Date: 01st September 2025

Examination Procedures Policy

Policy owner: Registrar's Office
Policy approved by: Academic Board
Version: 1.0
Next review date: [insert date]
Applies to: All programmes and modes of delivery at PSBU

1. Purpose

This policy sets out the procedures governing the planning, conduct, and management of examinations at PSBU to ensure fairness, integrity, and consistency.

2. Scope

Applies to all written, oral, practical, and online examinations conducted by PSBU, including internal and external centres.

3. Principles

- Examinations are conducted under secure and standardised conditions.
- Students are assessed on the published learning outcomes of each course.
- Examinations must uphold academic integrity and equality of opportunity.

4. Procedures

- Examination schedules and venues are confirmed and published by the Registrar's Office.
- Students must present valid identification to sit an examination.
- Invigilators will ensure compliance with all regulations.
- Examination materials are securely stored and transported before and after exams.

5. Responsibilities

- **Registrar's Office:** coordination and administration.
- **Faculty:** setting and vetting of exam papers.
- **Invigilators:** supervision and enforcement of rules.

6. Review

The Registrar will review procedures annually for efficiency and compliance.

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2. Examination Timetable Policy

Policy owner: Registrar's Office

1. Purpose

To outline the process for developing, publishing, and managing the examination timetable to ensure adequate notice and minimal clashes.

2. Scope

Applies to all formal examinations across PSBU programmes.

3. Principles

- The timetable must be published at least four weeks before the examination period.
- Students must have a minimum 24-hour gap between examinations where possible.
- Timetables will be centrally coordinated to avoid duplication and conflicts.

4. Publication and Changes

- Timetables are released via the PSBU student portal and official noticeboards.
- Changes are permitted only in exceptional circumstances and communicated immediately.

5. Responsibilities

The Registrar's Office is responsible for the compilation and publication of all examination timetables.

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3. Invigilation Policy

Policy owner: Registrar's Office

1. Purpose

To ensure examinations are conducted under strict and consistent supervision to maintain academic integrity.

2. Scope

Applies to all invigilators, faculty, and students involved in PSBU examinations.

3. Principles

- Invigilators must act impartially and professionally.
- They are responsible for ensuring compliance with examination rules and reporting irregularities.
- Adequate invigilator-to-student ratios must be maintained.

4. Duties

- Distribute and collect examination materials securely.
- Verify student identification.
- Monitor conduct and timekeeping.
- Record incidents and report to the Registrar.

5. Training

All invigilators will receive induction and annual refresher training.

4. Marking Keys Policy

Policy owner: Faculty Deans

1. Purpose

To provide clear guidance on the preparation and use of marking keys or schemes to ensure fairness and transparency in assessment.

2. Scope

Applies to all assessors, markers, and moderators.

3. Principles

- Marking keys must align with intended learning outcomes and assessment criteria.
- They must be standardised across all campuses and delivery modes.
- Students have the right to receive feedback consistent with marking standards.

4. Requirements

- Every formal assessment must have an approved marking key.
- Marking keys must specify the allocation of marks and criteria for judgement.
- Keys are to be retained securely for moderation and audit purposes.

5. Responsibilities

Programme Leaders ensure marking keys are developed, approved, and communicated to markers.

5. Moderation Policy

Policy owner: Quality Assurance Office

1. Purpose

To maintain consistency and reliability in assessment marking across PSBU through systematic moderation.

2. Scope

Covers all summative assessments subject to grading.

3. Principles

- Moderation ensures equity across different markers and cohorts.
- Both internal and external moderation may be used.
- Feedback from moderation informs continuous improvement.

4. Types of Moderation

- **Internal Moderation:** conducted by another qualified academic within PSBU.
- **External Moderation:** review by an approved external examiner or partner.

5. Documentation

Moderation forms and reports must be completed and submitted to the QA Office.

6. Review

Outcomes are reported to the Academic Board annually.

6. Re-sits Policy

Policy owner: Academic Board

1. Purpose

To provide students who have not achieved a passing grade with an opportunity to re-sit examinations under regulated conditions.

2. Scope

Applies to all taught programmes.

3. Principles

- Re-sits are a privilege, not an entitlement, and are subject to eligibility criteria.
- The maximum grade attainable for a re-sit is normally capped at the pass mark.
- Re-sits should occur within the next available examination period.

4. Eligibility

Students who fail a course with a marginal grade or have mitigating circumstances may be permitted a re-sit.

5. Responsibilities

The Faculty and Registrar coordinate re-sit schedules and communicate results.

7. Deferred Assessment Policy

Policy owner: Registrar's Office

1. Purpose

To define the process by which students may defer an assessment or examination due to approved extenuating circumstances.

2. Scope

Applies to all assessments forming part of a PSBU award.

3. Principles

- Deferral is permitted only where serious personal, medical, or compassionate circumstances exist.
- Applications must include supporting documentation.
- Deferred assessments should normally be completed at the next available session.

4. Procedure

- Students must submit a written request within five working days of the original examination.
- The Registrar's Office and Faculty will jointly decide on approval.
- Approved deferrals do not incur academic penalties.

8. Examination Offences Policy

Policy owner: Academic Board

1. Purpose

To define academic offences in the context of examinations and establish penalties to uphold integrity.

2. Scope

Covers all formal assessments, including in-person and online examinations.

3. Offences Include

- Possession of unauthorised materials.
- Communication with other candidates during the examination.
- Impersonation or obtaining examination papers unlawfully.
- Plagiarism or collusion in take-home or online exams.

4. Procedures

- Invigilators must report any suspected offence immediately.
- The case is reviewed by the Examination Disciplinary Committee.
- Sanctions range from warnings to failure of the course or expulsion, depending on severity.

5. Appeals

Students may appeal in accordance with the University's Academic Appeals Procedure.

9. Results Release Policy

Policy owner: Registrar's Office

1. Purpose

To ensure that examination and assessment results are released accurately, securely, and within published timelines.

2. Scope

Applies to all formal assessments and examinations at PSBU.

3. Principles

- Results must be approved by the relevant Examination Board before release.
- Confidentiality and data protection must be observed.
- Students should receive results within four weeks of the final examination date.

4. Publication

- Results are released via the secure PSBU student portal.
- No results are to be disclosed by telephone or social media.

5. Review and Corrections

- Any errors or omissions must be reported immediately to the Registrar.
- Amended results require authorisation from the Examination Board.

Next review date: 20th August 2028