or trimester has ended and before the start of the new term.
6. Re-Sit or Challenge examinations will be scheduled based on demand and will be held at the same time as scheduled supplemental examinations.

2.2 Student Identification Cards

All students writing examinations at the Barbados Institute of Management and Productivity must be in possession of their Student Identification card.

1. The card must be presented to examination officials on request and should be placed on the desk for inspection prior to the start of the examination.
2. Students who do not have their identification card may contact the Student Affairs section of the Training Department to obtain a temporary identification card. A photo identification with signature is required to obtain a temporary Identification Card from the Training Department. Acceptable photo identification includes a national identification card, driver's license or passport.
3. Students will not be allowed to write examinations without the Student Identification Card. Temporary identification cards will be issued only once during the examination period therefore students who attempt to attend further examinations without their official Student Identification Card will be barred from writing the examinations.

2.3 Illness during Examinations

1. If a student becomes ill during an examination and further indicates a willingness to continue the examination, extra time will be awarded to the student in the amount of time spent being treated to a maximum of thirty (30) minutes.
2. If a student indicates he/she cannot continue with the examination, the Chief Invigilator will note this on his/her report and submit to the Director of Training. A formal request for an examination deferral must be submitted by the student or his/her representative in writing and accompanied by the relevant documentation (e.g. medical letter or certificate).

A decision will be made by the Examinations Committee on whether the student will be given a deferred examination.

3. Decisions regarding deferred examinations will be communicated to the student in writing.

2.4 Electronic Devices

1. Electronic devices will not be permitted in the examination room except with the prior approval of the Chief Invigilator.
2. In cases where such a device is allowed, it must be explicitly stated by the Chief Invigilator what type of device is allowed relative to the specific examination.
3. Electronic devices that will not be permitted in examination rooms are as follows:
 - a. Laptops or Tablets (e.g. Kindle, I-Pads)
 - b. Calculators ¹
 - c. Electronic Dictionaries and diaries or
 - d. Any electronic device capable of wireless communication with other electronic devices or networks (e.g. Smart Watches or Smart Glasses)
4. Any electronic device that has been approved for use during an examination must have any programmable memory cleared prior to being brought into the examination room.
5. Students are responsible for the operation of any electronic device approved for use in an examination. Failure or malfunction of a device will not be accepted as grounds for deferral of the examination.

2.5 Supplemental Examinations

Students may be permitted to write a supplemental examination under the following circumstances:

1. Student missed an examination due to illness or
2. Student missed an examination due to work commitments

¹ Calculators may be permitted in specific subject areas with approval from the examiner or Chief Invigilator under guidance from the Lecturer of the subject area.

A written request to take a supplemental examination must be submitted to the Director of Training at least five (5) working days before the scheduled date for supplemental examinations.

Accompanying Documents

Requests to take supplemental examinations should be accompanied by the following:

- a. A medical certificate (in the case of illness), OR
- b. A letter from the employer (in the case of work commitments) OR
- c. A travel itinerary (in case of travel)

Examination Fee

An administration fee of \$250.00 is due at the time of request for supplemental examination.

2.6 Challenge Examinations

Challenge examinations, which allow students to demonstrate they have met the learning objectives of a course, may be offered to students by the institute. Students CANNOT request a challenge exam.

Examination Fee

An administration fee of \$250.00 per examination is due upon approval of challenge examination.

2.7 Re-Sit Examinations

A student may request a re-sit examination ONLY in a case where the student has received a grade of D in a course.

Examination Fee

An administration fee of \$250.00 is due at the time of request for a re-sit examination.

2.8 Deferred Examinations

1. Students who are unable to complete a final examination due to illness or any other circumstance beyond the student's control can request permission to take a deferred examination.
2. Students must submit a formal request in writing to the Director of Training no later than three (3) business days after the examination.
3. Any request for a deferred examination must be accompanied by the relevant supporting documentation (e.g. medical certificate or letter)
4. Students who are unable to complete a mid-term examination due to illness or any other circumstance beyond the student's control will not be permitted to take a deferred examination. In such cases, students will be required to take a supplemental examination (see section 2.5).

3.0 SPECIAL PROVISIONS

3.1 Permanent Disabilities or Chronic Medical Conditions

In cases where a student has a permanent disability or chronic condition, special provisions relevant to the disability or condition will be made to facilitate the student in completing the examination. Provisions may include extra time given to complete the examination, a maximum of fifteen (15) minutes.

A medical certificate must be submitted at course registration or during the programme application process.

3.2 Temporary Disabilities or Medical Conditions

In cases where a student suffers a temporary disability or medical condition during the term or trimester, he/she may submit in writing to the Director of Training, a request for special arrangements to be made for the examination. This request must also be accompanied by a medical certificate.

4.0 STUDENT CONDUCT

The following procedures have been defined to govern the conduct of students during examination conditions. Violation of any of these procedures by a student will result in the immediate dismissal from the examination. Students may also be subject to academic disciplinary action.

1. Students will not be permitted to enter the examination room until instructed to do so by an Invigilator.
2. Students will not be permitted to *enter* the examination room after one hour has elapsed from the scheduled commencement time. Should the examination period be one (1) hour, a student is not permitted to enter the examination room after fifteen (15) minutes has elapsed from the scheduled start time.
3. Students will not be permitted to *leave* the examination room until thirty (30) minutes from the start of the examination have passed except in cases outlined in section 4.8 of the Student Conduct Procedures. Students will also not be permitted to leave the examination room ten (10) minutes before the scheduled completion of the examination.
4. Students are expected to conduct themselves honestly and in accordance with the stipulated rules for examinations which will be communicated by the invigilator prior to the commencement of the examination. Should an invigilator observe any student behaving in a manner that violates the rules governing the examination, there shall be no provision for pleas of ignorance on the part of the student. Action will be taken against a student found guilty of cheating in accordance with the guidelines set out by the Institute's *Ethics Committee*.
5. Students are not allowed to speak or communicate with other students during the examination unless otherwise permitted by the examiner or invigilator.
6. Students are not allowed to purposely expose written examination papers for perusal of other students in the examination.

7. Students may be permitted to ask questions of the examiners or invigilators ONLY in cases of illegible or missing material, supposed errors and ambiguities in examination questions.
8. Students are not permitted to enter the examination room with any of the following:
 - a. Computers, calculators or any electronic devices (see 2.4) except those identified for use within a specific subject area. In cases where computers or calculators are permitted, specific instruction will be given by the examiner and should be used only for the purposes intended by the examiner.
 - b. Any books, written or typewritten documents and papers or memory devices.
 - c. Food and/or drink (excluding water) except where food is required on medical grounds. In such instances, students are required to inform the invigilator upon entry to the examination room.
9. Students are not permitted to remove from the examination room any examination material unless permitted by the examiner or invigilator.
10. Students may be permitted to leave the room after the start of the examination under the following circumstances:
 - a. To use restrooms;
 - b. In cases of illness;
 - c. In cases of emergencies.

Students must however request permission from the invigilator before leaving the room. All examination materials must remain in the custody of the invigilator during the student's absence.

5.0 RULES FOR INVIGILATORS

The following procedures have been defined by the Institute for examiners and/or invigilators:

5.1 General Rules

1. Invigilators **MUST** be present in the examination room at least fifteen (15) minutes prior to the start of the examination and throughout the examination unless leaving the room for the purpose of escorting a student (see 5.3.7).
2. Each examination should have one (1) invigilator per 30 examination candidates. If there are two or more invigilators, one invigilator will act as Chief Invigilator (see 5.3). Where only one invigilator is required, he or she shall act in the capacity of Chief Invigilator and shall assume the responsibilities of the Chief Invigilator. **All** invigilators must adhere to the rules and responsibilities as instructed.
3. Examinations should begin promptly at the scheduled hour and should not continue beyond the official time allotted for the examination.
4. Invigilators are expected to devote all their attention to the task of monitoring students throughout the duration of the examination. The invigilator **MUST** actively monitor the room and is expected to walk around the room regularly during the examination.

5.2 Responsibilities of the Chief Invigilator

Where a Chief Invigilator has been designated, he or she is responsible for ensuring the examination runs smoothly. This includes checking with other invigilators and/or the *Training Department* to ensure that examination materials (scripts and extra stationary where required) are accurate and sufficient in number. Chief Invigilators are also responsible for:

1. Ensuring candidates enter the room no earlier than ten (10) minutes prior to the start of the examination.
2. Making announcements to candidates (see 1.0 above).

3. Directing the official start of the examination. Examinations should not begin earlier than stated on the official examination schedule.
4. Terminating the examination once all papers have been collected.
5. Making decisions on matters arising during the examination (disturbances, cheating or illness). In cases where disturbances have occurred, the Chief Invigilator, at his or her discretion, may extend the time of an examination to compensate for time lost due to the disturbance.
6. Completing the formal examinations report. The report should include the names or numbers of persons who did not attend the examination, those who arrived late and where applicable, incidents of illness, cheating or disturbances.

5.3 During the Examination

1. Invigilators should articulate to students the rules and regulations governing examinations prior to the start of the exam.
2. Invigilators must announce the beginning of the examination. This is extremely important as students must have a clear indication of the official start of the examination.
3. Examinations should begin promptly at the scheduled hour and should not continue beyond the official time allotted for the examination.
4. An announcement should be made to students indicating there are ten (10) minutes left of the examination. This should also serve as a reminder to students that they are **NOT** permitted to leave the room at this time (see 4.0.3).
5. Where calculators and/or reference material such as books are permitted, invigilators should check that they are in accordance with those permitted in the regulations.
6. Students should be reminded that no **food or drink** is allowed in the examination room (see 4.8).

7. Students who require special provisions due to injury or disability should be seated in another room where possible. In cases where room availability may be limited, students with these provisions should be seated in a reserved section at the back of the room.
8. In cases where students are permitted to leave the examination room due to illness, use of the restroom or emergency, the invigilator must take possession of the student's examination questions and script while the student is absent from the room. The student must also be escorted from the room by an invigilator. In cases where there is only one (1) invigilator, a
9. The invigilator reserves the right to check coats, jackets and/or sweaters of students upon entering the room. All coats, jackets and/or sweaters must also be left in the examination room while the student is absent from the room.
10. With the development of smart watches and smart glasses, invigilators are asked to be extra vigilant. If you are suspicious kindly ask the student to remove their watch and place it on the desk. The invigilator should observe to see if the watch is picked up or used during the examination. In relation to smart glasses if you are suspicious, kindly ask the student to remove the glasses and inspect them. If the student is found to have breached the rules please refer to number 11 of this section.
11. A student who is observed by an invigilator engaged in dishonest behaviour or in any way violating the rules governing examinations should be allowed to complete the examination. On collection of the script, the invigilator should make a note on the script indicating the candidate was suspected of cheating. If possible, the candidate should be interviewed in the presence of another invigilator after all other candidates have vacated the room. A formal invigilators report should be filed with Student Services so that action can be taken in accordance with the rules set out by *BIMAP's Ethics Committee*. Where there are two or more invigilators, the report should be completed by the invigilator designated Chief Invigilator.
12. Any candidate who creates a disturbance should be told to leave the room immediately and the incident should be reported to the Training Department.

5.4 Announcements Before the Examination Commences

The following announcements should be made by the invigilator prior to the start of the each examination:

1. All bags should be placed either at the front or the back of the room. Pens, pencils or other stationery must either be carried in your hand or in a clear pencil case/plastic bag. No other pencil cases or boxes will be permitted on the desks during the examination.
2. Students should place their student Identification Cards on the table for inspection. Please note, students will not be allowed to take the examination without a valid ID.
3. All alarms should be turned off. Mobile phones should be turned off and placed in bags stored either at the front or the back of the room. The use of smart watches and smart glasses is strictly forbidden.
4. Neither food nor drink is allowed in the examination room, except where required for medical purposes. In such cases, the invigilator must be informed prior to the start of the examination.
5. Students should not begin writing until the invigilator announces the start of the examination.
6. No student may leave within the last ten (10) minutes of the examination.
7. Communication of any kind among students is strictly forbidden. Students are also prohibited from deliberately engaging in actions that may distract other students. Students seeking to attract the attention of an invigilator shall do so without causing a disturbance.
8. Students must stop writing immediately when the end of the examination is announced.
9. On the cover page of the examination script, students must indicate the question number for ALL the questions attempted.
10. At the end of the examination, students should remain quietly seated until all papers are collected. All paper issued (used and unused) must be submitted along with the examination script.

An announcement should be made to students ten (10) minutes before the scheduled end of the examination. This should also serve as a reminder to students that they may not leave within the final ten minutes.