

Examinations Policy

For

Collaborative Academic Partners

Owner: Academic Registry

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Introduction

1. This Policy should be read in conjunction with London Met's [Examination Policy](#) for its on-campus provision.
2. London Met recognises that Collaborative Partnership Provision largely falls into two categories:
 - 2.1. **Franchised arrangements:** This is where London Met licences another institution (the collaborative partner) to deliver some or all of one of its awards; the award comprises of modules that have been designed by London Met staff, and London Met retains the responsibility for the academic content of the course, the teaching and assessment strategy, the assessment methods, and quality assurance of the course. The Partner will adhere to this as the franchisee.
 - 2.2. **Validated arrangements:** Validated courses are designed and taught by another Collaborative Partner. The Collaborative Partner is responsible for the course design, academic content, the teaching and assessment strategy, the assessment methods, and quality assurance with advice from London Met. London Met oversees the quality of such courses and is responsible for issuing the award.
3. Examinations are one of the principal summative assessment instruments employed by the university. These Procedures aim to ensure a secure environment for examinations and the fair treatment of all students taking them which includes all collaborative partner students.

Methods of Assessment

4. The methods of assessment employed in a module relate to the learning objectives of the module and/or course on which students are registered..

Examination Types

5. In accordance with London Met's Assessment Policy and for the purposes of this policy, Examinations are invigilated time-constrained written assessments and may be seen or unseen. Other forms of assessment, including practical examinations are detailed in the Assessment Policy.

Notification to Partner Students

6. For **franchised** provision:

6.1. Collaborative partners approved to deliver franchised courses would usually follow the same assessment methods as on campus at London Met. It is recognised that assessments may be localised to fit the partner context but generally, where possible, partner students will take the same examination paper under the same conditions as students at London Met and at the same time.

6.2. A detailed examination timetable shall normally be published by Academic Registry at least three weeks before the date of the first examination. This may be subject to subsequent minor amendments. To enable collaborative partners to provide notification to students taking examinations in the partnership setting, it is permissible for students to be notified of when the assessment periods are in the academic year and specifically to be notified three weeks in advance of when the examination is scheduled to take place during the assessment period.

6.3. It is recognised that scheduling the examination to take place at the partner premises at exactly the same time as it is scheduled to occur at London Met may not be feasible or practical given global time zones and differences. Where possible, the examination should be held on the same calendar day (please also see the section [Production of examination papers](#) below).

7. Each examination shall be scheduled only once in any examination period. Modules taught in the evening would normally be examined in the evening while modules taught in the day would normally be examined in the day.
8. It shall be a student's responsibility to inform themselves of the due time and place for each examination, and to present themselves for examination at the appropriate time.

Preparation and Production of examination question papers

Responsibility for allocation of duties

9. For **franchised and validated** provision:

- 9.1. In the first instance, AQD will contact all collaborative partners at the start of each academic year to request confirmation of which modules require an examination and whether the examination paper is expected to be that of London Met or one which is to be contextualised to meet the local needs of the partner. AQD will also ask for scheduled first sit and resit dates and any other relevant information. This information will be shared with relevant colleagues at London Met;
- 9.2. The designated collaborative partner course leader shall be responsible for liaising with the relevant London Met School Head of Collaborative Partnerships and Academic Liaison Tutor (ALT) to confirm:
 - 9.2.1. arrangements for the drafting of examination question papers (for **franchised** provision, this would usually be the London Met module leader);
 - 9.2.2. which members of collaborative partner staff are to be responsible for setting the question papers for validated provision or for franchised provision, where localised versions are required;
 - 9.2.3. if multiple examination papers are required; this may be because it is not possible for partner students to sit the same examination paper at the same time as the London Met students, in which case a different examination paper must be written and used;
 - 9.2.4. the number of question papers required across the academic year as determined by the number of intakes and cohorts at the partnership;
 - 9.2.5. the internal examiners responsible for internal moderation, marking and second marking the completed scripts;
 - 9.2.6. that relevant internal examiners, who are not invigilating the examination, shall be available at the start of each examination;
 - 9.2.7. the name and contact details of the 'Examinations Office and

Officer/Manager' (or equivalent) at the partner organisation and share these details with the Assessment Officer (Exams) at London Met.

10. For **franchised and validated** provision, the collaborative partner should liaise with the ALT to ensure that Subject Standard external examiners are consulted on all examination question papers and resit question papers (noting which papers are intended for which cohorts) prior to the examination. Together with examination papers and resit papers, external examiners shall also receive assessment criteria, marking schemes and/or specimen answers, prepared at the same time by the internal examiner(s).
11. A separate question paper shall be produced for each examination for a particular module which is not examined concurrently. It is noted that some collaborative partners have multiple intakes and cohorts across an academic year, separate question papers and resits papers must be produced for each cohort.
12. Semester one modules and year-long modules that are assessed by examination should be written and submitted to the relevant external examiner for approval in the early part of semester one; semester two modules assessed by examination should be written and submitted to the relevant external examiner in the early part of semester two.
13. An examination paper for use during the resit period should be set at the same time as the standard examination question paper where a paper requires external moderation to ensure:
 - 13.1. the two papers can be seen to be of a comparable standard;
 - 13.2. the pressures involved in producing and moderating examination papers are avoided;
 - 13.3. a reserve paper is available in case of emergencies, such as a breach in security.Both the original paper and the resit (reserve) paper should be drafted so as to allow for possible substitution.
14. For **franchised** provision, once the external examiner has approved first sit and resit question papers, copies of the papers must be sent to the London Met Assessment Officer (Exams) in Academic Registry where they will be held securely and released in good time to the designated collaborative partner Examinations Officer (or equivalent).

15. For **franchised and validated** provision, the package of question papers shall be stored securely in a room inaccessible to students.

Contents of the Question Paper

16. Questions which have formed part of assessed coursework may not be set in an examination. Staff setting question papers must take care to provide an appropriate variety of questions over several successive papers, and where possible avoid repetition of identical questions even over a period of several years. Staff should also take care when using material that may be subject to copyright legislation, including appropriate referencing of source material.

Standard-format first page

17. The standard-format first page for question papers, available from the London Met Exams team, must be used for all examination papers. Date and start time may be left blank when the paper is provided to Academic Registry prior to the publication of the relevant period examination timetable, but all other sections must be completed. Care should be taken to specify the correct type of examination (see paragraph 5 above) and any materials supplied or permitted in the examination must be clearly specified.
18. The duration of the examination¹ is required. Reading time shall not be specified separately from the overall time allowed to students.
19. Clear instructions shall be provided as to the number of questions to be attempted by students, and whether the student has a free choice, or is required to answer some compulsory questions or to select from certain sections.
20. The maximum marks available for each question or part question shall be clearly indicated.
21. Where other written materials are to be provided for students in addition to question papers - e.g., lists of critical formulae, mathematical or other tables, such materials shall be mentioned in the rubric of the question paper and provided to Academic Registry so that they can be included in the package for the examination.

¹ The length of examinations is determined as part of the University's processes of validation of modules and any amendment to the length of an examination is governed by the processes for changing assessment instruments detailed in the Quality Manual and Assessment Policy.

22. exams and practical exams not requiring documented answers.

Arrangements for written examinations

23. Other than for seen examinations, examinations which involve the same question paper shall commence at the same time. This rule applies equally to courses delivered at the University's collaborative partner institutions, where the same examination may be taking place at different sites. Additional seen examinations involving the same question paper must commence within 48 hours of the first sitting published in the examination timetable.
24. Where it is not feasible to conduct the examination at the same time as at London Met, then the examination must be held as soon as possible but using an equivalent alternative question paper to safeguard against any potential breach of security of the examination paper.

Physical arrangements for examinations

25. Responsibility for the physical arrangements for examinations taking place at the collaborative partner premises lies with the collaborative partner. These arrangements cover:
- 25.1. reservation of the appropriate accommodation;
 - 25.2. setting up the accommodation to the required standards;
 - 25.3. procedures to ensure that students are allocated to desks in a random order;
 - 25.4. provision of information and materials to the invigilators responsible in each examination room.

Examination rooms

26. Where justified to achieve efficient use of space and invigilator resource, examinations of different durations may take place in the same room. In all cases co-located examinations shall start at the same time. Where examinations of different durations are taking place in the same room, the senior invigilator shall ensure that any changeover is handled so as to cause minimal disruption. Open examinations shall normally be held separately from closed and restricted

examinations.

27. Students shall be seated at individual examination desks. It must be possible for an invigilator to approach any student, and for any student to leave the room without disturbing other students.
28. Each examination room shall have a working clock(s) visible to all students. A whiteboard or similar equipment shall be available so that any relevant information can be displayed to students throughout the examination.
29. Where two or more groups of students are being examined in the same room, a seating plan shall be provided, showing the area of the room allocated to each group.

Role of invigilators

30. Collaborative partners are responsible for providing and training invigilators for examinations taking place at partner premises.
31. Invigilators shall be responsible for the smooth running of the examinations in their charge, and for ensuring that the regulations and procedures covering the conduct of examinations are observed. They shall be fully conversant with these Procedures concerning their duties.
32. There shall be a minimum of two invigilators in each examination room, and normally at least one invigilator for every 30 students overall. At least one invigilator shall be present in the examination room at all times when an examination is in progress.
33. One invigilator within each examination room shall be designated as Senior Invigilator and shall have overall responsibility for the conduct of the examination session, and for ensuring that both students and invigilators abide by these Procedures covering the conduct of examinations.
34. Further details of the role of an invigilator pre, during and post examination can be found in the [Examinations Policy](#).

Individual examination arrangements

General principles

35. The collaborative partner shall have discretion to approve arrangements for the

examination of any student who, for reason of dyslexia, health, or disability, whether temporary or permanent, is unable to sit the examination under normal conditions, or would be severely disadvantaged by so doing. In considering such requests, the collaborative partner may make such consultations and request documentation to support the request as s/he deems appropriate.

36. Where the collaborative partner approves a request for individual examination arrangements, the examination shall take place concurrently with the main examination, normally in a separate room to the rest of the cohort. Normal invigilation procedures shall apply, with the exception that where only one student is taking the examination in the room, only one invigilator is normally required.