



<b>Policy Name:</b>	<b>Examination And Invigilation Policy</b>		
<b>Department</b>	Academic	<b>Approval Authority</b>	Rector
<b>Date of Implementation</b>	1 Sep 2020	<b>Date of last Revision</b>	21 October 2022

### 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:

- a) Describes the principles that all examination centers must adhere to during examination and invigilation.
- b) 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 Center	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 examination; 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
External Examination Center:	An Examination center that is not registered under MIC
Second Party:	An external agent who is contracted to conduct MIC examinations under a temporary binding contract.
Campus Manager	Assigned in charge of MIC Campus or Out Reach Center or Sublet managed under the respective campus



#### **4. Setting Examination Papers and Approving**

- a) Deans are to request lecturers to make sure the examination papers are received 10 days prior to the examination date.
- b) 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**

- a) In the Campuses, the Respective Campus Manager is identified as the Examination Coordinator for the Campus or the personnel identified as the Examination Coordinator by the Campus Manager. Examinations management at outreach centers and sublets managed under a Campus, are mandated under the Campus.
- b) At Male' Campus, the Examination Coordination will be carried out by the Deans or the personnel identified as the Examination Coordinator by the Dean.

#### **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 Dean
- ii. Ensure security measures are in place and maintained
- iii. Liaise between faculty and students
- iv. With the help of the Deans, 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. Ensuring the Examination Dates are fixed within the **first week** of the commencement of the module.
- ii. Students are communicated in writing, the date, venue and other particulars regarding the examination within the first week of the commencement of the module(s).
- iii. Ensure students are given reminders of the examination details in the last academic week for the module(s).
- iv. The students are given a seven day study break.
- v. 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. Enter the particulars about the examinations into *Examinations Master Sheet* within the first week 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 has not responded on the Examinations Master Sheet within five days of data entry, inform the Rector via mail.

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



- i. Examination papers may be made available 3 days before the examination.
- ii. 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.
- iii. The examination papers must be printed, stapled and sealed in appropriate envelopes with *Annex 13. Exam paper Envelope labels* displaying the required information.
- iv. Coordinate the storage and delivery of examination related documents and examination papers at respective centers.

**e) Prepare Facilities**

- i. Coordinate and ensure examination centers are booked, or hired as per the need accordingly.
- ii. Arrange the Examination Center and ensure the invigilation protocols are implemented.
- iii. Ensure Important Examination Hall Rules are displayed in the Examination Center. 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 center 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) Based on the hall size and student numbers 2 invigilators at maximum can be kept for invigilation.

## 8. Conducting On-Line Examinations

- a) MIC conducts physical examination for all course modalities. However, as and when demanding situations arise, we may allow on-line examinations.
- b) MIC will provide this facility of doing an examination through online only if all the following conditions are met inclusively.
  - i. There is a government ban on travel that prohibits the student from arriving at Examination Center
  - ii. The period of ban is subjective and indeterminate
  - iii. The delay of examination will lead to a delay in continuing the rest of the course
  - iv. The delay of examination will lead to a delay in completing the course.
  - v. Arrangement of examination through second party is not possible
  - vi. The module that is being examined has MQA approval for e-learning
  - vii. The student provides evidence of meeting the student requirements for the online

### **Proctoring Standards Guideline**

- c) Students who opt for online examination must apply for the online examination modality through the *Online Examinations Request Form, Annex 8.*, and agree to the terms and conditions herein.
- d) Students must submit the online examinations request 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) An online examination requires prior information to the Maldives Qualification Authority (MQA) and hence, the examination will be conducted only after the Examination details are shared with MQA
- f) 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.
- g) Online examinations must ensure the following conditions are met.
  - i. The students 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<sup>o</sup> 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 to take a clear screenshot of the answer paper(s) using an appropriate method.
  - xii. Please see the separate Online Proctoring Standards which the student is required to meet.
- h) Alternatively the college also may decide to use a proctoring software application or service. Please refer to the Online Proctoring Standards for more information

#### **9. Examination Center**

- a) By default the student's examination center 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**
- c) Examinations will be conducted in the stipulated physical Examination Centers, unless there is an emergency situation. Please refer to Emergency Examination Protocols.

#### **10. Registering For Exam**

- d) By default the student's examination center is the campus where the student is registered on SS.
- e) However, the student is required to register for the Examination via the Smart School Examination Registration Module.
- f) This Module will give the student options to select modalities, and Examination Centers and Type of Examination.
- g) 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) The students will do the Examination in their registered Campus.
- c) The Campus Manager or the Faculty Head must pay specific attention to ensure the Examination Coordinators are provided with:
  - i. The list of students who are scheduled to sit for the examination is to be sent to the Campus not later than the second week of the module commencement.
  - ii. In general, the Campus managers must be provided with the time table not later than 9 days before the Examination date. The Examination time table within the last week of the module.
  - iii. If any change is made to the Examination Schedule, the changes must be communicated via email. Notification of the change must be sent via text message and ideally a phone call is also expected.
- d) The Examination Coordinator must ensure that all the due process for conducting the Examination are 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 Center

- a) MIC provides the facility for Temporary Change of Examination Center 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 Center, request must be made via Examination Center Change Form, OR the Exam Center 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 Center Change Form Sample. This form will be available on:  
[www.micollege.edu.mv](http://www.micollege.edu.mv)
- c) Examination Center Change incurs a fee on the student. Please see the fee structure for details. This fee is not applicable to students who are opting to change for an online examination.
- d) Examinations can only be arranged in an MIC registered campus, in all circumstances except only when reaching the registered MIC Examination Center is prohibited due to government curfews. Please read **Section 12** to check if the student is eligible for an Examination Center Change, if the Examination Center requested is not an MIC registered campus.

### 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 Examination through Second party. **Please refer to Section 13.**
  - ii. Conducting Online Examinations. **Please refer Section 8**



- b) In either case, the student is expected to apply for the facility through the appropriate form;
- c) For the Examination through Second party, fill the **Change of Examination Center Request Form**
- d) For online Examination, fill the **Online Examinations Request Form**
- e) 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.
- f) If the student has ample time before the course end date, it is advisable to apply for **Exam defer**.
- g) 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.
- h) 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. Conducting Examination Through Second Party**

- a) MIC provides the facility of doing an examination through a Second party only if all the following conditions are met inclusively.
  - i. There is a government ban on travel that prohibits the student from arriving at Examination Center
  - ii. The period of ban is subjective and indeterminate
  - iii. The delay of examination will lead to a delay in continuing the rest of the course
  - iv. The delay of examination will lead to a delay in completing the course.
- b) The student should not have any professional connections with the Second Party, such as being employed in the institution where the Examination is conducted.
- c) The student should not have any immediate family relationship with the Second Party. Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, Nephew, Niece or any In-Laws are considered as members having direct family relationships.
- d) The Second Party must not have any known close friendship with the students doing the Examination under the Second Party supervision.

#### **15. Mandatory Protocols to follow in Contracting Second Party for Conducting MIC Examinations**

- a) A Second Party contracting protocols can be initialized only after Academic Review Committee of MIC approves the student requests for doing the Examination in a non-registered location.
- b) Appropriate Second parties to contract for conducting MIC Examinations must be identified by the Deans or the Campus managers, based on the students' requested localities.
- c) The initial request for Examination collaboration must be formalized via a formal letter request from the Dean or the Campus Manager. Please see *Annex 10 for the format for Sample letter for Second Party Corporation*.
- d) In case where the initial requests are sent by Campus Managers, the letter must be carbon copied to MI College for the purpose of centrally filing the documents and maintain records.
- e) A Contract of Second Party Examination Management must be signed at least 7 days before the Examination commencement date. Please see *Annex 11 for a Sample of Contract of Second Party Examination Management*



- f) Upon signing the contract, the Second Party is responsible for assigning Examination Chief Invigilator and Invigilator for the scheduled Examination.
- g) The Dean or the Campus Manager, as the case maybe, must ensure the Examination Chief invigilator and Invigilator contacts are obtained within 2 days of signing the contract and they are given necessary guidelines, and orientations. This task must be completed effectively at least 3 days before the Examination.
- h) The Dean or the Campus Manager as the case maybe, must ensure all Examination protocols mentioned in this document are implemented without any compromise, in all Second Party Examination arrangements.
- i) MIC offers specific service fees for Second party Examination Arrangements. Please see **Payment Structure** for details.
- j) The Examinee is liable to bear the costs incurred in arranging Examinations via Second party. Please refer the **Fee Structure** for details.

#### **16. 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.

#### **17. Dispatching Examination Answer scripts**

- a) Within 5 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 12 for sample of Electronic Marksheet*

### **18. 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) It is duly noted that, from the time of completion of the examination, to the time of publishing the marks, **a minimum of 1 month is required**. Any delay from the end of the Examination Coordinator will result in an unexpected delay in the final publishing of the marks. Hence it is essential that the Examination Coordinators make sure papers are dispatched immediately and the papers are received by the marking lecturer at the earliest possible time. The paper moderation process shall not be compromised to meet deadlines. The Deans and Campus managers are advised to ensure Module calendar is appropriately developed, followed and implemented to ensure examinations happen on time and the process of marking and quality assurance are carried smoothly.

### **19. Expenditure Guide**

This section provides a summary of various activities that will either incur or cost or a benefit. This is just a guide. For details, please read through the whole policy document. To find out the specific amounts paid or charged, please refer to the Payment structure.

- a) Chief invigilator: Supervision fee payable to the Chief invigilator
- b) Invigilator: Invigilation fee payable to the Invigilator
- c) Second party Examination: Payable to the Second party
- d) Student: Special Examination Setup Request Charge: Student pay to MIC  
Examination Center Change Charges: Student pay to MIC

### **20. Policies and documents to refer:**

Student Discipline Policy  
Student Appeal Policy  
Student Academic Misconduct Policy



Paper Setting and Evaluation Policy  
Assessment Policy  
Fee Structure

**21. Annex:**

*Annex 01: Examination Guidelines for Students*  
*Annex 02: Examination Master Sheet Guidelines*  
*Annex 03: Important Examination Hall Rules*  
*Annex 04: Chief Invigilator and Invigilator Guidelines*  
*Annex 05: Students Examination Attendance Sheet*  
*Annex 06: Chief Invigilators Examination Report*  
*Annex 07: Invigilators Timesheet*  
*Annex 08: Online Examinations Request Form*  
*Annex 09: Change of Examination Center Request Form*  
*Annex 10: Sample Request letter for Second party Corporation*  
*Annex 11: Sample of Contract Agreement Conducting MI College Examination*  
*Annex 12: Sample of Electronic Marks Sheet*  
*Annex 13: Exam paper Envelope labels*  
*Annex 14: Online Proctoring Standards*  
*Annex 15: Online Assessment Policy*

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