

Examination Regulations (Objective Test)

Examinations should be conducted as per the instructions issued by the Joint Council for Qualifications EXCEPT as follows:

Pre Examination

- Ensure that you have received all the items as per the check sheet provided.
- Ensure the invigilator is familiar with these Regulations and the Announcements
- Book DHL return collection for afternoon of the exam or following morning.

Timing and Attendance

- The timing of the examinations are as shown on the attendance register provided which also shows the extra time and conditions allowed for Reasonable Adjustment learners. The standard 25% extra time allowance translates as follows:

Length of Exam	Extra Time Allowed	Total Exam Time
30 minutes	10 minutes	40 minutes
1 hour	15 minutes	1 hour 15 minutes
1 hour 15 minutes	20 minutes	1 hour 35 minutes

- You should advise the *ifs* School of Finance of any alteration to these timings.
- Only learners listed on the attendance register can sit the examination, no extra papers are provided.
- Late learners can enter the examination room after the start of the examination and can be given the full time at the discretion of the Examination Officer. All incidents must be reported using the Conduct of Examination form. The learner should be warned that the awarding body has the right not to accept the script.
- Unauthorised persons (including the tutor) should **NOT** enter the examination room during the examination. An unauthorised person is anyone other than the invigilators and learners or a member of *ifs* staff undertaking a random check of the conduct of the examination. Any breaches of this regulation should be reported on the Conduct of Examination form.

Items to distribute to learners

Question Paper: Sealed in specialised poly bags that **MUST** be opened in the examination room in the presence of the invigilator no more than 15 minutes prior to the start time of the examination.

Tutors are NOT allowed to handle or view papers before, during or after the examinations.

Under **no circumstances** should the examination papers be copied or left unattended at any time.

Unused question papers should be removed from the examination room and held securely. The invigilator should **not** have access to a spare copy.

Answer Sheets: OMR sheets.

Learner Detail Slips: Provided on registration. Please ensure that learners use data shown when entering data on OMR sheets and question papers.

Please ensure that **announcements** are made as required to ensure correct completion of the examination paperwork. This will avoid delays in marking and publishing the results.

Additional Items

- Learners can **NOT** use any paper other than the question paper and answer sheets. Rough work or notes can be done on the question paper.
- Learners can **NOT** use scientific, programmable or calculators with additional functions.
- The structure of the assessment for these papers is kept as simple as possible and reflects the language used within the textbooks. Since no creative writing is required, English-foreign language dictionaries are not allowed in the examinations.

Attendance Register and Cover Sheet

The invigilator should:

- Mark the appropriate boxes to indicate attendance.
- Clearly Mark "DNS" (for Did Not Sit) against learners who have NOT attended
- Add details of learners who have attended but who are not on the register, with a note as to reason.
- At the end of the examination mark the appropriate boxes to indicate that the OMR answer sheets and question papers have been collected.
- Complete the cover sheet to indicate the number of learners who attended and the number of answer sheets and question papers returned to the Examinations Officer.
- Sign as appropriate.

Conduct of Examination form

Complete appropriate section to report any disturbance or breach of normal examination conditions encountered during the examination for example:

- Late Entrants or unauthorised persons, see Timing and Attendance Section.
- Inappropriate behaviour, mobile phone use, misuse of language dictionaries etc. Please ensure that the learner concerned also signs the form.
- Learner making a complaint, please ensure that the learner concerned also signs the form.
- Events occurring during the examinations which may affect the performance of the learners, e.g. problems, noise disturbances, interruptions, malpractice, etc

If a Conduct of Examination form is completed, it must be returned to the *ifs* School of Finance.

At the end of the examination

- Under **NO circumstances** is anyone except the examination officer allowed to remove the question paper from the examination room.
- Question papers **MUST** be held securely and placed in the padded envelope for return in the presence of the examinations officer before leaving the examination room.
- All examination material must be locked away until dispatched to the *ifs*.

Return of Examination Materials

- To enable us to process the results as quickly as possible it is important that the Conduct of Examination form, OMR answer sheets and ALL question papers are returned immediately after the examination has taken place. Please follow the instructions in the Handbook, page 5-8.

Quality Assurance Procedures

- Please be aware that, as part of the *ifs* quality assurance procedures, the *ifs* may conduct random inspection visits to examination venues.