



EXAMINATION REGULATIONS

for examinations held at West London College

The following regulations are applicable to all examinations held and run by West London College (WLC). Where an examination is set by an external body, the rules for that institution should take priority over those contained in this document. In most cases, examination regulations do not differ substantially from each other. Please refer to the relevant documentation published by each board.¹

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¹ A list of external examination boards can be found in Appendix A

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A. RULES FOR CANDIDATES

A.1 Items allowed in the exam

The following items may be brought in to the examination room

- Pens (black or blue ink only)
- Pencils (for graphs or diagrams only)
- Erasers (but not correction fluid such as Tippex)
- Ruler
- Pencil sharpener
- Non-programmable calculator (subject to inspection by invigilator)
- One small bottle of still water
- Answer books and all relevant exam stationery will be provided (no other books, notes or paper allowed)

No other items may be brought to the desk unless approved by the invigilator.

A.2 Before the exam starts

- Candidates should arrive at the designated assembly area at least 15 minutes prior to the start of the exam
- On no account should candidates enter the exam room until directed by the invigilator
- All mobile phones, MP3 players, PDAs etc. should be switched off and left with any other items not on the above “allowed” list, together with bags and coats. These should be placed to one side of the room as instructed by the invigilator
- Once inside the exam room, candidates should sit down quietly at the desk assigned to them
- There should be no talking or any form of communication between candidates from this point

A.3 Behaviour during the exam

- Strict silence must be observed for the duration of the exam
- To alert the attention of the invigilator, candidates should raise their hand and wait for the invigilator to come to them
- There should be no communication between candidates
- Items of stationery cannot be borrowed from other candidates
- In the event of a fire alarm, candidates should leave the room as directed by the invigilator
- Anyone arriving more than 30 minutes after the exam has started will not be admitted, unless by prior arrangement with the College
- Candidates may not leave the room within the first 30 minutes or the last 15 minutes of the exam
- Once an exam script has been handed in, the candidate may not re-enter the exam room
- Anyone behaving in a disruptive or abusive manner will be asked to leave the room
- At the end of the exam, candidates should remain seated and silent until all the scripts have been collected
- During the exam, if the invigilator finds evidence of cheating, or has to confiscate an item not on the “allowed” list above, that candidate’s script will be automatically disqualified

A.4 Absence from the exam

- In all cases, the candidate should attempt to contact the College *as soon as possible* by telephone.
- If a candidate is ill and unable to sit the exam, they will be required to produce a doctor’s certificate, in order to avoid having to pay the full fee to sit the examination at the next available session
- If a candidate misses an examination due to extenuating circumstances, other than illness, then it is at the discretion of the College whether to waive the fees to sit the examination at the next available session

A.5 External examination boards

For any non-WLC examination being held, the rules and regulations relating to that specific examination board should take priority, if there is any major discrepancy or conflict between the two.

B. RULES FOR INVIGILATORS

The Academic Liaison Manager will undertake to provide

- All relevant exam stationery
- Contact names and telephone numbers
- A *Guide for Invigilators* on how to conduct the exam
- External exam board regulations if appropriate

If a Senior Invigilator is appointed, he or she reports directly to the Academic Liaison Manager and shall be responsible for conducting the exam according to the rules laid out in this section.

B.1 At the start of the exam

- It is the duty of the invigilator to set out the exam room as instructed by the Academic Liaison Manager and to take responsibility for seating the candidates in a quiet and orderly manner
- Once everyone is seated, the invigilator should explain the rules in an unambiguous and concise way. It is important to establish the correct exam conditions at the outset
- The start and end time of the exam should be announced clearly and written on a board so as to be visible to everyone
- All invigilators should familiarise themselves with the room layout and be aware of the fire exits

B.2 During the exam

- There should always be at least one invigilator in the room at all times
- Invigilators should not leave the room for more than a few minutes unless it is necessary in the course of their duty
- Only one candidate at a time can take a toilet break and should always be accompanied by an invigilator
- All toilet breaks and incidents must be recorded with the time and student number
- A register must be taken of all candidates present and absent
- Anyone finishing the exam early may be allowed to leave within the permitted time period (*see A.3 bullet point 7*) and their scripts and question paper should be collected immediately
- Depending on the length of the exam, announcements should be made at regular intervals informing candidates of the length of time remaining
- The end of the exam should be announced clearly and all candidates must stop writing at that point and remain seated
- All the scripts and papers should be collected as quickly as possible and no-one will be permitted to leave until this has been completed

B.3 Confiscating items

Once the exam has started, any items not on the “allowed” list that are found on a candidate should be confiscated immediately. The incident should be recorded and reported to the Academic Liaison Manager. The candidate’s paper will be automatically disqualified.

B.4 Evidence of cheating

If the invigilator suspects that someone is cheating by using notes or other means, they should ask the candidate to surrender them immediately. Any evidence should be retained and the incident recorded and reported to the Academic Liaison Manager. The candidate’s paper will be automatically disqualified.

B.5 Dealing with disruptive and abusive students

Anyone causing a disturbance, either physical or verbal, should be removed from the exam room as quickly as possible. In some cases it may be expedient to allow the disruptive candidate/s to continue with the exam. A written report of the incident should be given to the Academic Liaison Manager afterwards.

The invigilator should always try and keep the situation as calm as possible to minimise the disruption to other candidates. If the invigilator feels that anyone’s behaviour is threatening the safety of others, they should summon outside help immediately and halt the exam if necessary.

B.6 Fire alarms and emergencies

In the event of a fire, it is the responsibility of the invigilator to evacuate everyone from the building or to follow the instructions of the local fire warden.

If a candidate is taken ill during the exam and leaves the room, they can only return if they have been accompanied at all times by an invigilator. If the illness is more serious, the local first aider should be sought.

B.7 Writing a report

All toilet breaks and incidents should be recorded throughout the exam with the time and the student’s number. At the end of the exam, the Senior Invigilator may also be required to write a short report for the Academic Liaison Manager to keep on record.

C. ASSIGNMENTS AS EXAM COMPONENT

In this context, the term assignment covers coursework, projects and dissertations set by an exam board as a compulsory assessment.

C.1 Format

Instructions on how to present the work will be available when given the assignment. There will be a preferred standard set out by each exam board, which should be adhered to. Marks will be deducted if the work submitted doesn't follow the published guidelines. Main areas of concern will be:

- Front page
- Length (i.e. total number of words)
- Font and point size
- Table of contents
- Referencing and bibliography

C.2 Late submission

If a candidate is unable to complete or hand in an assignment by the agreed deadline due to unforeseen circumstances then they must complete the relevant exam board's form, together with supporting documentation (e.g. a doctor's certificate). This should preferably be done before the submission deadline.

However, if an assignment is handed in after the published deadline and there are no extenuating circumstances, the examiners will be instructed to deduct marks. Some exam boards will reduce the overall mark by a percentage for each day it is late, others will award up to a maximum of the lowest possible pass grade, yet others will automatically give a 0% mark.

C.3 Plagiarism

Plagiarism is cheating and will be treated in the same way as copying in a written exam. In extreme cases the assignment may be disqualified.

C.3.1 What is plagiarism?

Plagiarism is the act of presenting a piece of work, using the material of another person/persons as your own. This can be defined as including *without fully acknowledging and referencing* someone else's work, for example by:

- Direct copying of sentences and phrases
- Paraphrasing existing material
- Including photographs, designs, graphs or results
- Using computer software programming code

C.3.2 How to prevent plagiarism

- Any passages taken verbatim from a published work should be presented in quotation marks and the source clearly acknowledged
- Other non-textual material that has not been created by yourself, such as graphics, diagrams and software must also be acknowledged
- Using ideas from other works, but written in your own words should also have the original source clearly referenced
- Avoid direct copying of web pages and other electronic sources
- Do not collaborate with another person, unless the assignment is written as a joint work. In this case, all authors should be declared
- For a short guide to correct referencing see *WLC guide to Harvard style referencing* available to download from the College's website

D. MARKING AND RESULTS

D.1 Final grades

In addition to marking the content of a candidate's exam script or assignment, final grades may be lowered after the following considerations are taken into account:

- Invigilator's report for each exam
- Presentation of work
- An assignment has been checked with anti-plagiarism software
- The assignment was submitted after the deadline

D.2 Results

As a general rule, exam results are published around eight weeks after the last exam or assignment deadline. Students will be informed by email by WLC as soon as the results are available.

E. APPEALS

E.1 Lodging an appeal

If a student believes they have good reason to question the final grading of an exam paper or an assignment, then they should first approach their personal tutor or academic Head of Department. The tutor will be able to give advice on how or whether to proceed further. It should be noted that a request based on a student's personal perception of how they should have been graded is not considered sufficient grounds for appeal.

E.2 Request for remarking

Since each exam board differs slightly in their procedures, students should contact Student Services in the first instance for advice on the appropriate forms to complete. The awarding body always charges a fee for remarking a script or assignment.

APPENDIX A

External examination boards used by West London College:

- Heriot-Watt University
- Bournemouth University
- University of Greenwich
- Confederation of Tourism and Hospitality
- Association of Computer Professionals
- Association of Business Executives
- British Computer Society

West London College awards its own Certificate in Business Administration and Foundation Diploma in Fashion Design.

APPENDIX B

The following guides have been produced for West London College students. They are available from Student Services, studentshare drive <S:\EXAMS – guides> and can also be downloaded from the College website www.westlondoncollege.com.

WLC guide to Harvard style referencing

WLC guide to good exam technique