

Vocational Training Institute[vti] ltd Examination Policy

Examination Rules and regulation

To be read with other institute policies

Vti ltd

1/20/2022

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	VTI Management
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Reference to the other documents namely

- **Appeal policy**
- **Authentication policy**
- **Complaint policy**
- **Malpractice policy**
- **Re sit-Resubmission policy**
- **Condonation policy**
- **Collection of exam projects**
- **Exam refund policy**
- **STUDENT Responsibilities AND CODE**
- **Threshold policy**
- **Authentication policy**
- **EXAM ADMIN FEES**
- **Fair access to assessment policy**
- **Special consideration policy**
- **DECLARATION OF ORIGINALITY**
- **EXEMPTION AND CLAIM OF CERTIFICATE POLICY with mapping grid**
- **Internal verification tool kit**
- **Setting and marking policy**

Purpose

This policy details the VTI Ltd 's requirements around all examination practices –internal/external/rpl or any other assessment in place or to be in place. It is also intended for the purpose of achieving internal verification- coordinated and consistent examination practices across the Institute either for internal, external or other mode of exam including theory, practice ,rpl ,online or others etc.

Note that the external examination are governed by its examination policies and its quality assurance and to be observed accordingly

Policy Statement

Examinations play an integral part in assessing the skills and knowledge attained by students as a result of studying a particular subject/course/level. The Institute conducts both practical and written examinations in many subjects and courses, and expects students to be aware of the associated requirements of those examinations. This policy outlines the basic principles supporting examinations at the Institute and the expectations of both students and staff. This policy should be read in conjunction with the vti ltd 's Assessment and other related examination Policy which outlines the broader assessment principles of the Institute .

Policy & Guidelines against Malpractice

1. Policy 1.1 Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- all aspects of the centre's exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with awarding body regulations, guidance and instructions, thus ensuring that "... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute." [General Regulations for Approved Centres (GR)]
- ensure that all candidate data where required by the awarding body has been supplied to the awarding bodies within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000, and that candidates have been properly informed that this data has been transferred to the awarding bodies
- exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current awarding body regulations, instructions and guidance. This policy will be communicated to all relevant centre staff.

Examinations assess learning outcomes

Examinations will assess a student's grasp of published subject learning outcomes. Final

examinations will assess most (if not all) learning outcomes for the subject, while quizzes/tests/ assignments and mid-semester/Trimester/Term/semester(Continuous assessment) examinations will assess only some learning outcomes.

Authenticity

VTI guarantee authenticity, currency, sufficiency and recency of evidence submitted by candidates for the purpose of the portfolio etc for each and every assessment

The Authentication Process

Purpose

The purpose of the Authentication Process is to ensure fairness, consistency and validity of assessment and of the outcome of assessment i.e. learner results across each major, special purpose, or supplement award. The Authentication Process will ensure that the external awarding bodies receive accurate and quality assured learner results.

The Authentication Process established include; **internal verification**

external authentication Authenticity: the assessor is assured that the evidence presented for assessment is the student's own work

Examination sessions

Examinations are held between 8am and 6.00 pm, Monday to Friday as per normal scheduled class times or as may be requested by the authority. . This excludes special cases.

Incorrectly reading or misunderstanding the examination timetable will not be accepted as a reason for failure to attend an exam.

Examination are normally held in the last week of May and starting of June [June session] and end of Nov and starting of December for December exam series each year and as may be decided by the exam bodies .

Timing of Examinations

Examination dates and times as per the internal / external body should be noted in school calendar/notice board . The Examination Timetable is published for all students to see. Each Semester/Trimester/ Term/semester , an examination timetable will be published and students are notified of its publication by pasting them on the notice boards or in the classrooms/trainers notice copy book. Additionally, the date for release of the Examination Timetable is clearly outlined on all the school Calendars. Where an examination is to be postponed or rescheduled, a notice will be sent out to the students and staff as soon as possible..

Continuous assessment examinations held during class time will not be on the Examination timetable, but will be clearly outlined within the relevant Course Outline/notice board /trainers notice copy book.

A timetable can only be published once as a draft before becoming FINAL.

Final timetables should be published two weeks before the Examinations wherein a Draft should be published a week before the Final one.trainers are expected to stop at least a week before Exams or as may be decided by the authority /external body.

Examination scheduling

Formative and summative* test are held as follows

January intake: [F/T & P/T] Last week of February Last week of March Last week of April End of May [S] *	February [F/T] Last week of March Last week of April End of May [S] *	June Intake : [F/T & P/T] Last week of July Last week of August Last week of Sept End of Nov[S] *
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- to notify in writing respective class/students of test/assessment date and time and to submit the test papers at least one week prior to the assessment date/week with answers, markings etc or as requested by exam officer/coordinator or its representative-refer to setting and markings policy
- All examination for June /December or otherwise stipulated, must be published and shared with dept./ trainers and other staffs, the office, three weeks before the examination to avoid clash in the use of space. Where there is a clash in the use of space, the exam supervisor will work out a solution to the best interest of both parties.
- An end of term, semester and programme examinations paper should not be less than one and half hours and not more than three hours in duration including reading time or as may be decided by the exam body .
- Examinations will be scheduled taking into consideration the mix of courses undertaken by students and endeavoring to minimize, or preferably eliminate, clashes of examinations for units taken by class cohorts or individual students.
- Where clashes cannot be avoided, special arrangements will be made to enable affected students to undertake the examinations as close as possible to the scheduled time.
- A student may be required to undertake a maximum of two examinations in a single day..
- A student should have a minimum of 30 minutes break between end time of one examination and start time of another.

Examination Guidelines (provided at the end of the teaching period)

Any instructions specific to the examination are provided by the trainer/supervisor in the class prior to the examination being conducted. For example, if an open book examination is to be held in class the following week, the trainer/supervisor will outline how many pages of notes are allowed to be brought into the exam. If the examination is to be held in the examination period for the Semester/Trimester/Term, examination instructions will be provided in the last class of the Semester.

Responsibility of the School for examination preparation

For all examinations, the School is responsible for:

- setting and publishing an examination timetable/or as per authority;
- ensuring that examinations do not cause a timetable clash with other examinations;
- organising examination venues;

- quality control of examination papers, including content and ensuring adherence to the standard assessment format;
- 6 • printing of quality-assured examination papers/safe guarding for received ones ;
- supply of examination materials (for example, writing booklets and multiple choice answer sheets or as per the exam body ;
- provision of adequate examination invigilation if need be or as may be decided by the authority;
- preparing adequately for students with a disability and/or ill-health;
- marking of examination papers and submission of results or as may be decided by the exam body
- providing examination feedback to students

Collection of Examination Papers

Supervisors /trainers in Charge, or nominee, must collect students' examination scripts in person from the designated location, within 2 working days after the examination or as may be decided by authority/examination body or as may be decided by the exam coordinator.

Examination types and methodology Depending on the assessment, methodology varies .

Refer to Examination policy

For the different qualifications, learners will be required to complete

- **online e-volve multiple-choice assessment**
- **dated entry written exam**
- **assignment –Port folio-work book – see practical below**

Practical examinations:

- Practical
- exercises. Oral:
- Oral examination activities
- Portfolio assessment

Although not an examination, but for schools that includes Portfolio in its assessment, examination results cannot be submitted without including Portfolio grades. All courses including Practical assessment have highlight portfolio grades in the mark sheet

RPL-Recognition of prior learning- The methods of assessment used for the **RPL** will be determined by the assessment strategy for the qualification being assessed and might, for example, include examination of documents, expert witness testimony, reflective accounts, professional discussion

Information on assessments Success/e-volve can be received from the examination policy and the external course syllabus hand book

Throughout a typical course of study, students will undertake a variety of examination types including, but not limited to and as per the exam body:

RPL. Recognition of Prior learning

- In the absence of recognized qualifications, a large proportion of people face severe disadvantages in getting decent jobs, migrating to other regions and accessing further education, even though they might have the necessary knowledge and skills. The Recognition of Prior Learning (RPL) process can help these individuals acquire a formal qualification that matches their knowledge and skills, and thereby contribute to improving their employability, mobility, lifelong learning, social inclusion and self-esteem.

- This increased prospect for inclusion in the labour market is a win-win situation for all as employers are likewise able to access proof of skilled personnel and better match them with suitable jobs, while also increasing productivity. And governments are further able to have better assurances of increased competitiveness and economic growth, as well as social inclusion and equity.
- With an increasing recognition of the learning acquired through formal, non-formal and informal means, many countries have, with the assistance of the International Labour Organization (ILO) and other institutions, sought to implement established RPL systems
- Vti offer city and guilds of London scheme 9200 level 4 to 7 of the rpl
- Although not an examination to be taken, rpl is interview/professional discussion process aligning the evidences with the required standard for certification..

Distinctive Examination papers

Every written examination shall be offered with a distinctive examination paper for that cohort and examination time. Every subject/ course tutor or department shall prepare a total of three

(3) unique examination papers for each examination. This ensures that there are different papers for students sitting the exam at the scheduled time, the scheduled deferred time (due to absenteeism), and allowing for one additional examination time (special circumstances alternative exam) or as may be decided by examination body..

Concurrent use of the same examination paper (use of the same examination paper for students in two or more different locations

Concurrent use of the same examination paper is permissible only:

- where an examination is being held for the same unit in multiple locations at the same time;
- where required for units being taught out or as part of transition arrangements

Requests for concurrent use of the same examination paper must provide the following:

- a separate examination request and examination paper for each campus hosting the examination, even where content is identical;
- where concurrent use of an examination paper is requested to be used for multiple units the request must identify each of the units and campuses to be examined concurrently.

Requests for use of an examination paper for multiple examinations will be accommodated where possible. If not possible, an additional examination paper will be required

Student sitting to an examination

A student is an individual person who is formally enrolled to study at the Institute . The individual person is that who appears on the Institute 's documents such as enrolment, admission

and payment documents, and who is assigned an individual Gambia Institute student ID.

Rules for students and invigilators

Examination Attendance & Submission

- In keeping with the Assessment Policy –students are strongly encouraged to attend and complete all examinations in order to attain a final grade that fully represents the student’s total knowledge of the subject and to provide the greatest chance for academic success.
- All on campus examinations must be attended at the appointed time, with the examination submitted to the examination invigilator prior to leaving the room (or the lecturer/tutor if the examination is held in class time).
- A student who fails to attend/submit an examination or quiz with no satisfactory explanation will receive a mark of 0 for the examination unless they are granted a deferred examination or special circumstances.
- Attendance at examinations must be prioritised over any other clashing class attendance. Students will have their attendance recorded at every examination.
- Examination invigilators are supposed to be in the examination with the examination papers at least 30 minutes before the start of the examination.
- Examination invigilators who fail to attend or on time with no prior arrangement will be considered as breaking the codes of the examinations and a serious misconduct.
- Examination invigilators are not supposed to leave the examination hall at any time during the examination without a replacement. The invigilator is the last to leave the hall after all the students have submitted their papers.

Late arrival

All students must arrive in the examination hall at least 30 minutes before the start of the examination so as to settle down and allow the invigilator to verify and check Institute ID cards. Students arriving more than 30 minutes after the published examination start time will not be permitted to enter the examination room and should immediately discuss possible special circumstances or options for deferral of examination. It is the responsibility of the student to

‘be well informed about course requirements and seek academic assistance if in doubt’; forgetting the start time of an examination, misreading subject codes or failing to check the time on the timetable will not be considered an acceptable reason for a deferred examination.

Identification during Examination

Students are required to take their Institute (Student) ID into all examinations. A student without a Institute ID will not be allowed to write to the examinations unless cleared by the Office of the Registrar.

Students are required to be in proper Uniform during examination. A student not in proper uniform will not be allowed to write to the examinations.

Writing papers will be supplied. Students are not permitted to take their own writing papers into the examination.

Written Material

Unless identified as an Open Book Examination, students will not be permitted to take any written material into an examination. This includes any written material on electronic devices, paper, or any other written material at all (including on their body such as arms).

If students are identified as having unauthorized written material within an examination room (regardless of the details of that written material) prior to the examination start time, they will be requested to leave the room immediately to dispose of the written material (e.g. to leave papers outside or wash arms if writing is on them). The examination start time will not be delayed to wait for students to return to the room, however students will have up to 30 minutes to re-enter the examination room as outlined above.

If written material or electronic device is identified after the examination has started, students will be required to leave the examination room immediately and not return; they will be referred to the Discipline committee.

If a student requests to leave the examination room at any stage during the examination (e.g. toilet break), they will be escorted to and from the requested location. On reentering the examination room, the student will be required to reveal to the examination invigilator anything which may be in their hands or pockets, to ensure continued academic integrity is maintained.

Open Book Examinations

Open book exams seek to assess a student's understanding of key concepts, rather than recall or memorization. Open book exams are important tools as an assessment method and students should be diligent in preparing for such an exam, as the key is locating information in a quick and timely manner.

In an open book exam in any school, students may bring in hardcopy reference material, including handwritten notes, hardcopy dictionaries and textbooks with any annotations. The lecturer will advise students in the last week of training before the exam of what hardcopy material will be allowed for that particular exam. No electronic devices will be allowed into an open book examination.

It is a student's responsibility to be equipped with the necessary tools for exams or quizzes (including textbooks, dictionaries, notes, software packages etc), and lack of preparation or equipment will not be accepted as reason for deferral of examination.

Electronic Devices

Calculators may be allowed into an open book exam only if it is a science-based exam and requires complicated calculations to be completed. Students must check with the subject lecturer in advance if calculators have been approved for use in their particular exam. No formulas or any other information are permitted to be stored or written on any part of the calculator. Other devices which are not primarily calculators but which have a calculator function are not permitted.

Any other type of electronic device including laptop computers, iPads, tablet computers, electronic dictionaries, mobile phones, wearable Apple watch and digital pen cameras are not permitted in the exam room at any time, in an open book or a closed book exam with the exception of special cases.

Students with disability e.g. Visual impairments are allowed to use laptops for the examinations

Keeping of personal belongings (bags, books etc)

No handbags, briefcases, files folders etc. are allowed into the examination room. Where these items have to be kept in the examination hall, the examination invigilator will indicate the approved location within the room for any personal belongings taken into the examination room; any belongings not placed in this location may be removed from the student for the period of the examination. The invigilator will not be held accountable for lost or damaged personal belongings.

Examination invigilator's mobile phones must be on silence and should be used for examination purpose only.

Starting time of Examination

The time listed on the examination timetable is the time when the examination commences.

Students must not commence writing until the supervisor has given permission.

Early departure from examination rooms

Except in special circumstance, a student must not leave the examination room until 30 minutes after the commencement of, or during the final 10 minutes of an examination.

Students who wish to leave the examination room prior to the scheduled finish time (and within the times specified above) must adhere to instructions provided by the invigilator.

Signing of examination attendance register

Each student shall sign an examination attendance form bearing his name, at the time of handing over their examination scripts.

Talking during examination

During the examination no student shall speak to any other student or make noise or disturbance. A candidate must put up his/her hand if he/she needs the services of an invigilator. Candidates will be asked out of the hall after two warnings and the case referred to the Discipline Committee.

Leakage

Where cases of leakage are established in a subject the entire result of the candidates offering the subject shall be withheld pending the cancellation of the subject results by the examination committee. The results of any candidates who are found to be innocent by the committee shall be released.

Candidates proved to have been involved in the leakage of any subject in which leakage has been established shall have their entire results withheld pending cancellation by the committee. The student(s) responsible will be immediately withdrawn from the Institute . (See student code of conduct)

Where it is established that the Institute staff condoned, connived, at or encouraged the leakage, the entire results of all candidates shall be withheld pending cancellation by the committee. Where it has been proven that the Institute staff is the culprit, disciplinary actions will be taken against that staff.

Mass cheating

Where there are established cases of mass cheating/collusion in a subject as a result of bad invigilation/supervision, the entire results of the candidates shall be withheld pending cancellation of the subject results for those confirmed to have cheated.

Where more than half of the students in a subject are involved in cheating/collusion this should be regarded as mass cheating, except when the number of students in that subject is less than half the number.

Students who disobey the regulations will be reported to the proper authority and may have their results cancelled.

In all cases of irregularity, misconduct or malpractice, the committee may, after considering the report, cancel either the result of the subject or the entire results of all the subjects of the examination of the student concerned.

Illness during examination

If a student becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the student to complete the examination. In this circumstance the student may submit an application for special consideration as per the *Assessment Policy and Assessment Procedures*.

If the student decides to continue the examination, the Examination Supervisor may make a decision to move the student to an alternative location, to reduce disruption to other students. The time required for the move will be added to the student's allocated examination time.

Where a student leaves the examination hall on the grounds of illness for more than 30 minutes will not be admitted into the hall and shall apply for a deferred examination.

If a student becomes ill during an examination and is unable to continue the examination, the student may apply for a deferred Examination. If a deferred Examination is granted, the uncompleted examination (when the student fell ill) will not be marked.

Insult/Assault on Supervisors/Invigilators

Where a student insults or assaults a supervisor/invigilator in the lawful performance of their duties inside or outside the examination hall, or in any other way disturb the conduct of the examination, the entire result of the candidate shall be withheld pending cancellation by the Examination Committee. The candidate may be handed over to the Institute authorities. In addition, the candidate shall be banned from taking any examination conducted by the Institute for a period of not less than three years.

Any student who violates any of these rules will be dealt with in accordance with the decisions of Disciplinary Committee governing the examination.

Conclusion of examination

At the conclusion of the examination all students shall stop writing when instructed to do so, and shall gather their scripts together ready for collection by the invigilator. Failure to stop when told to do so may result in the deduction up to 5 marks. All students must maintain examination conditions until all papers have been collected and the supervisor/invigilator has given students permission to leave the examination room.

Materials left outside examination room

The Institute accepts no responsibility for the security of any materials left outside an examination room.

Notification of examination adjustment and special adjustment requirements

Students with a disability and/or medical condition should consult the Special needs focal person to register for examination adjustments as early as possible, preferably at the time of enrolment as and no later than the census date of the relevant study period.

Where examination adjustments are not addressed to the Special needs focal person, one of the following actions will be taken:

- The student may be required to sit their examination/s during the deferred examination period; or

- The Special needs focal person may liaise with the relevant School/s regarding the provision of a School-based examination/s outside the central examination period; or
- The Special needs focal person may liaise with the School/s regarding alternative assessment/s in lieu of an examination/s.

Deferral of Written Examinations

In certain situations, students may apply for deferral of a written examination. These circumstances include:

- Serious personal or emotional trauma (such as a death in the immediate family)
- Exceptional circumstances involving serious student illness, which would prevent attendance at the examination
- Religious observances (the day itself) which clash with the published Examination Timetable
- Officially recognized Public Holidays
- A student who delivers a baby during the examination period

Deferral of examination will not be granted for:

- Reasons based on pregnancy
- Other study commitments
- Work commitments
- Holiday arrangements
- Social and leisure events or personal commitments
- Misreading the examination timetable
- Lack of preparedness (e.g. student does not have access to set text for open book exam)
- Forgetfulness.

Special Circumstances may apply in relation to events such as travel overseas, work commitments or important functions such as weddings. These will be reviewed on a case by case basis on consideration of the facts and the supportive documentation supplied. If applying for a deferral for a significant event such as a wedding, a formal request must be submitted prior to date of the examination in which you are seeking a deferral wherever possible.

Applications for deferral of written examination will not be granted where the relevant decision-maker is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student missing the examination.

Applications for such consideration should be submitted at least three days before the scheduled date of the examination. In rare situation where that is not possible, applications will be accepted until three working days after the scheduled examination date. To apply for deferral of examination, students must complete the Deferred Examination Application Form (to be provided) and submit this to an Academic coordinator of their school within the above time frames. The application form must be accompanied by documentary evidence supporting the application for deferral.

Please note – if the student is claiming serious illness as their reason for deferral application, a medical evidence will be required which details the student's lack of fitness to sit an exam on all available exam dates.

Some practical examinations may also be deferred if certain circumstances apply. Please see Practical Examinations section below for further information.

All other examination / quiz assessment items must be attempted at the appointed time.

Timing of Deferred Examinations

All deferred examinations are to be held not more than three months after the examination took place. If the student is unable to attend the advertised deferred examination time due to the same situation as applied in their original examination deferral application, they should contact the Director of School for consultation with the Academic Board to discuss further options.

Students who fail to sit the deferred examination at the advertised and notified deferred examination time without any notification to the Institute will automatically fail the examination.

Results Release after Deferred Examinations

Results are normally released at the end of a Semester/Trimester /Term prior to the deferred examination period. Any student who has an approved deferred examination for that Semester/Trimester /Term will receive an Incomplete grade (IC) for that subject/Course until such time that the deferred examination is marked and the grade released. Results are released for deferred examinations as soon as possible after marking is completed and students will be notified.

Alternative Examinations

Under some circumstances, students may be offered the opportunity to sit an alternative examination outside of the examination period. These circumstances may include resolving a grade appeal or other academic situations where the Grievance Policy or Special Consideration Policy has been applied. If this occurs, students will be contacted in writing (usually via email) to advise them of the alternative examination date and time; this time is not negotiable. Where possible, this time will be scheduled to coincide with the student's usual attendance at the Institute, however this may not be possible due to timetabling of other subjects.

Students sitting an alternative examination will be expected to adhere to the usual examination practices as outlined elsewhere in this policy. Alternative examinations will be unique papers to ensure academic integrity is maintained.

Final Examination Feedback

Students may request to view their marked examination papers and discuss the marking with a permanent member of staff within 10 days of the results being released.

Marked examination papers will be retained for a period of 12 months after the completion of the teaching period. Final examinations scripts are not returned to students.

Practical Examinations

Practical examinations are considered 'high stakes' assessment, in that they test the skills and knowledge required to be a safe practitioner.

Mid-semester practical exams are usually held in normal scheduled class time.

Final practical examinations are held in the practical examination period and are outlined on the Examination Timetable and school calendar. As with all exams to be held in examination period, students are expected to be familiar with the Examination Timetable to ensure attendance at the relevant exams.

In certain situations, students may apply for deferral of a practical examination if there are circumstances that significantly hamper their ability to attend at the scheduled examination time. These circumstances include:

- Serious personal or emotional trauma (such as a death in the immediate family)
- Exceptional circumstances involving serious student illness which would prevent attendance at the examination
- Religious observances(the day itself) which clash with the published Examination Timetable
- Officially recognized Public Holidays
- A student who delivers a baby during the examination period

Applications for deferral of examination will not be granted where the decision-maker is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student missing the examination. Deferral of examination will not be granted for:

- Reasons of Pregnancy Other study commitments
- Work commitments
- Holiday arrangements
- Social and leisure events or personal commitments
- Misreading the examination timetable
- Lack of preparedness (e.g. student does not have access to set text for open book exam, finance)
- Forgetfulness.

Applications for such consideration should be submitted at least three days before the scheduled date of the examination. In rare situation where that is not possible, applications will be accepted until three working days after the scheduled practical examination date. To apply for deferral of practical examination, students must complete the Deferred Examination Application Form (to be provided) and submit this to an Academic coordinator of their school within the above timeframes. The application form must be accompanied by documentary evidence supporting the application for deferral.

Please note – if the student is claiming serious illness as their reason for deferral application, a medical evidence will be required which details the student's lack of fitness to sit an exam on all available exam dates (e.g. where an online quiz is available for a week, the medical evidencemust cover the full week).

Examination Re-sits

The Institute will not offer standard examination re-sits for any subjects, however under certain circumstances a re-sit may be offered as resolution to an academic issue (e.g. grade appeal). Any student who wishes to be considered for a re-sit of an exam due to grade appeal must

follow the steps outlined in the Grievance Policy or the Complaints and Appeals Policy – (whichever applies).

Where a re-sit is granted due to the application of either of the above policies, the re-sit grade will be the final grade applied to the subject.

Lost Examinations

Academic Staff who handle student examinations are required to exercise due diligence in handling these items to ensure they are not lost or damaged.

Where there are reasonable grounds to believe that the examination was attended and/or submitted correctly but the lecturer is unable to locate the examination paper, the lecturer should contact the Director of School who will take remedial action depending on the specific circumstances of the case.

Possible remedial action includes:

Offering the student the choice of repeating the examination (in the deferred examination period) with an apology.

Special Circumstances

Students may apply for consideration of other circumstances that significantly hamper their ability to attend an examination and which are outside of the normal circumstances for deferral (i.e. further to or outside of other provisions outlined in this policy). These circumstances may include temporary or permanent disability, original circumstances extending beyond the agreed deferral date, or other exceptional and unforeseen circumstances. Applications for such consideration should be submitted before the deferred assessment date. In rare a situation where that is not possible, applications will be accepted until three days after the scheduled date. Students must follow prescribed procedures to apply for consideration and must supply supporting documentary evidence. The Registrar will make decisions on approval of special circumstances based on the evidence provided.

It should be noted that applications for special circumstances will not be granted where the Registrar is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student missing the examination date.

Student Integrity (e.g. cheating and plagiarism)

Students are accountable to standards of professionalism and ethics throughout their course of study and therefore the Institute takes a strong position on cheating and plagiarism (student integrity). All students should ensure that their examinations are appropriately protected and that they follow the examination instructions when preparing possible materials to take into examination.

Please refer to the Student Code of Conduct for details on academic dishonesty and the consequences for students who breach these policies.

Related Procedures

Venues for examinations- all examinations venue must adhere to the Institute examination standards. Students will sit to examinations at the school which they attend classes or in case of over flow of students use one or two of the other schools for the unit being examined, or an established examination centre.

Examination Invigilator – supervises the examination and ensures academic integrity is maintained in the examination room throughout the time allowed for the examination. In the examination room, the Invigilator's decision is final and not negotiable. If a student is requested to leave an examination by the Invigilator, they must do so immediately without further discussion. If the student believes they were asked to leave the examination without just cause, the student should follow the relevant steps and report the matter immediately to the Head of School

An Examination Invigilator may require any person in the examination room to:

- confirm their identity and eligibility to be in the examination room through provision of a student's ID Card or a clearance from Registry;
- show that they are not in possession of any unauthorised device or material as specified in the code of conduct;
- answer any question relating to their behaviour whilst under examination supervision;
- leave an examination room if a invigilator considers that a student's behaviour is such as to disturb or distract any other student;
- surrender any device or material, which the Examination Invigilator considers to be unauthorised, for the duration of the exam; and/or
- comply with any direction that the Examination Invigilator deems necessary to ensure the proper and efficient conduct of the examination.

Availability of Subject/ Course Lecturer

Paper-based examinations

The Subject/ Course Lecturer of a unit/module, or alternative contact as approved by Head of School or equivalent, must be contactable during the whole period of the examination to answer any questions which may arise regarding the examination paper. The examination Committee or examination Invigilator must not make a determination regarding the content of an examination paper.

Where a subject/ course Lecturer of a unit/module is deliberately absent and no member of his/her department is available that will be considered misconduct and penalties will be applied.

Computer-based examinations

The Subject/ Course Lecturer must be present for at least 15 minutes at the beginning of a computer-based examination to set and deliver the required password for/to students and to ensure the examination commences appropriately.

The Subject/ Course Lecturer must provide students sitting a computer-based examination, and the examination invigilator (s) with written information equivalent to that provided on the cover sheet of a paper-based examination.

Examinations conducted in a clinical or science laboratory

Where an examination is conducted in a clinical setting or science laboratory, the Subject/ Course Lecturer must be present for the duration of the examination and is responsible for the supervision of all students undertaking the examination.

If an electronic device has been approved for use in an examination, the Subject/ Course Lecturer, or nominee approved by the Head of School or equivalent, must be present to inspect such devices.

Interruption to Examinations

Where an examination is affected by an unexpected interruption (for example, a power failure, computer/software malfunction, minor incidents etc.) the invigilator will implement appropriate and immediate action including any action necessary.

Minor disruptions to an examination, for a period of 15 minutes or less, will be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time by approval of the Head of School.

The Supervisor will determine the appropriate course of action in the event of a significant disruption to an examination. A significant disruption may include repeated minor disruptions in the same examination session.

Role of the Exam coordinator and Program officer

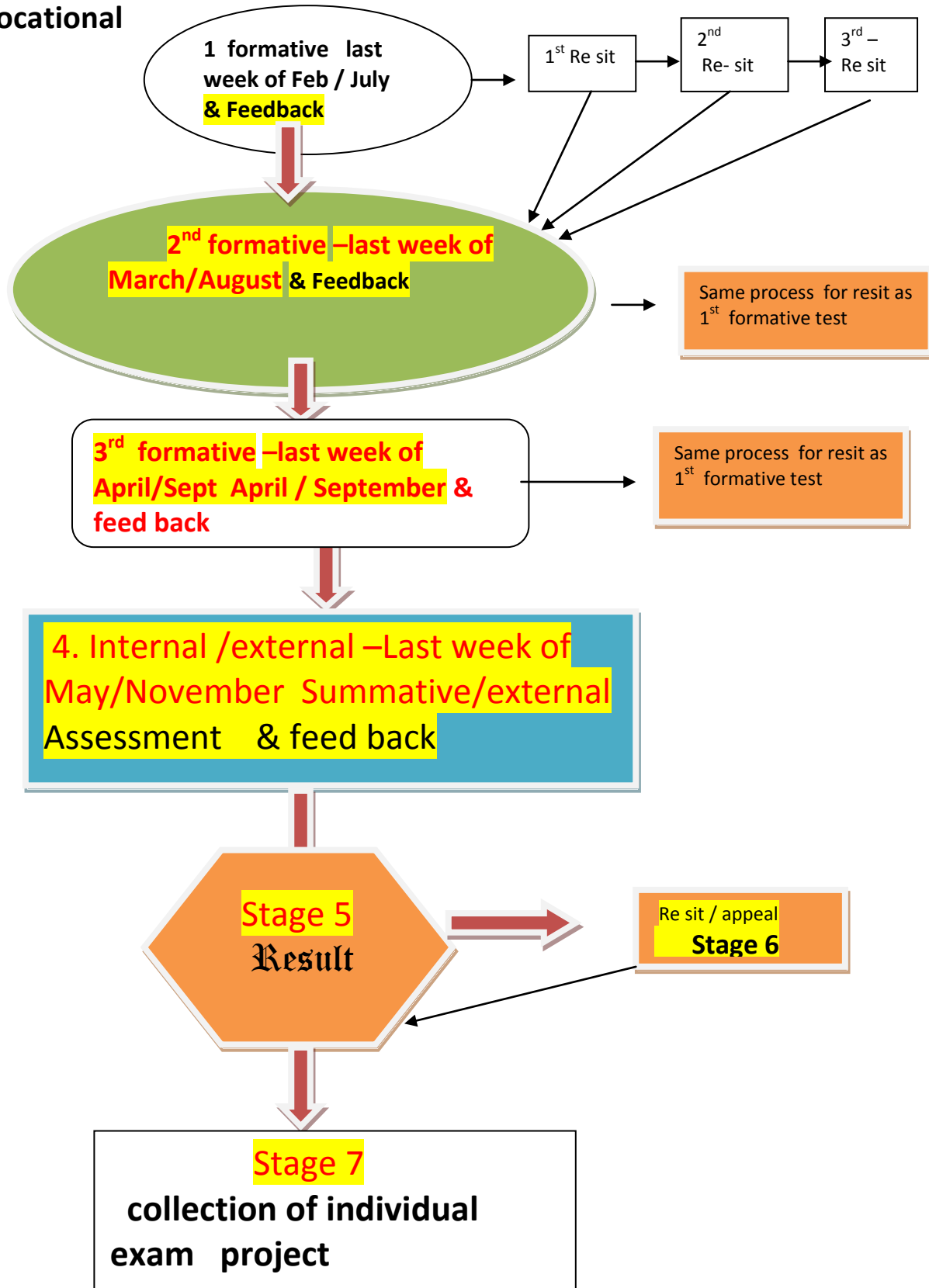
It is the responsibility of both the exam coordinator-program officer's office to make sure that all examinations are conducted in a conducive manner free of all possible disruptions and in a standard form.

All school shall submit their examination timetables and invigilators timetable to the office of the exam coordinator-program officer - two weeks before the start of the examinations.

The exam coordinator-program officer have a mandate to do spot checks during the conduct of examinations and report any abnormalities to the Head of School, advise and even take necessary actions where needed in the case of serious abnormalities.

Assessment & Time frame Flow chart at Vti ltd

Technical /Vocational



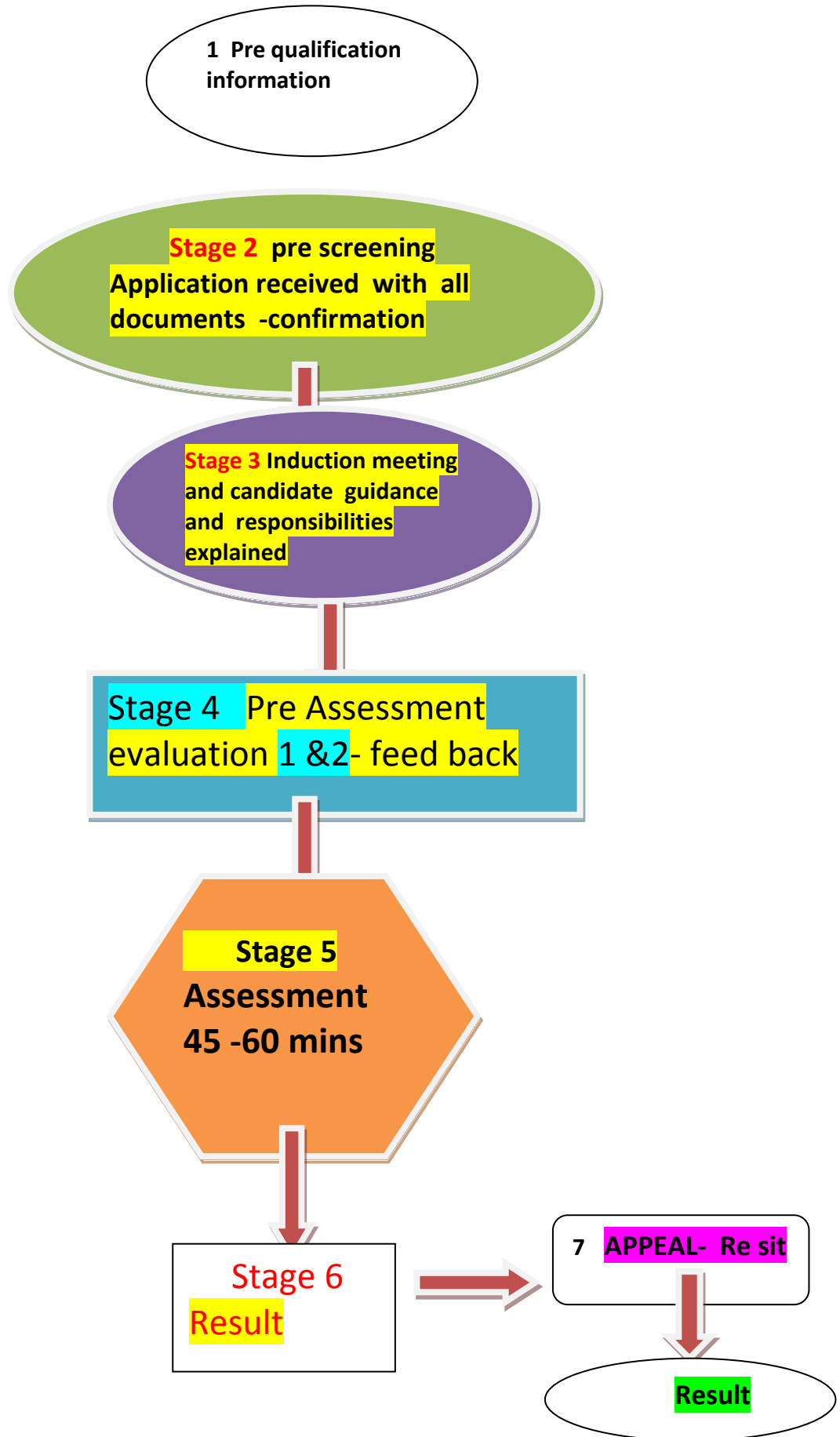
Stages/route

Stage one	formative last week of FEB/July	45 minutes -2 hrs	<i>VTI internal assessors</i>
Stage two	Formative last week of March /August	45 minutes -2 hrs	<i>vti internal assessors</i>
Stage three	formative –last week of April / September	45 minutes -2 hrs	<i>vti internal assessors</i>
Stage Four	Internal /external –Last week of November/May Summative	1 hr- 6 hrs	<i>Internally- VTI assessor / Externally assessed – MES</i>
Stage 5	Result	from 1 day to 2 months	<i>Internally- VTI / Externally –MES</i>
Stage 6	Re sit OR Appeal	[next exam June/ Dec-] See appeal policy	<i>Internally- VTI / Externally –MES</i>
Stage 7	collection of exhibits /projet	WITHIIN 1 week of declaration of result	<i>Internally-/ Externally - VTI</i>

Assessment mode

- **Formative tests** comprises of about **20 mcqs[multiple choice]questions - duration 1-2 hrs and are graded pass only**
- **Assignments (practical assessment workbooks) comprising of practical tasks and knowledge based questions to cover all learning outcomes. Graded **Pass only.****
- **Online multiple choice tests and or dated entry comprising of 25-40 questions of about 1-2 minutes duration or as appropriate** and Workplace observation • Witness testimony • Verbal questioning test

graded as **Pass, Merit, Distinction.**



Stages/route

Stage one	<i>Pre-application</i>	<i>Candidate is provided information about the qualification.level, requirement and specialism</i>	<i>VTI</i>
Stage two	<i>Pre-screening</i>	<i>Candidate submits its application and identify the qualification against which award and level will be claimed</i>	<i>vti</i>
Stage three	Initial Assessment and induction	An initial assessment of each candidate would be made before the start of their assesment	<i>vti internal assessors</i>
Stage four[1] &	<i>Facilitation i</i>	<i>Pre assessment evaluation and feed back</i>	<i>vti internal assessors</i>
Stage Four[2]	<i>Facilitation ii</i>	<i>VTI Trainers guides the candidate in the preparation of the portfolio IF ANY</i>	<i>VTI</i>
Stage Five	Assessment	The candidate is assessed against the unit standards of the selected qualifications	[a] VTI assessors/s [b] moderated by C&G External assessor [c] C&G Confirm EV result
Stage six	Result	Result is declared by city and guilds –ONLINE & award through MES	Awarded through MES
Stage 7	Appeal/ re sit	see appeal policy / re sit from 1 week to 4 weeks	

Time frame

1	Pre qualification information	45 minutes -2 hrs
2	Stage 2 pre screening Application received with all documents -confirmation	1-2 hrs
3	Stage 3 Induction meeting ,candidate guidance, Responsibilities explained	4 hrs
4	Stage 4 [1& 2] Pre Assessment evaluation & feed back	3 hrs
5	Assessment [6 to 8 mins each]	45 – 60 mins-
6	Result	as from 15 days to 2 months
7	Appeal – - / Re sit	see appeal policy [within 1 week to 4 weeks] 35-50 mins]

Assessment mode

City & Guilds does not require that you will be observed, but you may need to undertake a professional discussion, or provide reflections relating to your role.

- - look at the overall picture provided by each item of evidence, and -then compare this with the statements that define each standard.
- If a candidate has worked effectively and planned their evidence well, it is likely that one or more standards will be met.
- Alternative assessment / evidence (e.g. professional discussion, or viva) to corroborate evidence and explore areas where evidence is not entirely clear. Evidence is sufficient when all standard statements are met. It is valid when the statement verbs are directly addressed.
- Authenticity is established by professional discussion, or similar means

Standard one question on each of the listed topic and below how the following are observed and applied

Standard 1: Commitment to Professional Standards

Standard 2: Communication and Information Management

Standard 3: Leadership

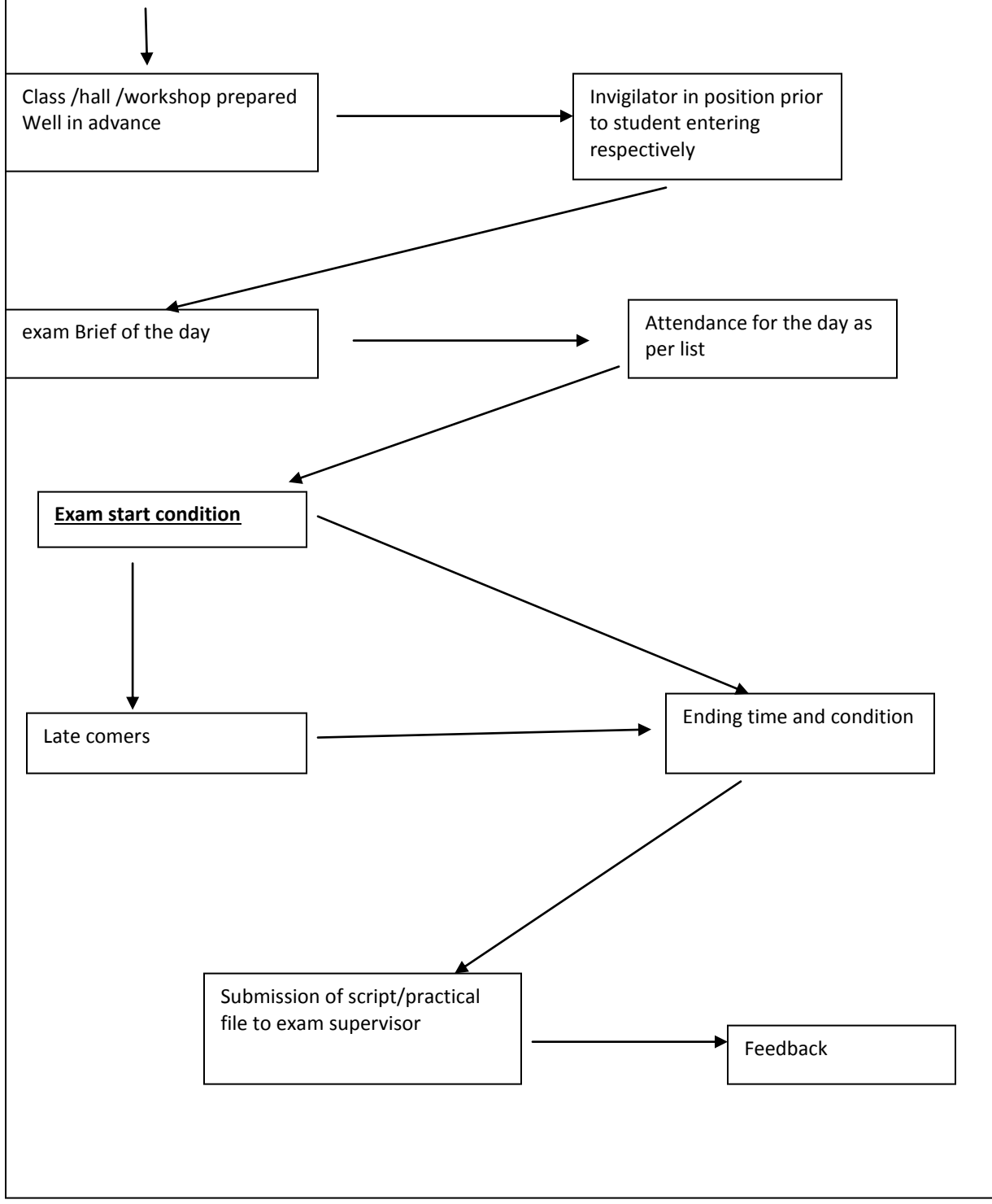
Standard 4: Professional Development

Standard 5: Working with Others

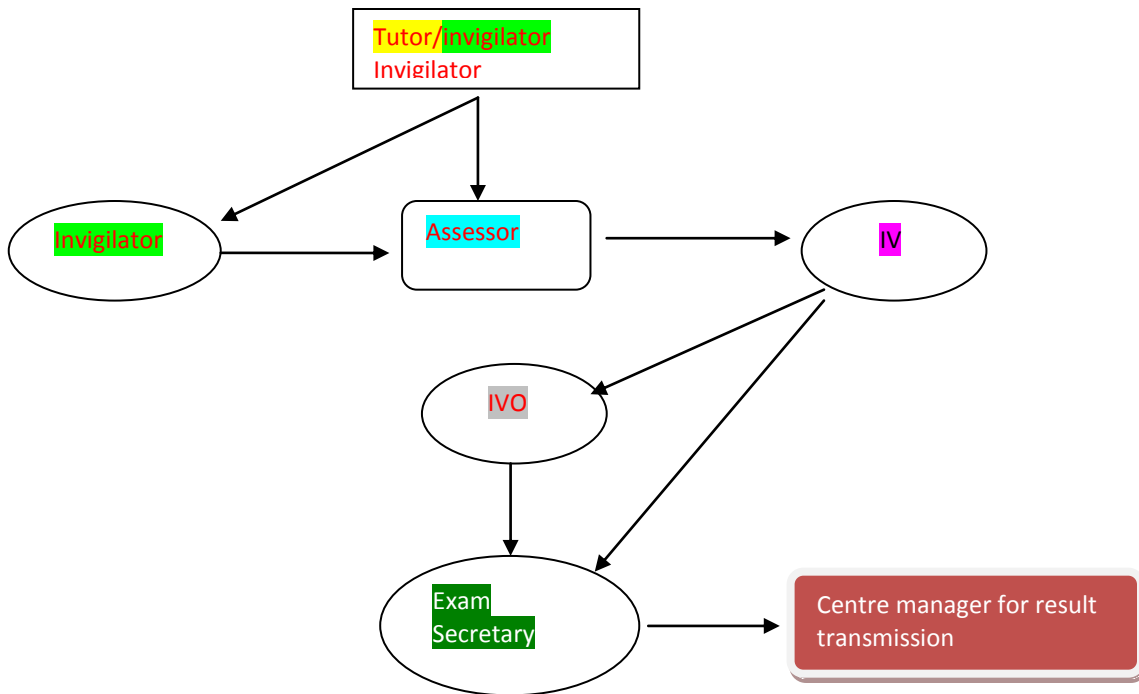
Standard 6: Managing Customer Relationships

Awarded Grade as Pass, only

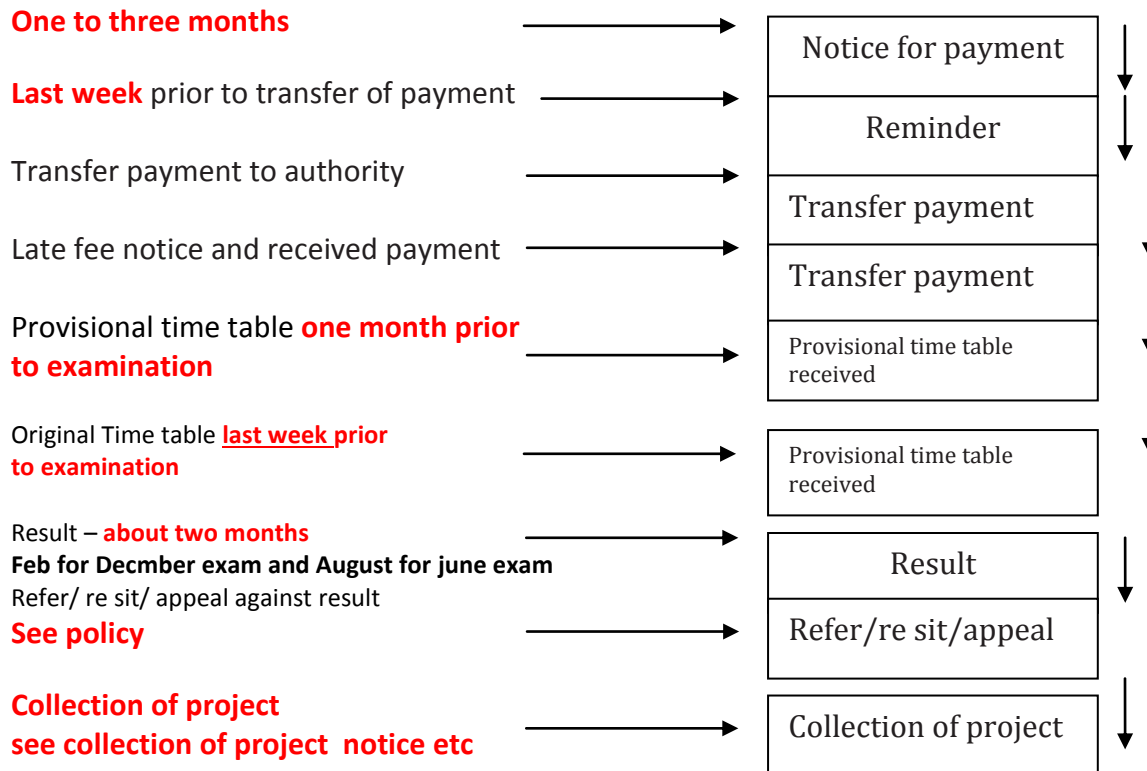
Conditions set Prior to Exam

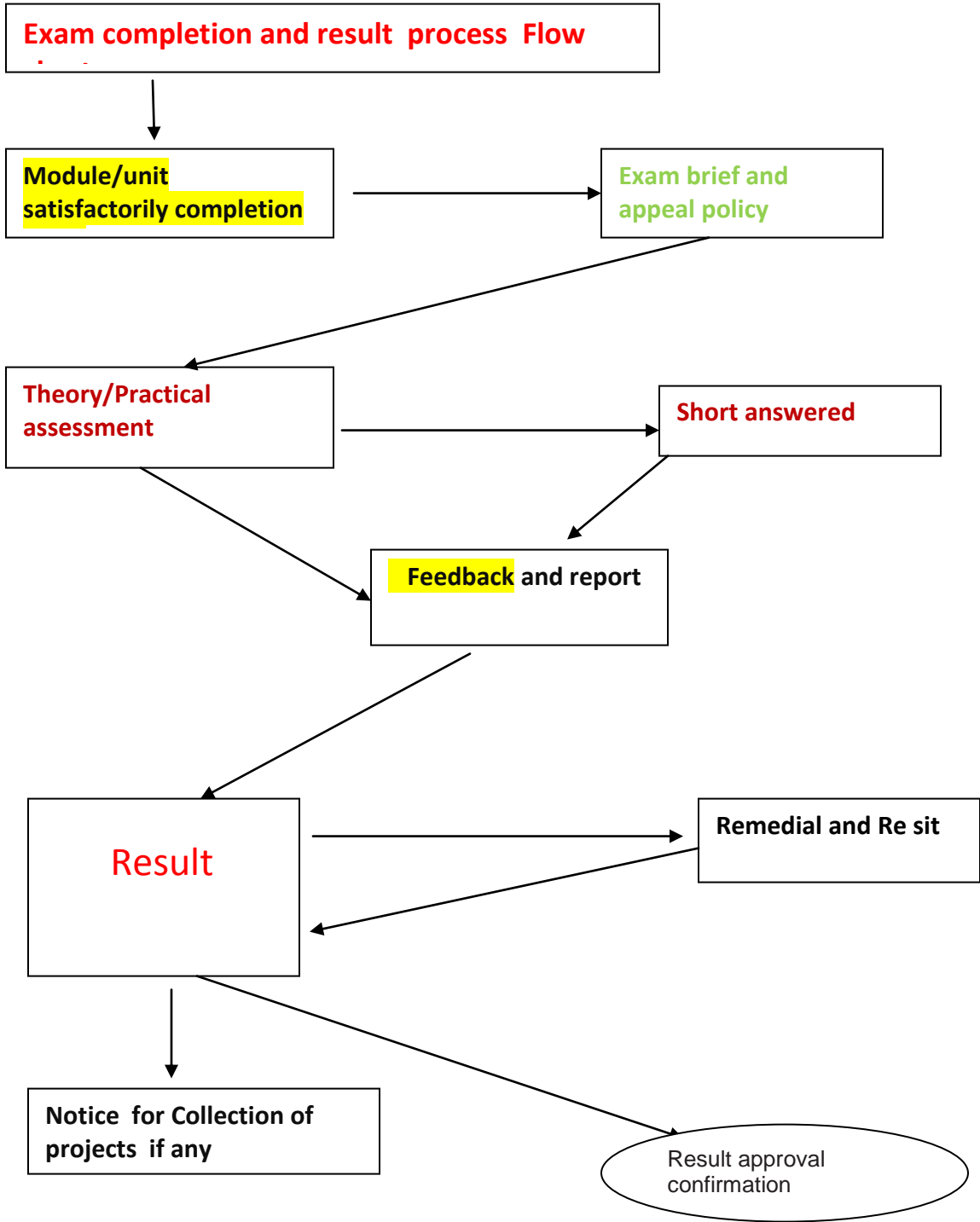


Responsibilities- Examination flow chart

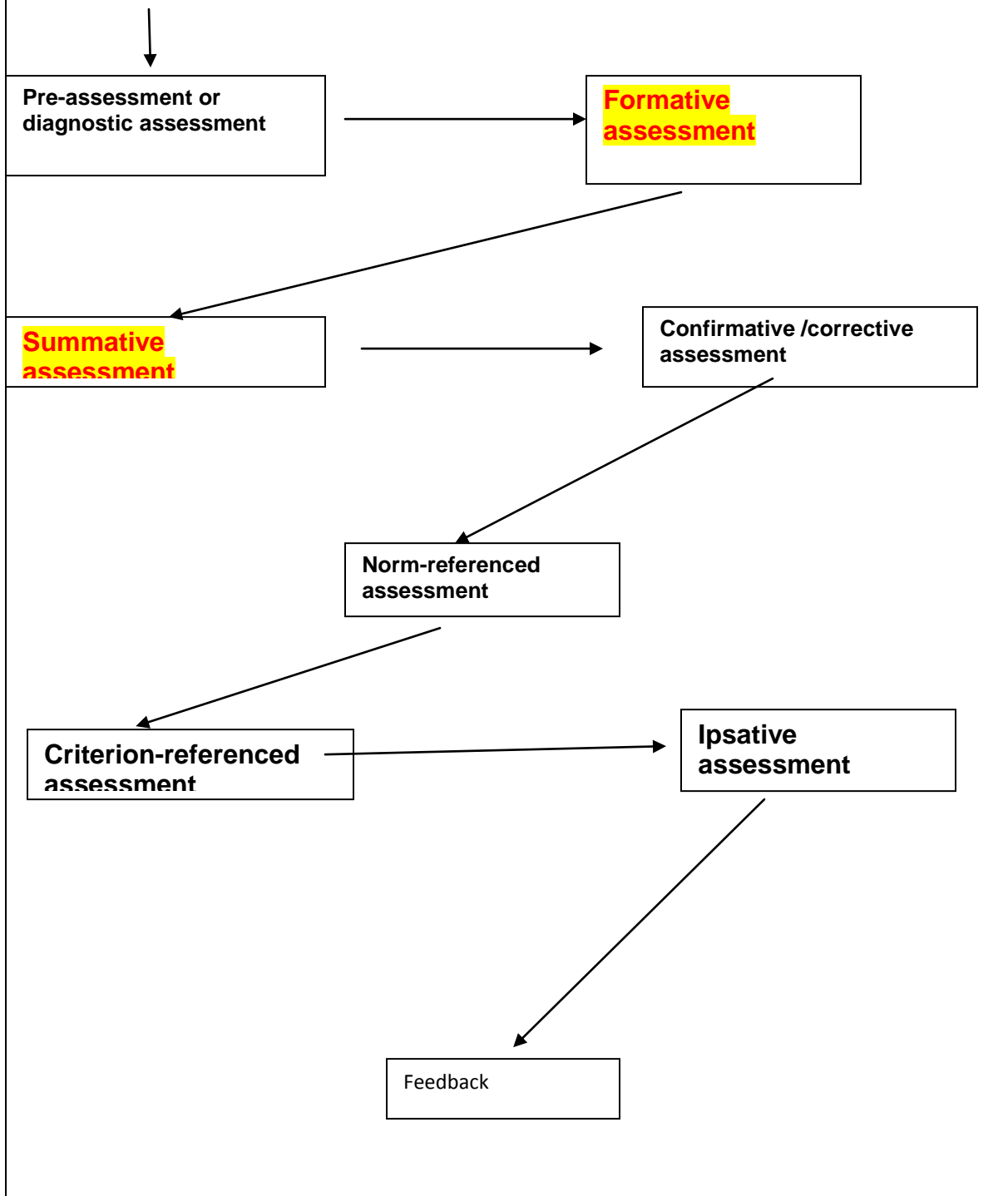


Check list for Examination /assessment flow chart





Mode/type of Exam

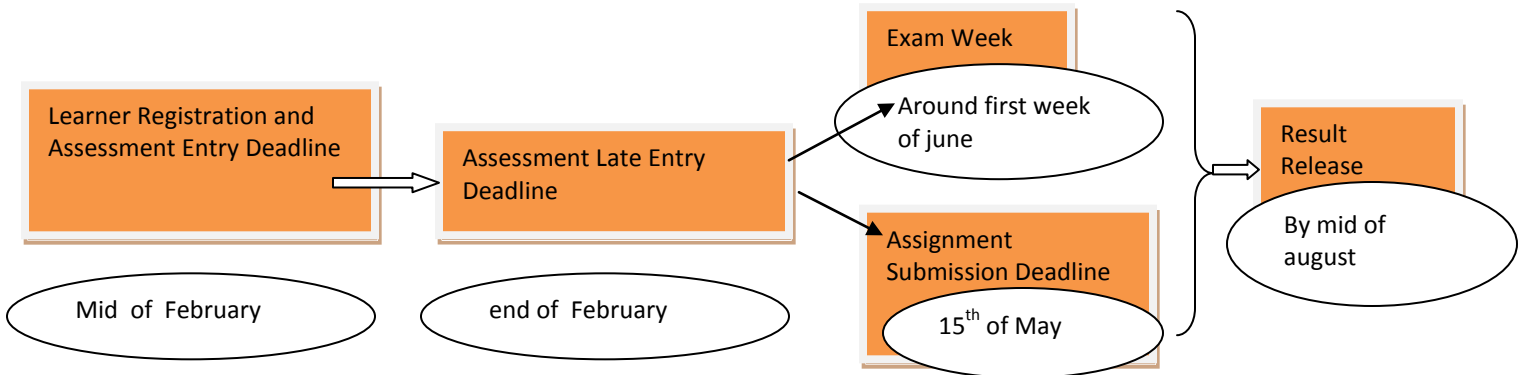


Exam Dates for your Diary

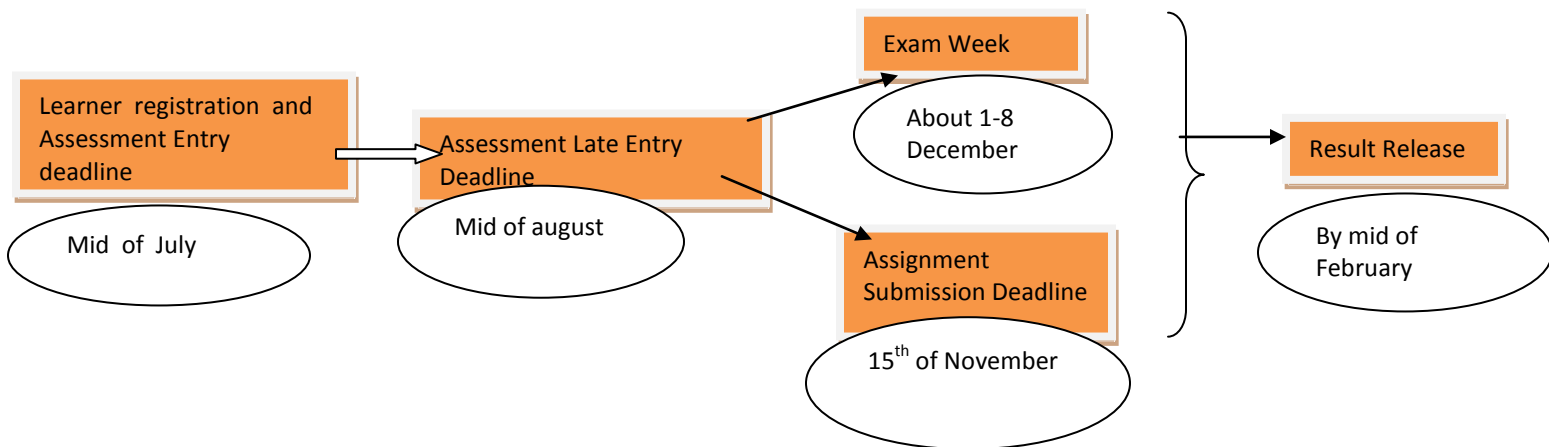
Events	Dates	Notes
June exam week	Last week of May and 2 nd week of June	Request for tentative dates a month before
Registration dead line	Mid of February	Ensure that your exam details-name, date of birth, exam code, units etc are correctly filled and registered
Late registration dead line	End of February	With a late fee of Rs 500 / approximate
Assessment submission dead lines	Mid of May and /as may be decided by external exam body	Follow the notice to avoid disappointment
Result declared dates	Mid of August	MES to deliver result
Materials collection	Week after result	Follow vti rules for material collection after result
Certificate issue	Two weeks after result	
December exam week	Last week of November and 2 nd week of December	Request for tentative dates a month before
Registration dead line	Mid of July	Ensure that your exam details-name, date of birth, exam code, units etc are correctly filled and registered
Late registration dead line	End of August	With a late fee of Rs 500 / approximate
Assessment submission dead lines	Mid of November and /as may be decided by external exam body	Follow the notice to avoid disappointment
Result declared dates	Mid of February	MES to deliver result
Materials collection	Week after result	Follow vti rules for material collection after result
Certificate issue	Two weeks after result	

See below

External Assignment deadline [a] June session



[b] December session



Appendix 1a Student Exam Malpractice

Candidates must not become involved in any unfair or dishonest practice in any part of the examinations, modules tests or coursework submissions, such as:

- Sitting an examination in the name of another candidate
- Having possession in the examination room unauthorised materials such as notes, cases, leaflets, bags, stereos, iPods, MP3 players or pagers.
- Candidates must not talk or attempt to communicate with or disturb any other candidate once the exam has started
- Failing to follow instructions issued by the exam officer or invigilators during the examination
- Disruptive behaviour in the examination room
- Failing to follow the conditions of any supervision designed to maintain the security of the examination or assessment
- Working collaboratively with other candidates to produce coursework
- Copying from another candidate or allowing own work to be copied
- Deliberate destruction of another candidates coursework
- Making a false declaration of authenticity in relation to the authorship of coursework or the contents of a portfolio
- Allowing others to assist in the production of coursework or assisting others in the production of coursework
- The misuse of examination and assessment materials and resources such as exemplar materials
- Being in possession of confidential material in advance of an examination
- Including offensive or obscene material in scripts, coursework or portfolios
- Plagiarism: unacknowledged copying from published sources or incomplete referencing
- Theft of another candidate's work

Students are informed of these expectations both verbally before each examination, and in written form before they sit their first examination or begin their controlled assessment or coursework. This policy forms part of the Staff Handbook which is distributed to staff annually.

Failure to comply with these regulations could mean sanctions being imposed which range from warnings to loss of marks, loss of certification or disqualification for candidates breaching these conditions.

Any suspected instances of student malpractice should be reported to the Head of Centre for investigation immediately. The Head of Centre must report to the awarding body as soon as possible all cases of suspected or actual malpractice in connection with an examination.

Staff malpractice includes complicity in any of the above, or awareness of any of the above without reporting it. It also includes, but is not limited to, failing to comply with awarding bodies' procedures relating to controlled assessment or coursework, or failing to comply with access arrangements procedures. In the event of reported staff malpractice or maladministration, the Head of Centre will investigate fully and take appropriate disciplinary action where required. The Head of Centre will also report suspected or actual staff malpractice to the awarding body as soon as possible.

Appendix 1b Conflict of Interest

All staff are required to declare any conflict of interest to the exam coordinator responsible for exams. He/She will ensure that measures are taken to mitigate any potential risk to the integrity of the qualifications affected. They will also keep a log of these measures. **See Conflict of Interest policy**

Appendix 2 Checklist for LEAD invigilators (for written examinations)

This checklist summarizes the most essential actions for invigilating written examinations. Lead Invigilators **must** fully understand the Instructions for conducting examinations.

Arranging the examination room

Check that any charts, diagrams, etc. have been cleared from the walls.

Check that you have the following on display:

Mobile Phone poster;

Notice to Candidates (written examinations);

Warning to Candidates (written examinations);

A summary of the school's evacuation procedures;

A clock that all candidates can see clearly;

A board showing the Centre number and the starting and finishing time of the examination(s).

Check that you have: A copy of the current Instructions for conducting examinations;
Any

subject-specific instructions and/or stationery lists issued by the relevant awarding body; A seating plan of the examination.

Identifying candidates

Make sure you know the identity of every candidate in the examination room.

Check the documentary evidence that private candidates or transferred candidates provide. You must ensure that they are the same people who were entered/registered for the examination/assessment.

Before the examination

Check the front of the question paper for the exact requirements for authorised materials,

particularly calculators, dictionaries (see F below), anthologies and set texts.

Tell candidates that they must now follow the regulations of the examination and draw attention to:

Mobile Phone notice; Notice to Candidates; Warning to Candidates.

Warn candidates that they must give you any unauthorised materials. This includes potential technological/web enabled sources of information such as ipods, mobile phones, MP3/4 players, smartwatches and wrist watches which have a data storage device.

Tell the candidates: To fill in the details 34on the front of the answer booklet and any supplementary sheets; To read the instructions on the front of the question paper.

Tell the candidates about any erratum notices.

Remind candidates to write clearly and in black ink and not to use highlighters or pale-coloured gel pens in their answers.. 34

Remind candidates to write in the designated sections of the answer booklet.
Tell candidates when they may begin and how much time they have.

During the examination

Accurately complete the attendance registers

Do not give any information to candidates about: Suspected mistakes in the question paper unless an erratum notice has been issued or permission has been given by the individual awarding body;

Any question on the paper or the requirements for answering particular questions.

See of the Instructions for conducting examinations as to when a candidate may leave the examination room

Make sure that no question paper is removed from the examination room during the examination.

Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.

In an emergency **see section** instructions and refer to Centre's policy

Tell candidates to stop writing at the end of the examination

After the examination

Check and sign the attendance register.

Check and sign the attendance register.

Tell candidates to check they have written all the necessary information on their scripts including supplementary answer scripts; crossed out any rough work or unwanted answers and placed any loose additional answer sheets inside the answer booklet

Collect all scripts and all unused stationery before candidates leave the examination room.

Arrange scripts in the order candidates appear on the attendance register.

Make sure that scripts are kept in a secure place before being sent to the examiner or the awarding body.

Use of Calculators and Dictionaries

Candidates are allowed to use calculators, unless the specification for the subject says otherwise.

Candidates are not allowed to use dictionaries in any examinations, unless the specification says otherwise.

Candidates who meet the awarding bodies' regulations may use bilingual dictionaries.

Access Arrangements

Check in advance with the exams officer which candidates, if any, have been granted access arrangements.

Appendix 3 Checklist for invigilators (for on-screen tests)

This checklist summarizes the most essential actions for invigilating on screen tests.

Arranging the examination room

Check that any charts, diagrams, etc. have been cleared from the walls.

Check that you have the following on display:

Mobile Phone poster ;

Notice to Candidates (written examinations) ;

Warning to Candidates (written examinations) ;

A summary of the schools evacuation procedures;

A clock that all candidates can see clearly;

A board showing the Centre number and the starting and finishing time of the examination(s).

Check that you have: A copy of the current Instructions for conducting examinations;

Any

subject-specific instructions and/or stationery lists issued by the relevant awarding body;

A seating plan of the examination.

Check that sufficient work stations are available, including at least one replacement computer (and printers where required).

Where candidates are required to print their responses, ensure that stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test

Identifying candidates

Check the identity of each candidate. If the awarding body requires you to do so, check that the correct ID and password is issued to each candidate sitting the on-screen test.

The awarding body may require you to oversee the input of the ID and the password for each candidate; check to see that the name on the test screen matches the name of the candidate.

Before the examination

Ensure that candidates are seated comfortably with access to any assistive technology where approved by the awarding body.

Check, where appropriate, the front of the question paper for the exact requirements for authorized materials, particularly calculators and dictionaries.

Tell candidates that they must now follow the regulations of the examination.

Warn candidates that they must give you any unauthorised materials. This includes potential technological/web enabled sources of information such as ipods, mobile phones, MP3/4 players, smartwatches and wrist watches which have a data storage device.

Unless otherwise stated by the awarding body's subject-specific instructions, remind candidates that they must not have access to the Internet, email, data stored on the hard drive or portable storage media.

Tell the candidates to read the instructions on the front of the question paper.

Tell the candidates about any erratum notices.

Make sure the candidates are familiar with the instructions, procedures and regulations for the on-screen test, particularly how to navigate and respond on-screen.

Remind candidates when they may begin and how the test will be terminated.

Check that candidates know how to request technical assistance.

Check that all candidates have logged on successfully, or have been logged on by the centre.

Ensure that technical support is available throughout the on-screen test in relation to malfunctioning of equipment, software or the on-screen test itself.

During the examination

Accurately complete the attendance registers (**see section** of the Instructions for conducting examinations).

See section of the Instructions for conducting examinations if a candidate arrives late. Be vigilant. Supervise the candidates at all times to prevent cheating and distractions. Do not give any information to candidates about: Suspected mistakes in the question paper unless

an erratum notice has been issued or permission has been given by the individual awarding body;

Any question on the paper or the requirements for answering particular questions.

See section of the Instructions for conducting examinations as to when a candidate may leave

the examination room

Make sure that no question paper is removed from the examination room during the examination.

Make sure that an appropriate member of staff is available to accompany any candidates who need to leave the room temporarily.

In an emergency **see section** of the instructions and refer to Centre's policy

Record and reports any complaints from candidates relating to system delays or any other IT irregularities

After the examination

Check and sign the attendance register.

Supervise the conclusion of the test, ensuring the candidates responses are saved and secure from unauthorized access.

Ensure that the software is closed as necessary.

Check that any necessary backups have been made and stored securely.

Collect copies of candidates work, additional print-outs and question papers before candidates leave the room.

Remove candidate's user areas at the end of the examination window or after each session if feasible.

If candidates are required to print work off outside the time allowed for the test, ensure that candidates are supervised at all times.

Use of calculators and dictionaries

Candidates are allowed to use calculators, unless the specification for the subject says otherwise.

Candidates are not allowed to use dictionaries in any examinations, unless the specification says otherwise.

Candidates who meet the awarding bodies' regulations may use bilingual dictionaries.

Access Arrangements

Check in advance with the exams officer which candidates, if any, have been granted access arrangements

Appendix 4 Appeals against internal assessed marks (controlled assessments and coursework units)

HOD and trainers are committed to ensuring that staff mark candidates controlled assessment/coursework fairly, consistently and in accordance with the awarding body's specification and subject-associated documents.

Candidate's work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Where a number of subject trainers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

1. Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
2. Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
3. Appeals should be made in writing by the candidates parent/carer to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
4. Appeals should be made as early as possible and no later than two weeks before the last timetabled examination in the series or as may be decided by the awarding body- **see appeal policy** .
5. The Head of Centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

Appendix 5 Personal Data, Freedom of Information and Copyright

Personal Data, Freedom of Information and Copyright

Personal Data

6.1 The delivery of examinations and assessments involve centres and awarding bodies processing a significant amount of personal data (i.e. information from which a living individual might be identified). It is important that both centres and awarding bodies comply with the requirements of the General Data Protection Regulation and the Data Protection Act prevailing locally and internationally.

6.2 Centre must bring to candidates' attention the document Information for candidates – Privacy Notice, General and Vocational Qualifications. This document should be distributed to all candidates at the start of a course leading to a vocational qualification, or, where candidates are following qualifications, when the entries are submitted to awarding bodies for processing.

6.3 The head of centre, or a member of the senior leadership team, must advise any person involved in administering, teaching or completing examinations/assessments that where malpractice is suspected or alleged personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved and may be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the publication Suspected Malpractice in Examinations and Assessments – Policies and Procedures.

6.4 Awarding bodies may be required to provide a candidate's personal data to educational agencies. Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results **38**

certificated and to maintain an accurate record of an individual's achievements. It is the responsibility of centre to ensure that candidates are made aware of this.

6.5 The Learning Records Service (LRS) will provide learners aged 14 and over with a Unique Learner Number (ULN). An internet facility will provide and hold a ULN for every person in education and training aged 14 and over.

The ULN will remain with the learner for life, supporting the learner in building a record of their participation and achievements. Learners will be able to manage access to their own learning and achievement data, whilst awarding bodies will be able to publish and maintain a learner's achievement data.

6.6 Awarding bodies must make the personal data they hold on an individual available to him or her when requested, subject to the application of any relevant exemptions. Candidates and other individuals may obtain access to their personal data such as examination results by applying to the appropriate awarding body's data protection officer.)

6.7 It is the responsibility of centre to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

6.8 Data protection laws acknowledge that an examination certificate is a contemporaneous record of achievement. The fact that an individual's name might have changed since the date of issue of the certificate does not render it inaccurate for the purposes of the data protection legislation.

Freedom of Information

6.9 Under the Freedom of Information Act 2000, the general public is allowed access to any recorded information held by public authorities, unless such information is exempted in accordance with the provisions of the Act.

6.10 This means centre or awarding bodies who are public authorities within the meaning of the Act must consider requests for information in accordance with the provisions of the Act. Centre who are public authorities must consult with the relevant awarding bodies before disclosing, pursuant to the Freedom of Information Act, any information received from an awarding body.

6.11 This obligation does not apply to centre or awarding bodies that are private entities.

However, information held on behalf of other public authorities such as DfE or Ofqual will also fall within the scope of the Act. Centre and awarding bodies should co-operate with the relevant authority in respect of any request for such information.

Copyright

6.12 The copyright in all question papers, on-screen assessments and computer-based assessments created by an awarding body belongs to that awarding body. Unless otherwise expressly stated in any question papers which are subject-specific, the awarding bodies grant the centre a non-exclusive, non-transferable licence to use the question papers for the purpose only of preparing future groups of candidates for mock examinations and other internal centre tests.

6.13 For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination.

This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.

6.14 Materials that are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data (“**Assessment Materials**”). The copyright in any assessment materials created by a candidate belongs to him/her.

6.15 Each centre will procure from each of its candidates to grant the awarding body a non-exclusive, royalty-free licence to use their assessment materials (the “**Assessment Licence**”) on the following terms: i. the assessment licence becomes effective on submission, in any medium or form, by the candidate of the applicable assessment materials; if any

ii. the awarding body is entitled to use such assessment materials for the purpose of:

a. assessing such candidates and their assessment materials (“**Candidate Assessment**”); **and**

b. providing education and training services to others;

c. research.

iii. the awarding body is entitled to grant any sub-licences of its rights if any

a. to third party examiners for the purpose of candidate assessment; and

b. to third party IT service providers for the purpose of detecting potential and suspected malpractice.

iv. the awarding body and its sub-licensees are entitled, for purposes of exercising their rights under the assessment licence, to reproduce the assessment materials in any form or medium and in whole or in part;

v. the awarding body is entitled, for the purpose of providing education and training services to others, to modify, translate or otherwise change the assessment materials to meet particular needs;

vi. a candidate shall be entitled to notify the awarding body, by means of a notice to the centre, that he or she wishes to terminate the awarding body’s rights referred to in section 6.15(ii)(b), (c) and it shall be in discretion of the awarding body whether or not to terminate such rights; **and**

vii. a candidate is not entitled to terminate the awarding body’s rights referred to in section 6.15(ii) (a).

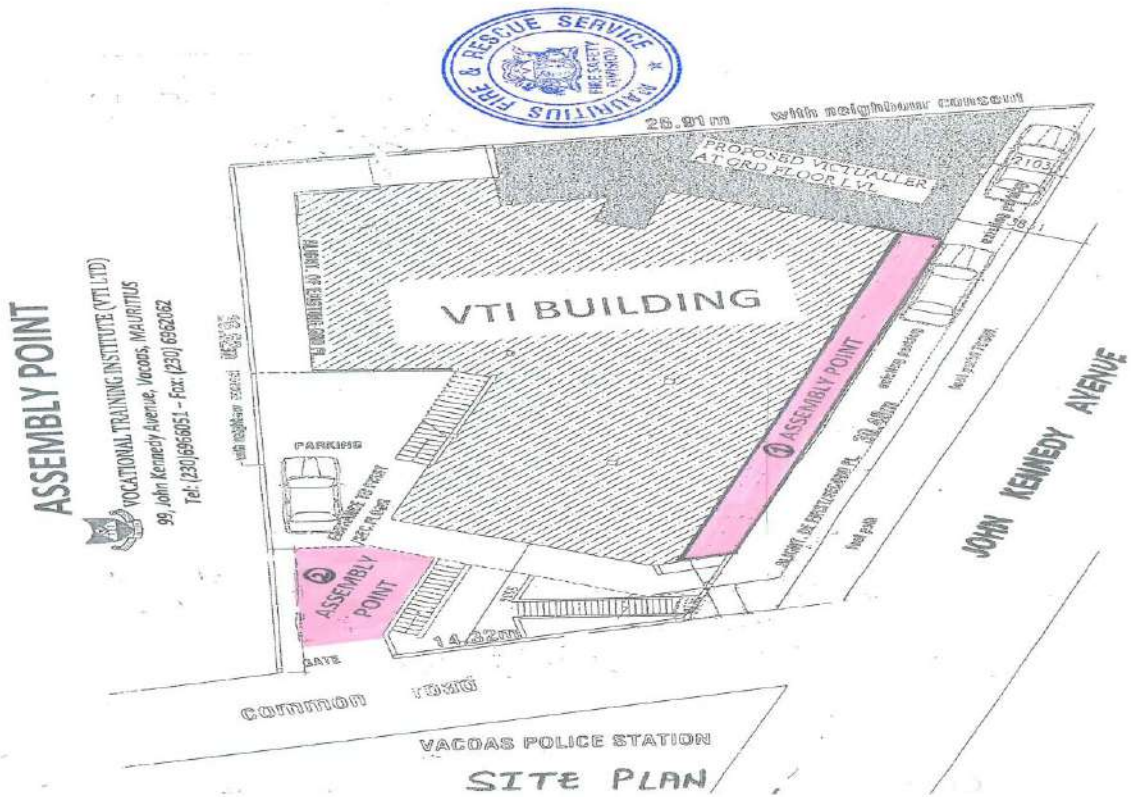
6.16 The assessment materials will either be assessed internally by teachers in the centre (whose marks will be moderated) or externally by examiners. Any such assessment materials will be anonymised to ensure that the candidates cannot be identified. Where a centre or third party is in possession of any assessment materials for the purposes of candidate assessment, such assessment materials will be held on behalf of the awarding body. The centre or third party shall not acquire any rights therein other than granted pursuant to the assessment licence.

6.17 The awarding body before publishing or otherwise disclosing assessment materials to any third party in any medium or form, and using any assessment materials for the purpose of providing education and training services to others, pursuant to the assessment licence, will anonymise such assessment materials to ensure that the candidates cannot be identified.

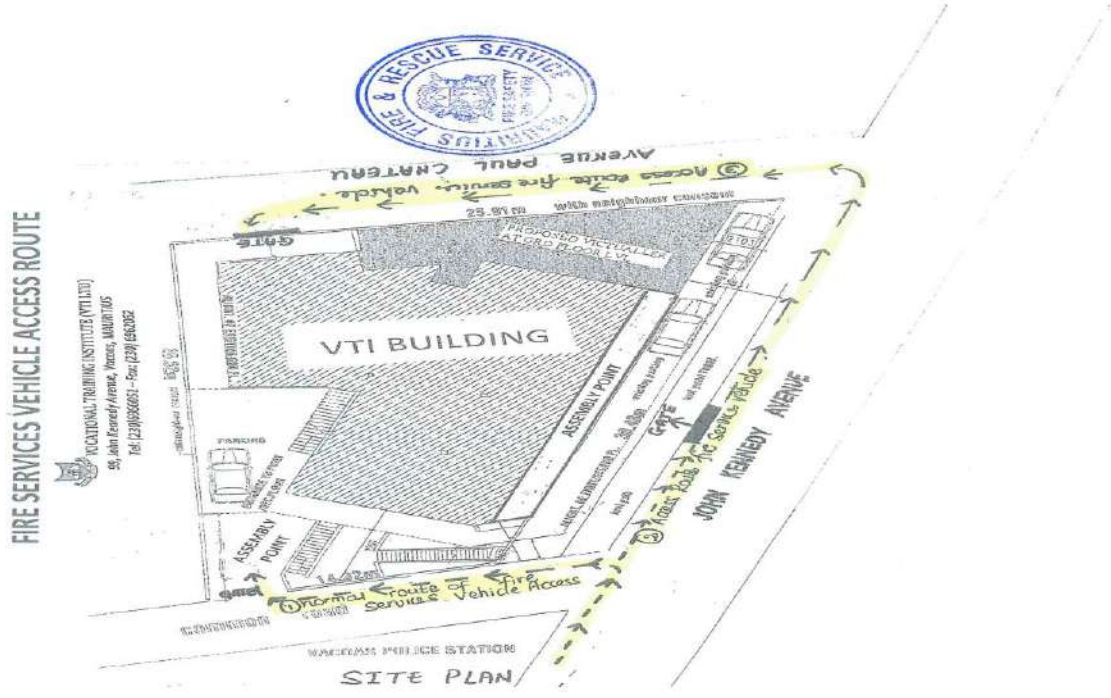
6.18 Each centre must submit promptly to the relevant awarding body any notice given by a candidate referred to in section 6.15(vi).

6.19 Subject to section 6.15, the physical medium on which any assessment material is recorded will be the property of the awarding body to whom it is submitted (the “**Property**”). The property will not be returned to centre other than through the access to

Assembly point







Fire vehicle access route

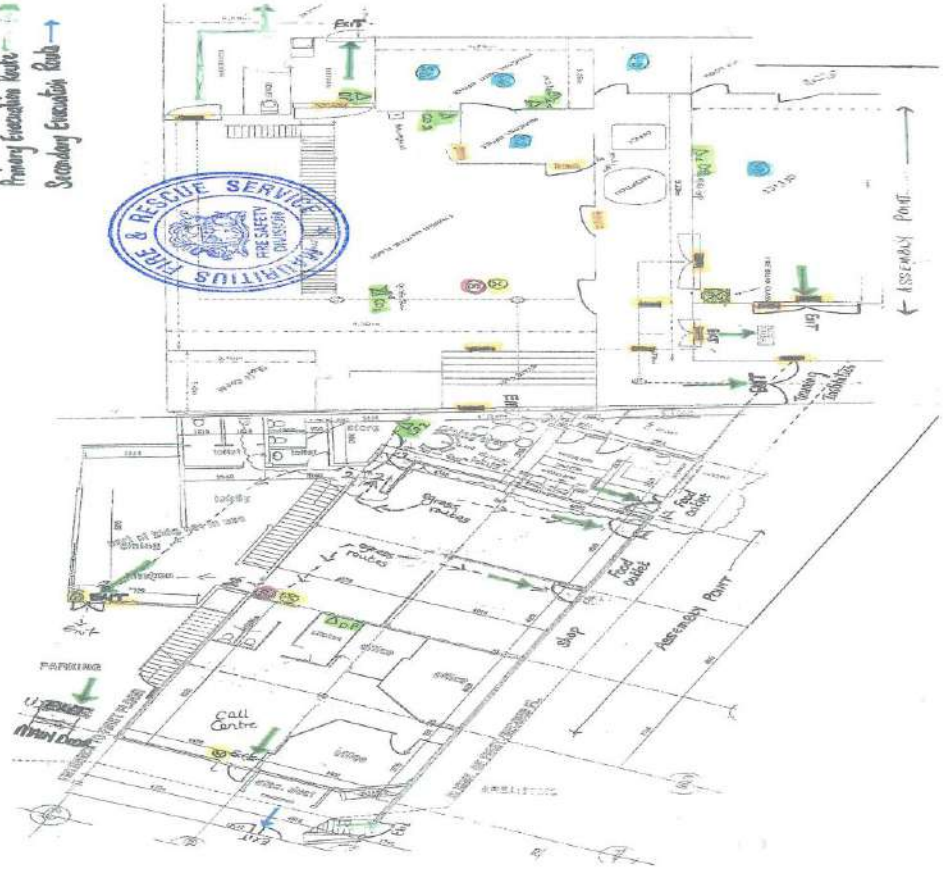


Lay out of Ground Floor

LAYOUT GROUND FLOOR


VOCATIONAL TRAINING INSTITUTE (VTI) LTD
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 Tel: (73) 5000051 - Fax: (73) 682026

-  Safety Signs
-  Fire - Emergency Light
-  Fire - Extinguishers
-  Fire - Call point
-  Fire - Heat Detector
-  Fire - Smoke Detector
-  Fire - Eyes Counter
-  Fire - Siren
-  Primary Evacuation Route
-  Secondary Evacuation Route

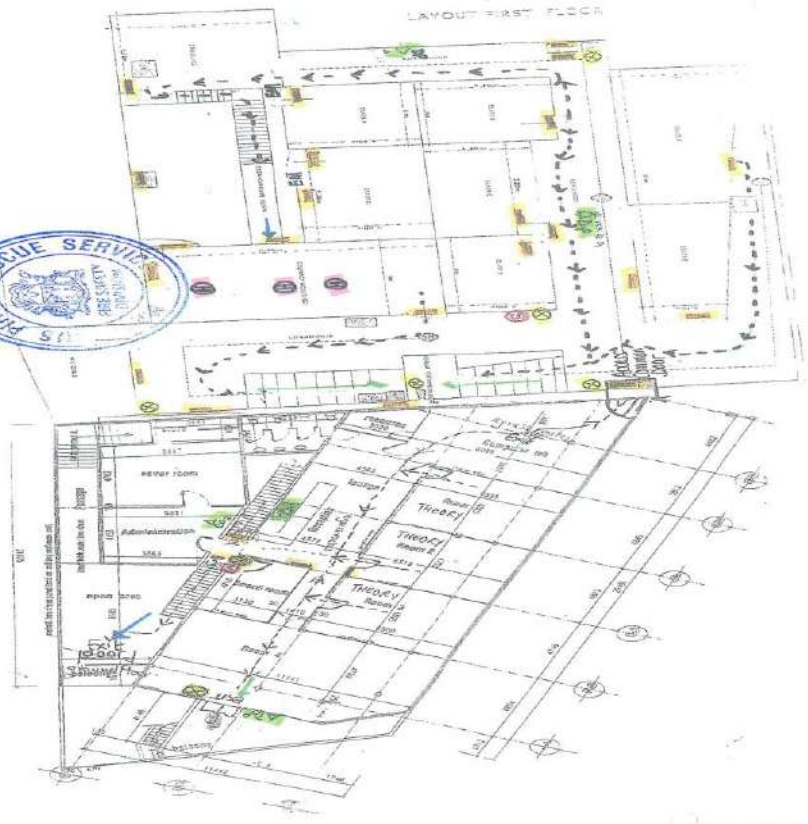


Lay out of First floor

LAYOUT FIRST FLOOR

VOCATIONAL TRAINING INSTITUTE (VTI) LTD
 91 John Kenney Avenue, Wexford, MALDEN
 Tel: 053 93659251 Fax: 053 9362882

- Safety Sign
- ⚡ Emergency Light
- △ Fire extinguisher
- Ⓞ Call point
- Ⓢ Heat Detector
- Ⓢ Smoke Detector
- Eyes Wash
- Ⓢ Stair
- Primary Evacuation Route
- Secondary Evacuation Route



Lay out of Second floor

LAYOUT SECOND FLOOR

VOCATIONAL TRAINING INSTITUTE (VTI)
 59, John Kennedy Avenue, Victoria, MAURITIUS
 Tel: (230) 696051 - Fax: (230) 656062

- Safety Sign
- Emergency Light
- Exit Sign
- Call point
- Heat Detector
- Smoke Detector
- Egress Routes
- Stair
- Primary Evacuation Route
- Secondary Evacuation Route



Lay out of Third floor

