



Policy Name	Examination And Invigilation Policy		
Department	Examination	Approval Authority	Rector
Date of Implementation	01/09/2020	Date of last Revision	09/10/2023 - V04

1. Introduction

At MIC we recognize examination as an essential assessment component of the module and hence expects all departments and campuses to follow a uniform examination and invigilation structure to ensure fair and equal assessment for all students.

2. Scope

This policy:

- Describes the principles that all Campuses and examination centres must adhere to during examination and invigilation.
- Describes the procedures that staff and students are to follow when conducting and undertaking examinations.

3. Definitions

Examination:	A time limited assessment task conducted under supervision
Chief invigilator:	The person responsible for managing the examination
Invigilator:	The person supervising the examination
Examination Centre	Venue where examination is conducted
Examination Coordinator:	The person in-charge of examination coordination, under the directive of the respective Deans. In this document Examination coordinator may be used interchangeably.
Examination Clash:	Two examinations planned at the same time; or less than one hour between two separate examinations; or three or more examinations on the same day.
Examinations Master Sheet:	Shared Google Sheet containing mandatory information about Examination Administration
Smart School (SS):	MIC Student Database
Deferred Examination:	An examination conducted after the timetabled Final Examination due to a student's excusable circumstance
Campus Manager	Assigned in charge of MIC Campus or Out Reach Centre or Sublet managed under the respective campus

4. Setting Examination Papers and Approving

- Deans are to request lecturers to make sure the examination papers are received 10 days prior to the examination date.
- Deans are to ensure that the examination papers are edited and set according to the format specified in the **Paper Setting and Evaluation Policy**.



5. Examination Coordination from Campuses

- a) In the Branches, for face-to-face students, the Respective Branch Manager is identified as the Examination Coordinator for the Branch or the personnel identified as the Examination Coordinator by the Branch Manager.
- b) In the Branches, for e-learning students, exam coordination will be done by the examination department. However, the Branch Manager or the personnel identified by the branch manager, should work as a facilitator under the instruction of the Examination Department, to ensure examinations are conducted as per the schedule.
- c) At Male' Campus, the Examination Coordination will be done by the Examination Executives in the Exam Department, for face-to-face and e-learning modality students.

6. Roles, Responsibilities of the Examination Coordinator

a) General Guidelines

- i. Organize and coordinate the examination as per the protocols in this document, related other policies, and other directives provided by the Senior Dean and the Deans.
- ii. Ensure security measures are in place and maintained
- iii. Liaise between faculty and students
- iv. With the help of the Deans and Senior Dean, ensure a subject expert is available for technical assistance during the Examination time.
- v. Make recommendations for improving the Examinations protocols and resolve schedule-related issues as and when they arise.

b) Scheduling the Examination and information to students

- i. Academic Deans (for Male' Campus students and e-learning modality students registered in the Branches) shall ensure the Examination Dates are fixed within the **two weeks** of the commencement of the module.
- ii. Branch managers (for face-to-face modality students in Branches) shall ensure the Examination Dates are fixed within the **two weeks** of the commencement of the module.
- iii. Academic Deans (for Male' Campus students and e-learning modality students registered in the Branches) shall ensure that students are communicated in writing, the date, venue and other particulars regarding the examination within the **two weeks** of the commencement of the module(s).
- iv. Branch managers (for face-to-face modality students in Branches) shall ensure that students are communicated in writing, the date, venue and other particulars regarding the examination within the two weeks of the commencement of the module(s).
- v. Academic Deans (for Male' Campus students and e-learning modality students registered in the Branches) shall ensure students are given reminders of the examination details in the last academic week for the module(s).



- vi. Branch managers (for face-to-face modality students in Branches) shall ensure students are given reminders of the examination details in the last academic week for the module(s).
- vii. It is the responsibility of the Senior Dean to ensure all the students are given a seven-day study break before exam, for all students enrolled from level 4 to level 9 courses.
- viii. Academic Deans shall ensure that each student has access to Examination Guidelines for Students. See *Annex 1: Examination Guidelines for Students*

c) Communicating Examination Schedules among faculties

- i. Academic Deans or staff identified by the Deans (for Male' Campus Batches and e-learning modality students registered in the Branches) enter the particulars about the examinations into *Examinations Master Sheet* within the **two weeks** of the commencement of the module. Guidelines for filling the *Examinations Master Sheet Guidelines* is provided in *Annex 02: Examination Master sheet Guidelines*.
- ii. If the Respective Dean or the staff identified by the Dean has not responded on the Examinations Master Sheet within the prescribed days of data entry, Examination Department shall inform the Senior Dean via mail.

d) Printing, securing and managing Examination papers and supplementary materials

- i. Examination papers shall be printed 3 days before the examination for face-to-face exams, and shall be kept in lockers with safety and security.
- ii. Examination papers shall be distributed (for face-to-face exams) or published (for online exams) exactly before 30 minutes of the examination start time.
- iii. Upon receipt of the examination papers, check if it is the correct examination paper, the mandatory information is provided in the examination paper instructions and MIC guidelines are followed in setting the examination Paper. If there are any errors, the Dean must be informed within 24 hours of the receipt of the examination papers.
- iv. The examination papers must be printed, stapled and sealed in appropriate envelopes with *Annex 09. Exam paper Envelope labels* displaying the required information.
- v. Coordinate the storage and delivery of examination related documents and examination papers at respective centres.

e) Prepare Facilities

- i. Coordinate and ensure examination centres are booked, or hired as per the need accordingly.
- ii. Arrange the Examination Centre and ensure the invigilation protocols are implemented.



- iii. Ensure Important Examination Hall Rules are displayed in the Examination Centre. Please see *Annex 3: Important Examination Hall Rules*
- iv. Ensure all supplementary materials are obtained and made available for the examination.
- v. Ensure all writing papers provided are stamped.
- vi. Ensure chief invigilator and Invigilators are at the examination centre 45 minutes before the examination time.
- vii. If the examination hall is too large for vocals, arrange for audio facilities.
- viii. Ensure the chief invigilators and invigilators are recruited and oriented at least five days before the examinations commence.
- ix. If there are any special examination setup requests from students, ensure the required setups are in place.

7. Recruiting and training Examinations Chief Invigilators and invigilators

- a) Where possible, select chief invigilators and invigilators from among the faculty members.
- b) Ensure the examinees' lecturer is not given the role of the chief invigilator or the invigilator when his or her module is being assessed.
- c) Recruit chief invigilators and invigilators in a timely manner and maintain a pool of appropriate team.
- d) Ensure the Chief Invigilator and Invigilator Guidelines is provided to the respective persons so that they know their roles and expected duties from them. *Please See Annex 4. Chief Invigilator and Invigilator Guidelines*
- e) Brief the Chief Invigilators and invigilators with the **MIC Examination and Invigilation Policy**.
- f) Orient the Invigilators and the Chief Invigilators to filling the following documents.
 - i. See *Annex 5: The Students' Examination Attendance Sheet*
 - ii. See *Annex 6: Chief Invigilator's Examination Report Form*
 - iii. See *Annex 7: Invigilator's Time Sheet*
- g) Ensure that Chief Invigilators and Invigilators know how and when they will be paid, and any benefits they will receive. Please refer to *Payment Structure* for invigilation payment details.
- h) Emphasize the importance of preparations before the start of an examination and to explain why invigilators are asked to arrive at least 45 minutes before an examination is due to start.
- i) For face-to-face examinations, there should be an invigilator for every 25 students.
- j) For online examinations, there should be an invigilator for every 13 students.

8. Conducting Online Examinations

- a) MIC conducts physical examination for all course modalities. However, as and when demanding situations arise, we may allow on-line examinations for programmes offered in e-learning modality.
- b) MIC will provide this facility of doing an examination through online only if all the following conditions are met inclusively.



- i. The programme is approved in e-learning modality.
 - ii. The delay of examination will lead to a delay in continuing the rest of the programme.
 - iii. The delay of examination will lead to a delay in completing the programme.
 - iv. The student provides evidence of meeting the student requirements for the online **Proctoring Standards Guideline**
- c) Students who opt for online examination must register for the online examination modality through Smart School (SS), and agree to the terms and conditions herein.
- d) Students must register for the online examination at least 10 days before the stipulated date of examination. MIC shall not take the responsibility of providing the examination on the stipulated date for late requests.
- e) In case of on-line examinations, they must be organized in a way the examination is monitored by an Invigilator in real time. In addition to the invigilator, the Online Technical Assistant must be present throughout the Examination period, until the Examination is closed.
- f) Online examinations must ensure the following conditions are met.
- i. The student has access to a room where only he or she will remain till the exam is concluded.
 - ii. Examination papers offered in online modality follow the same structure and same difficulty level as physically administered examination papers.
 - iii. The student camera is placed such that 360^o of the student environment can be observed upon demand. This will ensure the student's screen, and the workspace are viewable to the invigilator in real time. A mechanism to place the camera on a stand will provide a feasible solution.
 - iv. Students taking the online examination must come online at least half an hour before the Examination.
 - v. The Online Invigilator will individually scan the Examination Environment via student mobile camera before the student is given access to the Examination paper.
 - vi. The online invigilator will ensure that the walls and of the Examination space are free of any displays that may compromise the validity of the Examination.
 - vii. The student's mobile must be used according to instructions as per the examination requires.
 - viii. The audio of the student's laptop or computer must be on throughout the Examination.
 - ix. The student must ensure a silent environment throughout the examination.
 - x. For papers requiring the students to write manually on paper, all the answers must be written on pre-printed answer sheets that contain MIC stamp. The students will be sent digital copies that they can print in advance, should there be the need to write manually on paper.
 - xi. The students will be given additional time of maximum of 15 minutes to take a clear screenshot of the answer paper(s) using a mobile phone in a good resolution. While doing this, student video should be on.
 - xii. Please see the separate Online Proctoring Standards which the student is required to meet.



9. Examination Centre

- a) By default, the student's examination centre is the campus where the student is registered on SS.
- b) It is the responsibility of the Examinations Coordinator to ensure Examination facility meets all the requirements. Please see **Section 6e** for the requirement of face-to-face examinations.
- c) Examinations will be conducted in the stipulated physical Examination Centres, unless there is an emergency situation. Please refer to Emergency Examination Protocols.

10. Registering For Exam

- a) By default, the student's examination centre is the campus where the student is registered on SS.
- b) However, the student is required to register for the Examination via the Smart School Examination Registration Module.
- c) This Module will give the student options to select modalities, and Examination Centres.
- d) Depending on the student's choices, the College may reject and ask for relevant changes for the requests, or, may charge a service fee. The details of charges will be available via the Fee Structure Document.

11. Arranging Examinations for Online Students

- a) Online students may belong to any of the registered Campuses of MIC. However, for the purpose of planning, organizing and managing the Examinations for the online students, the responsibility rests on the campus that manages the academic module that is being assessed. However, the Examination Coordinator-ship rests on the Campus to which the students are administratively registered.
- b) For examinations that are registered in face-to-face modality, the examinations will be held in their Exam-registered Campuses.
- c) The Campus Manager or the Faculty Head must pay specific attention to ensure the Examination Coordinators are provided with the time table not later than 5 days before the Examination date. Once informed, the examination date, venue and time shall not be changed, unless there is an emergency.
- d) If any change is made to the Examination Schedule, the changes must be communicated via email immediately. Notification of the change must be sent via text message and ideally a phone call is also expected.
- e) The Examination Coordinator must ensure that all the due process for conducting the Examinations is implemented smoothly for the students. Specifically, it is the Examination Coordinator's responsibility to monitor the Campus or the faculty students' ongoing modules are tracked from the Smart School and take necessary measures to guarantee that the scheduling protocols are followed. Please see **Section 6b**.

12. Changing Default Examination Centre

- a) MIC provides the facility for Temporary Change of Examination Centre in circumstances where the student is unable to attend the Examination in the registered



campus. Such instances include but not limited to, government ban on travel, and prevailing health conditions.

- b) In case if the student desires to change the Examination Centre, request must be made via Examination Centre Change Form, OR the Exam Centre Change Request Module on Smart School, where it is the student's responsibility to ensure the request is placed at least 20 days before the examination scheduled date. Please see Annex 9 for the Examination Centre Change Form Sample. This form will be available on:
www.micollege.edu.mv
- c) Examinations can only be arranged in an MIC registered campus or MIC approved exam centre, in all circumstances.

13. Emergency Examination Protocols.

- a) MIC allows two specific arrangements for situations where the examination cannot be attended in an MIC registered Campus in the stipulated time, if the inconveniences can delay the overall course duration indefinitely.
 - i. Conducting Online Examinations. **Please refer Section 8**
- b) In either case, the student is expected to apply for the facility through the appeal form;
- c) For online Examination, students need to register for the exam through MIC student portal (provided that the module is approved in e-learning modality).
- d) In situations requiring the changes in Examinations, the students may not get the Exam in the regular time. However, MIC will attempt to provide the Examination at the earliest possible date.
- e) If the student has ample time before the course end date, it is advisable to apply for **Exam defer**.
- f) If your cause for delaying the exam is due to illness, you are required to request for a Deferred Examination. As per the **Assessment policy** applications for Deferred Examination for medical related issues shall be made through Appeal Form along with the Student Medical Form and include any required supporting evidence in accordance with the Assessment Procedures.
- g) Applications for special provisions in deferring the exam for all non-medical issues shall be made through Excusable Absence Reporting Form (Not for Student Medical Purposes) with required supporting evidence in accordance with the Assessment Procedures. Please refer Assessment Policy

14. Packing the Examination papers

- a) Examination Coordinator must ensure the Chief Invigilator is fully aware of the procedure for packing the Examination papers.
- b) Specifically, Papers are expected to be packed with the Attendance Sheet, and Chief Invigilator's Examination report in the same envelope they were initially packed. If additional envelopes are required to pack the answer scripts, then the additional envelopes must be bound together by tape. The front label of the envelope must be filled and signed. The front label comes with the following information.
 - i. The Faculty name
 - ii. Name of Examination Paper
 - iii. Name of Course



- iv. Batch(es)
- v. Name Exam Venue
- vi. Number of Question papers
- vii. Examination date and time
- viii. Name of Examination Coordinator
- ix. Name of Chief Invigilator
- x. Number of answer scripts
- xi. Time at which paper was packed.
- xii. Signature of the Chief Invigilator.

15. Dispatching Examination Answer scripts

- a) Within 7 days of Examination Completion, Examination coordinator must ensure the Examination papers are handed over to the Marking Lecturer.
 - i. If the marking Lecturer resides in the same, or a connected local city or island where the Examination has been conducted, Marking Lecturer can be prompted to come and receive the paper. Signature of receipt must be obtained from the marking Lecturer at the time of handover.
 - ii. If the marking Lecturer resides in a city or island that is separated by sea, the Exams Coordinator may post or mail provided that there is guarantee that the paper can reach the Marking lecturer within 5 days of the Examination Completion. However, if this may seem costly, or if it may take more than 5 days, the papers must be scanned and shared on a secure Google Drive location created for the purpose. In both the cases, the Examination Coordinator must ensure that the Marking Lecturer send an acknowledgement of paper receipt via mail.
- b) Along with the Answer scripts, the marking Lecturer must be provided with an electronic copy of the Marks Sheet format with student particulars entered. *See Annex 08 for sample of Electronic Marksheet*

16. Marking the examination papers and publishing the Final Marks

- a) The Examination Coordinators must ensure Examination papers are marked and marks sheet mailed to the Examination Coordinator within 15 days
- b) All marked answer scripts must be collected back and filed in the Respective Campus.
- c) Upon receipt of the mark sheet, the Examination Coordinators must forward them to the respective Deans within 24 hours.
- d) Upon receipt of the Marks sheet, the deans must request for random answer scripts and moderate the Examination marks. Generally, the paper with the lowest score, the highest score and median marks answer script will suffice. The requested answer scripts must be shared via Google Drive
- e) Deans must ensure the paper moderation is conducted and marks are published on the Smart School within 9 days of receipt of the Examinations Marks sheet.
- f) After publishing the marks, students are to be notified with a message that contains "Your marks for the [name of the module] is published on Smart School"
- g) As a general rule, Deans and Senior Dean must ensure the student's final marks and grade are approved and published within 20 days of the examination commencement

