KSVN Exams Policy

Information here includes:

Examinations Policy

Exam re-sit Policy

Conducting Exams Policy

Exams security Policy

Invigilators Policy

Exams malpractice Policy

Exams emergency evacuation Policy

Exams contingency plan

These policies should be reviewed alongside the Quality Management Policy & Procedures document, the Quality Strategy and Quality Sampling plan.

KSVN Examinations Policy

KSVN is committed to:

- ensuring that all assessments, including examinations are conducted efficiently and in the best interests of candidates by careful planning and management.
- ensuring that examinations are run according to regulations and standards of the Joint Council for Qualifications (JCQ) unless specific awarding organisation regulations over-rule these.
- ensuring the operation of an efficient examination system with clear guidelines for all relevant staff.
- ensuring that Safeguarding and Equality & Diversity policies are fully embedded in all examination department activity.

This Examination Policy is supported by the information from the Joint Council of Qualifications (JCQ) with reference to guidelines available from the JCQ website.

Responsibilities

The Directors have overall responsibility for the examination provision of the Centre. Exam contingency plans & processed are review by the Directors annually.

The Head of Centre is responsible for ensuring all staff understand the key elements of the Examinations Policy as a whole and know where to locate the JCQ information for further guidance. The Head of Centre is responsible for addressing any concerns of exams/assessment malpractice and reporting to the Awarding Organisation as appropriate. The Head of Centre liaises with the AO / Regulatory Organisation

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with all matters related to Quality and, with assistance from the Head of Curriculum, to request Access Arrangements and applications for Special Consideration or exam appeal.

The Head of Centre processes all AO Unit / completed Qualification certification claims, with assistance from the admin team.

The Head of Centre liaises with tutors regarding the planning and administration of exams as well as overseeing the QV process for all other assessments. The Head of Centre ensures all Access Arrangements are in place & applied for each assessment as granted and for booking external exams with the AO.

The Head of Centre and Head of Curriculum work with the Admin, QV & tutor team to plan exam timetables & assessment calendars; plan the supply of invigilators as well as planning rooming & laptop provision including to meet all ALS needs. Any re-sit costs are billed by the admin team to the student / employer.

The KSVN team work together to resolve any pre-exam issues and following results, update the QV tracker & student trackers but also make provisions for any re-sit requirements, in discussion with the tutor.

The Tutor team are responsible for ensuring only eligible students are entered for the exams & then informing the students of the exam timetables, any individual requirements & facilitating any access arrangements. The tutors must also inform the students of exam conduct requirements and expectations for exam behaviour. The Admin and Invigilator teams are responsible for exam paperwork prep and room preparations for the exam, including table layout, seating and power supply for laptops as well as a written seating plan for the students, including details of ALS needs, which are recorded in the invigilators pack. Invigilation records are stored electronically on the Centre system.

The tutor team prep the students for the exam and present them to the room & invigilator team at the appointed time with only exam necessary equipment (+/- calculators), lanyards and stationery supplies. All other personal belongings should be left in the common room.

Artificial Intelligence (AI)

Any use of Artificial Intelligence (AI) systems by learners when creating assignments is forbidden. Learners are expected to apply their own knowledge and understanding, recognise use of peer-reviewed reference text and refer to KSVN workbooks when writing their assignments during the qualification. Assignments will be scrutinised for evidence of inclusion of AI gathered material, using guidance provided in KSVN assessor standardisation events and in published JCQ guidance. KSVN do not permit any use of AI in assignment content, even if this is declared. Where AI information is identified and confirmed in an assignment, this will be considered to be student based malpractice and be subject to the KSVN Student Code of Conduct and Disciplinary Procedure Policy process, with the offending assignment returned as a failed submission with the re-sit process described below then applied.

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Assessment re-sit Policy

Students must be fully prepared for all assessments. It is not acceptable to attend an exam that they are not well prepared for nor submit an assignment that is not complete. It is important that students ensure they are in position to learn well during lessons; make full & effective use of assignment workshop sessions; embed and expand lesson teaching with self-study & research; employ effective revision strategies and careful exam techniques. The Assessment calendar is available from the start of the academic year and clearly gives dates for exams, assignments and revision plans. Tutors also include reminders of assessments in lessons. There are details of revision techniques in the Course Handbook and these should be linked to learning styles identified during Induction and the study skills session at the start of the year.

Failure to pass at 1st attempt:

(Exam) A discussion with the tutor will follow the release of the result to explore the issue & identify weaker areas. A second attempt will then be planned, usually no less than a fortnight later and booked at the discretion of the KSVN team. The TP Principal and/or Clinical Coach will be notified of the unsuccessful result & re-sit plan via email or phone. The Tutor will make a plan to meet with the student prior to the re-sit when the student is expected to provide evidence they are better prepared to pass the assessment. If this is in doubt the assessment booking may be further postponed.

(Assignment). Failure to submit an assignment on time, or returned due to student malpractice, will result in a failed attempt being recorded & the students risk banding will be increased to High Risk with the Employer/rep being informed. An extension will be provided with the outcome limited to a pass score.

If an assignment does not achieve a pass at the first submission it will be referred for edit, with feedback provided by the assessor. The first submission will be recorded as a failed attempt. A submission date for the revised assignment will be given and include how the addendum should be added onto the original work. Further submissions will be limited to a pass score. Student risk banding will be increased.

Failure to pass at 2nd attempt:

(Exam). As above with the addition of a support session booked with student by the tutor. The tutor will again provide an update to the CC & Employer so that support can be given in TP wherever possible. The student will need to meet with Tutor prior to the re-sit to evidence that they are prepared for success at this next attempt.

(Assignment). Failure to submit the assignment on time on the extended submission date or returned due to student malpractice, will result in a second failed attempt being recorded & an academic disciplinary meeting with the student, the Employer/rep being informed. An extension will be provided with the outcome limited to a pass.

If an assignment does not achieve a pass at the second submission it will be referred for further edit, with feedback provided by the assessor. This will be recorded as a second failed attempt. A submission

date for the revised assignment will be given and include how the addendum should be added onto the original work. Further submissions will be limited to a pass score. An academic disciplinary meeting will take place.

Failure to pass 3rd attempt:

(Exam). A meeting will take place between the student and Tutor team with employer/rep involved to identify weaknesses, evaluate learning techniques and create a learning plan. If the student wishes to continue with the qualification, they are required by the Awarding Organisation / Regulatory Body to have a period of re-training and support in that subject (refer to Qualification Handbook). During this time, they will work through the learning plan with the support of the TP team to be able to re-study the subjects and prepare for a fourth or subsequent attempt at the assessment. This is booked at the discretion of the KSVN team & requires special permission for VetSkill, as the AO. Please note that if this 3-month support plan is necessary, it does not affect the student attending college and continuing with other/on-going assessments but they may be required to attend additional learning sessions and lessons at KSVN in addition to their usual attendance day for a period of time. In certain situations it may be necessary and/or deemed beneficial to drop back a cohort to complete the period of re-learning and improve likelihood of success at next assessment attempt. Students will remain at High Risk status.

(Assignment). If am assignment is not submitted or assessed as a Pass at the third submission or returned due to student malpractice, an academic/disciplinary meeting will take place with Centre team, student and the employer/rep, for further support / training measures to be applied. Students will remain at High Risk status. Further submissions will be limited to a pass score.

Repeated failed attempts: Where a student fails different exams throughout training & when the re-sits timings of these would interfere with other exam attempts, the exam pattern may be modified to benefit the student's scope for learning & exam prep. This may at times lead to a prolonged pause in a further attempts, particularly relevant to fourth or subsequent attempts. It is important to note, however, that exams must be successfully completed during the academic year cycle they are planned in, unless under exceptional circumstances. If this is not reasonably achieved or is not possible in the remaining period of time, then the student will not ordinarily be able to continue in the cohort nor move on into the next year of the course. While remaining in active training at the Training Practice, they will need to successfully complete the exams in the interim before joining a later cohort or may be withdrawn from the qualification & apprenticeship funding if they prefer to not continue VN training. It is at the discretion of the Centre to continue to support the VN training of the student at this stage.

It is possible, under special circumstance to apply to enter an exam or assignment for attempts beyond the fourth attempt. This is something that requires special permission from VetSkill and that is requested in full agreement between the Centre, student and employer. It is at the discretion of the Centre to continue to support the VN training of the student at this stage.

KSVN as the Centre, will consider whether to support additional attempts based on the following factors:

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*the scores achieved in the previous exam/assignment results for the subject

*the outcomes of all other assessments (end of unit tests, exams and assignments) achieved by the student to date

*status of the student's e-portfolio

*attitude to learning generally and when preparing for assessments

*details provided in the training plan devised for the special permission request

A detailed training plan is required to demonstrate how success can be provided for in this special permissions period for the assessment, to include additional learning in the subject (re-attending subject lessons at the Centre, personal tutors, attending CPD events, dedicated support sessions in the Training Practice etc) as well as additional experience in the supporting practical skills (secondment to another TP, mentorship plan in the workplace, enhancing experience opportunities in the TP). The timescale of the training plan must be realistic and will inevitably involve an extended training period.

The student is responsible for creating the training plan, which must be agreed with the employer and be signed & dated by both prior to be submitted to KSVN to consider. This must be completed and submitted to the KSVN Head of Centre by the date requested as there is a maximum period of time permitted by VetSkill.

If KSVN, as the Centre, agree to submitting the special dispensation form for the 5th+ assessment attempt, the special dispensation form will then be submitted to VetSkill for their consideration. This must be submitted ahead of the 20 day automatic withdrawal period.

If accepted by VetSkill, the Centre team will devise and confirm the full training plan for the student, including details for attendance at the Centre.

Re-sit fees

Re-sit fees apply in all cases and include Awarding Organisation costs, Centre fees & Admin costs as well as VAT. See Memorandum of Understanding for fee details.

Late cancellation / non-attendance fees

Where late cancellation / non-attendance fees are applied by VetSkill as the AO, these will be passed on to the employer.

KSVN Conducting Exams Policy

JCQ guidelines must be followed (see link below). A key action is the segregation and isolation of split cohorts, entered for the same exam.

Exams will be started according to the time booked with the AO, the students are ready & prepared and access passcodes have been distributed. The exam will take place in the designated room at the Centre,

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with due attention paid to heating, lighting, ventilation and the potential for noise distraction. Clashes with elective fire drills are to be avoided. The walls must be free of display materials except for the exam warning posters, which must be clearly displayed along with a clock showing the correct time and details of start & finish time, along with any additional time provisions for ALS candidates.

The exam room layout ensures a good distance between students, usually with screen dividers, and yet are still visible to the invigilators. Candidates are seated according to the seating plan that is provided.

Note: exam conditions, supervision and security arrangements are applied until all online exams have been submitted / all practical assessment decisions have been made.

All written assessment documents are stored in the secure QV/Head of Centre filing system (keypad locked cupboard), in addition to being scanned to 365 cloud storage as routine.

KSVN Exam Security Policy - Vetskill

External, formal assessments are undertaken by students in the form of online exams, assignments and practical exams.

Exam security

There are ordinarily no written exam papers to receive or store. In the event of exam access arrangements or reasonable adjustments being applied that require a student to undertake a paper-based exam the exam papers will be handled by the Lead Quality Verifier & Admin assistant. The exam papers will be initially secured in the home office of the Head of Centre and then brought to the Centre on the day before or day of the exam & secured in the locked cupboard in the office.

Online exams

The online exams are created & supplied by Vetskill via the Cirrus Safe Exam Browser and on the allocated day of the exam (& prior to), are prepared for & managed by the Lead Quality Verifier, Exam administrator & Lead Invigilator.

Online exams are accessed via KSVN provided laptops (with cohorts divided into groups, if necessary, to match laptop availability). If this is necessary, the separate student groups are managed in isolation with the second set arriving no later than 15 minutes before the end of the first sitting and being placed & supervised in a secure location to prevent overlap contact.

Online exams are only accessible via booking using the Vetskill exam online system and subsequent release of student log on access. Students are allocated passcodes once entered into the secure exam area and operating under exam conditions.

Passcodes for the exam are received, checked & kept secure by the Exam administrator, Lead Invigilator &/or Lead QV until the exam room is prepared and ready for the students to arrive.

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An exam prep pack will be shared with the Lead Invigilator and this includes JCQ signage: No mobile phones poster, Warning to Candidates poster as well as Centre emergency evacuation procedure, exam code, student sign in page, student list & corresponding passcodes as well as emergency phone contact details for Lead QV, exam conduct record and information receipt log. Additionally a seating plan for students and a copy of the exam emergency evacuation protocol.

The room is set up with the bank of laptops - fully charged or plugged into mains power with the device linked to the exam system (Cirrus - SEB), well ahead of the booked exam session & ready prepared for the student to simply add their passcode.

The Lead Invigilator confirms the identity of the students as they enter the exam room (lanyards) ensuring the student has permission to enter the exam & is given the correct passcode when the whole cohort is presented and ready.

Personal belongings are placed out of the room & appropriately stored in the common room or office, with mobile phones fully turned off by the student, prior to booking into the exam room.

Students may request note paper once inside the exam room, from the invigilator to make notes and workings out on. These must be handed in to the invigilator by the student when notifying they are ready to leave the exam room.

Students may not leave the room until the exam period is completed.

The results from the online exam are sent from Vetskill to the Lead QV as per the Vetskill policy.

Assignments

Assignment briefs are pre-prepared by the Centre tutor team and subject to the QV process. The documents are then stored in the KSVN 365 system with access limited to the tutor, exam admin and SLT.

Assignments are sent to students electronically & submitted electronically as a Word document according to the assessment calendar via Onefile. The front signing page is completed & submitted by the student. Assessment & internal verification is undertaken electronically & results added to QV tracking system. The submitted and marked assignments are saved to the student's Onefile account with IQA'd copies also uploaded there. These documents are also stored in the 365 file for the required period of time, post qualifying. There are no security concerns regarding the assignment assessments.

Practical exams

The practical skills assessments are derived from the RCVS Day One Competencies & Skills and are undertaken at the end of Year 1 as a formative assessment, run by the Centre and as Licence to Practise OSCEs in Year 3, following successful completion of the course content & other assessments at the end of Year 2. These are run centrally by Vetskill.

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The Year 1 formative practical exam comprises six Year 1 practical skills, assessed by a team of Centre/external assessors and a Senior examiner/IQA with the outcome decided by the team at the Centre.

The scenarios are created by the KSVN tutor & QV team with reference to the Day One C & Ss and the tasks of the e-portfolio and VetSkill guidance. These scenarios are kept securely in the QV folder in 365.

The Year 3 Licence to Practise OSCE is managed & run by Vetskill centrally as an apprentice EPA. These entail twelve tasks, each of eight minutes duration which includes two minutes of reading & prep time. Vetskill manage the security arrangements for these exams.

<u>Centre based informal assessments</u>

These are electronic interim or end of unit tests, designed to prepare the student for further / formal assessments and to establish degree & depth of understanding of the subject. These are created by the tutor team, subject to the QA process & provided in MCQ format on the VLE, with student access limited by the tutor enabling the test. Results are recorded on the QV tracker. There are no significant security concerns regarding these assessments.

KSVN Exams - Invigilators Policy

The KSVN QV team are responsible for ensuring that invigilators are suitably trained & present for all external examinations.

Referring to the JCQ guidance (noted below) the following commitments are made by KSVN:

To ensure examinations are conducted efficiently & in the best interests of candidates by careful planning & management

Ensuring that examinations are run according to regulations and standards of the Joint Council for Qualifications (JCQ) unless specific awarding organisation / regulatory organisations regulations over-rule these.

Ensuring the operation of an efficient examination system with clear guidelines for all relevant staff.

Ensuring that Safeguarding and Equality & Diversity policies are fully embedded in all examination department activity.

Invigilator team training.

Invigilator training is undertaken each autumn for new and in standardisation session for existing team members, allowing for refresh of protocol & AO/JCQ updates. There are currently three invigilators. The

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Head of Quality delivers the Invigilator training. A Lead Invigilator will be appointed to lead the process over the duration of the year.

Invigilators are given an arrival time sufficiently ahead of the exam start time to enable them to check the room & paperwork is prepared, computers are functioning & loaded onto AO exam site with exam log in icon.

The invigilators pack will include the standard JCQ posters that they should fix to suitable, high visibility surfaces as well as student log in passcodes, student name list/sign in sheet and bags/box for mobile phones with allocated number cards. Additionally, invigilator sign in & note emergency contact details. There must be a seating plan, provided by the tutor, for each student which must be followed. The pack must also contain a copy of the emergency evacuation protocol which the invigilator should ensure is read & understood and must include a briefing on this with the candidates prior to starting the exam.

Invigilators will be provided with any specific assessment details by the tutor (e.g. allowed to leave individually once finished or have to wait until whole time is completed) & be able to provide scrap paper to students when requested at exam entry. These must be collected prior to students being allowed to leave the exam room. All exam documents are scanned on to the 365 system after the exam by the exam administrator.

https://www.jcq.org.uk/exams-office

JCQ General Regulations for Approved Centres

JCQ Instructions for conducting examinations

JCQ Adjustments for candidates with disabilities and learning difficulties

JCQ Suspected malpractice in Examinations and assessments

Exams malpractice Policy

Malpractice consists of those acts which undermine the integrity and validity of the assessment or examination, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment, examination and certification of examinations.

Any suspected cases of malpractice must be reported to the Head of Centre immediately.

Examples of malpractice are included in Appendices 1 & 2 here below.

If a student is suspected of malpractice during an examination, the invigilator must summon the Head of Centre to discuss the outcome & to witness procedure. The invigilator must record an account of what has happened on their exam report, which will then be signed off by the witness.

The Head of Centre has the authority to remove a student from an examination or assessment in a room, if appropriate and without causing disruption to other students. Where the malpractice has taken

place within a submitted assignment, the Head of Centre will investigate the information and follow the specific guidance noted here above.

The student must also be warned that the awarding organisation will be informed and may decide to disqualify the student.

If malpractice by staff is suspected it is the responsibility of all staff to formally report cases, to the Head of Centre. Students can also report suspected malpractice, in person or in writing, to the Head of Centre.

The Head of Centre is then required to inform the Awarding Organisation. AOs may conduct an investigation into the alleged or suspected malpractice, depending on their judgement of the impact of the allegation on exam integrity. These may be performed directly by the AO or with the assistance of the Head of Centre on site.

An investigation, carried out by the Head of Centre, follows the KSVN Student Code of Conduct and Disciplinary Procedure Policy and so the individual concerned is informed in writing of the allegation against them.

The outcome decision may involve the AO imposing a sanction or penalty, upon the individual or KSVN as a whole, if the allegation is upheld in order to maintain the integrity of the examinations process.

Exams emergency evacuation Policy

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, or an alarm sounding to warn of fire, bomb alert or other serious threat. In exceptional circumstances, other situations may require the emergency evacuation procedure to be followed - where candidates might be severely disadvantaged or distressed by remaining in the exam room. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents. See Appendix 3 for Exams emergency evacuation procedure.

The Head of Centre must ensure the exams team (especially including the invigilators) are aware of the procedure involved when an emergency evacuation of an exam room is required & are able to complete the evacuation and the documents required to record this, should it occur.

Additionally if this protocol differs for a disabled candidate, that a Personal Emergency Evacuation Plan (PEEP) is included in the invigilator pack & this is explained to the candidate prior to the start of the exam.

The KSVN staff, present at the time of the exam, will assist with any emergency evacuation. The Head of Centre will assist the invigilators in completing the evacuation report and is responsible for completing any special consideration requests as well as informing the AO.

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Exams contingency plans

Actions to be taken in the event of:

In the event of absence of the Head of Centre, another member of the QV team will step into that role.

In the event of absence of the tutor for the cohort, a member of the QV team will fulfil that role.

In the event of the absence of the invigilator for the exam, another invigilator would be sought, from the invigilator team. The Head of Centre will oversee this activity. If this is not possible, VetSkill will be contacted for an emergency permission for other invigilator provision i.e. a member of the QV team.

Exam rooms are booked well in advance to avoid any issue with room availability. (In the event of double booking, suitable other room arrangements will be made or exam re-arrangements made and the AO informed.)

Failure of IT systems – KSVN endeavours to minimise any IT disruption by resilient preparatory arrangements made in advance, the availability of good quality laptops and high speed broadband and the services of the IT team. Where a failure in this impacts significantly on students entered for scheduled exams the exam date will be rearranged and the AO informed appropriately.

In the event of the Centre having to close i.e. due to bad weather disrupting exam bookings, if it is not safe for candidates and staff to travel or that the Centre is not able to accommodate the exam (heating / lighting failure), the exam would either be moved to an alternative location or be booked for a later date. The AO would be informed appropriately.

In the event of a delay in the AO releasing the results, candidates will be informed via the normal channels as soon as possible – face to face, email, text message or phone call.

Assignments are submitted electronically, thereby avoiding the possibility of hardcopy loss/theft. Marks are stored on Onefile & the KSVN 365 system with results will be available to candidates and the AO through access accounts.

Where an exam has to move location or date, the students will be informed via phone call or text message, KSVN social media or via email. The KSVN team and invigilators will be informed via phone. Special consideration protocols will be applied if relevant.

Appendix 1 – Centre based malpractice

Examples of malpractice in exams

Deception

- Any act of dishonesty in relation to any examination or assessment, but not limited to: o inventing or changing marks for internally assessed components (e.g. assignments)

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- Where there is no actual evidence of the candidates' achievement to justify the marks
- Manufacturing evidence of competence against national standards (practical skill competencies / exam scores)

Breach of security

- Breaking the confidentiality of question papers or materials
- failing to supervise adequately candidates who have been affected by a timetable variations (split/separated cohorts)

Improper assistance to students

Giving assistance beyond that permitted by the specification to a candidate or group of candidates, which results in a potential or actual advantage in an examination or assessment.

- assisting candidates in the production of assignments, beyond that permitted by the regulations
- assisting or prompting candidates with the production of answers
- permitting candidates in an examination to access prohibited materials (dictionaries, calculators etc.)
- assisting candidates granted the use of an oral language modifier, a practical assistant, a prompter, a reader, a scribe or a Sign Language Interpreter beyond that permitted by the regulations

Maladministration

Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework and examinations or malpractice in the conduct of the examinations /assessments and/or the handling of examination papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms, etc.

- inappropriate members of staff assessing candidates for access arrangements who do not meet the criteria as detailed by the JCQ regulations
- failure to use current assignments for assessments
- failure to train invigilators adequately, leading to non-compliance with JCQ regulations
- failing to issue to candidates the appropriate notices and warning
- failing to correctly & securely store any paper based exam documents
- failing to ensure that mobile phones are placed outside the examination room and failing to remind candidates that any mobile phones or other unauthorised items found in their possession must be handed to the invigilator prior to the examination starting
- failure to keep accurate and up to date records in respect of access arrangements which have been processed electronically using the Access arrangements online system
- granting access arrangements to candidates which do not meet the requirements of the JCQ publication Access Arrangements, Reasonable Adjustments and Special Consideration

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- granting access arrangements to candidates where prior approval has not been obtained from the Access arrangements online system or, in the case of a more complex arrangement, from an awarding body
- failure by the exam / invigilator team to report an instance of suspected malpractice in centre based informal tests and exams to the Head of Centre as soon as possible after such an instance occurs or is discovered
- failing to report an instance of suspected malpractice in external examinations or external assessments to the appropriate awarding body as soon as possible after such an instance occurs or is discovered

Appendix 2 – Candidate based malpractice

- the alteration or falsification of any results document, including certificates
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments
- collusion: working collaboratively with other candidates, beyond what is permitted
- copying from another candidate (including the use of ICT to aid the copying)
- allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment
- the deliberate destruction of another candidate's work
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or nonverbal communication
- making a false declaration of authenticity in relation to the authorship of assignments or the contents of a portfolio
- allowing others to assist in the production of assignments or assisting others in the production of assignments
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials)
- being in possession of confidential material in advance of the examination
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework or portfolios
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment

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- plagiarism: unacknowledged copying from published sources or incomplete referencing
- theft of another candidate's work
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries, reading pens, translators, wordlists, glossaries, iPods, mobile phones, MP3 players, pagers or other similar electronic devices
- the unauthorised use of a memory stick where a candidate uses a word processor
- behaving in a manner so as to undermine the integrity of the examination
- use of Artificial Intelligence (AI) systems to assist with assignment writing, declared or non-declared.

Appendix 3 Exams emergency evacuation procedure

The Invigilator must take the following action in an emergency such as a fire alarm or bomb alert or other serious threat as alerted by KSVN staff or Head of Centre at time of exam :

- Be aware of any students who have a PEEP (Personal Emergency Evacuation Plan) and direct accordingly.
- Tell the candidates to STOP writing but remain silent.
- Collect the attendance register (in order to ensure all candidates are present).
- Instruct candidates to leave all question papers and scripts in the examination room – if there are only a few candidates, consider the possibility of finishing the exam elsewhere, collect question papers and scripts.
- Evacuate the examination room in line with the instructions given by the appropriate authority. Remind candidates to leave the room in silence & remain so.
- Supervise candidates as closely as possible whilst out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption started and how long it lasted.
- If it is possible to restart the exam, allow the candidates the full working time set for the examination.
- Make a full report of the incident and of the action taken and give to the Exams Officer to send to the relevant awarding body.