Cambridge Muslim College
Assessment Policy

Committee: Faculty Board
Next Review Date: April 2023

1. **Purpose**
   This policy sets out the associated procedures for dealing with the setting and moderating of student assessment, with the aim of ensuring consistent and fair treatment for all.

2. Scope
   This policy applies to students on the College's OU validated provisions

3. Principles
   3.1. The BA Programme Manager/ Officer seek the advice of the Faculty Board when reviewing this policy.

   3.2. Assessment be carried out by competent and impartial examiners, and by methods which enable them to assess students fairly.

   3.3. The Board of Examiners has discretion in reaching decisions on the formal assessments and awards to be recommended for individual candidates. They are responsible for interpreting the Regulations for Validated Awards of The Open University and good practice in higher education. Their academic judgements cannot be questioned or overturned. Any marks given by College teaching staff are preliminary and are not definite until confirmed by the Board of Examiners.

   3.4. External Examiners are associated with all assessment that contributes towards the award, and to be involved whenever there is progression from one level to the next. Their particular role is to ensure that justice is done to the individual student and that the standard of the OU's validated awards is maintained. The External Examiner role is central to the academic standard and quality of a programme, and without one this programme would not be allowed to run.

3.5. The scheduling, timing, volume and weighting of assessment types is be appropriate to the level of the award, the programme of study and the delivery mode. The general underlying principles are that the amount and timing of assessment should ensure that intended learning outcomes are assessed, and that they enable effective measurement of student achievement. The scheduling of assessment to be such that students have adequate time (one week as a minimum) to reflect on learning before being assessed, and that they can benefit from feedback.

3.6. Details of assessment (e.g. type, scheduling, word length, weighting, marking criteria, relation to learning outcomes) to be set out clearly in the Programme and Module Specifications, so that students are fully aware of the requirements at the beginning of each study phase, before any assessment is taken.

3.7. The College to provide any necessary support and training to members of academic and administrative staff to ensure that they fully understand the assessment criteria, regulations and process.

3.8. If a student is unable to be assessed by the methods specified in the assessment regulations, the College will try to accommodate that student by making special arrangements as per Disability and Equal Opportunities policy

3.9. Examinations to be scheduled by the BA Programme Officer on one or two weeks and approved by Faculty Board

3.10. The safe for exam papers is kept in a secure room in the College, with access restricted to authorised personnel.

3.11. To obtain an award, students are required to complete all parts of the programme's assessment and comply with all programme regulations as noted in the programme specifications. The minimum aggregate pass mark for the BA (Hons) programme is 40%. These minima apply to assessments, modules, stages and qualifications.

3.12. Each of the stages of the BA (Hons) programme consist of a total of 120 credits. In order to complete and pass a stage of the programme, a student must acquire the total credit set out in the Programme Specification at the approved qualification level for the award, or have been exempted through the implementation of the processes covering extenuating circumstances. The credit value of each module contributing to a stage determines its weighting in the aggregation of credit for a stage.

4. References
- Invigilation Guidelines (Appendix 1)
- Examination Report Form for Invigilators (Appendix 2)

- Assessment Criteria (Appendix 3)
- QAA UK Quality Code for Higher Education, Advice and Guidance- Assessment (Appendix 4)
- Teaching and Learning Strategy
- Assessment Strategy
- Moderation Policy
- Terms of Reference for the Board of Examiners
- Academic Appeals and Complaints Policy
- Academic Misconduct Policy
- Extenuating Circumstances Policy
- Disability and Equal Opportunities Policy
- Academic Appeals and Complaints Policy
- Data Retention Policy
- Admissions Policy

5. Responsibility

5.1. Responsibility for the area of assessment lies with the Academic Director, Programme Officer and Module Convenors.

5.2. It is the responsibility of the Equality and Diversity Officer/ Students to ensure that arrangements are made for students with long or short term medical conditions, specific learning difficulties or disabilities, subject to the overall requirement that academic standards must be maintained.

6. Guidelines

6.1. Late Submission to be accepted within 6 working days from the deadline of an assignment. Submission that is late by 7 or more working days is refused and a 0 mark to be given

6.2. Where assignment on the BA Programme is submitted late, and there are no accepted extenuating circumstances, a 10% reduction for each working day late will be implemented, down to the 40% pass mark of the BA programme and no further. Please reference to the OU Regulation for Validated Awards

6.3. Assignments to be submitted online through students' accounts on the Online Assessment System, i.e. Turnitin.

6.4. Work submitted for a summative assessment component cannot be amended after submission or re-submitted.

6.5. Student requests for extensions to assignment deadlines will not be approved unless made in accordance to the College [Extenuating Circumstances Policy](#)

6.6. Exceeding the maximum word limit specified for a written assignment will be penalized with a 10% reduction of the mark for every 10% of extra words

6.5. Students are required to sit examinations as part of the assessment process.
   6.5.1. Misreading the timetable will not be accepted as a satisfactory explanation for absence from an examination.
   6.5.2. Special timetabling arrangements cannot be made to accommodate a student's personal preferences, unless these are associated with reasonable adjustments identified at the start of the year as part of a disability provision.
   6.5.3. Any student unable to take the examinations with their cohort, due to illness or other unavoidable absence, will be required to go through the procedures specified in the [Extenuating Circumstances Policy](#).

6.6. The format and other details of each assignment, including examination, is laid out in the Programme and Module Specifications.
   6.6.1. The BA Manager to review assignment question papers, including examination, for accuracy and appropriateness. Both assignment and examination questions will then go through a second review by the External Examiner.
   6.6.2. The minimum amount of time between the setting of an examination paper and the actual date of the examination will be **four weeks**, to ensure that sufficient time is given for review and revision of the paper by internal and external examiners.
   6.6.3. Arrangements are made to ensure the secure printing of examination papers and the security of papers while in transit (for example to and from internal staff and External Examiners). i.e. Assignment and examinations questions are password protected when shared with External Examiners.

6.7. Teaching staff are required to mark and return annotated work in a timely manner. The maximum turn-around time for teaching staff to mark assignments and examinations is **four weeks**. For assignments, students should receive their provision marks and feedback within **four weeks** of the deadline of submission. This turn-around time includes the time for internal moderation.

6.8. The BA Programme Officer should make it clear to the students that assignments' marks are provisional until they are approved by Examination Boards.

6.9. Feedback should be based on clear assessment criteria (Appendix 3) and should provide students with an understanding of the way the mark was derived, and the extent to which learning outcomes have been met.

6.10. All assessment will be marked on a percentage scale of 0-100 as per the [OU Regulations for Validated Awards](#).

    6.10.1.   70+   Excellent Pass
    6.10.2.   60-69   Very Good Pass
    6.10.3.   50-59   Good Pass
    6.10.4.   40-49   Pass
    6.10.5.   0-39   Fail

6.11. Where the result of the assessment calculation creates a mark of 0.5% or greater this will be rounded up to the next full percentage point (e.g. 69.5% is rounded to 70; 59.5% to 60%; and so on). Where the calculation creates a mark below 0.5% this will be rounded down to the next full percentage point (e.g. 69.4% is rounded to 69%; 59.4% to 59%; and so on). For the purposes of rounding up or down, only the first decimal place is used.

6.12. Exceptionally, viva voce examinations may be required by a Board of Examiners (with the approval of External Examiners), to confirm the progression/result status of a student, to determine the result status of borderline cases, when there is conflicting evidence from the various assessment components, or as an alternative or additional assessment in cases where poor performance in assessment is the result of exceptional circumstances verified through due processes.

6.13. Pathways through the programme may require students to complete pre-requisite modules, as set out in the Programme Specification (for example, passing Islamic Law 1 is a pre-requisite to embarking on Islamic Law 2).

6.14. Where a student fails a module, they may have a second attempt at an assessment component. A Retake is a further opportunity to pass an examination/assignment and be awarded the associated marks and credits.

    6.14.2. Retakes are arranged for failed examinations only and are not available if a student simply wants to try to increase their grade.

    6.14.3. A new examination paper will be provided by the relevant Lecturer.

    6.14.4. Retake opportunities are arranged during the summer vacation and conducted under examination conditions.

    6.14.5. The maximum period within which a student will be expected to complete the programme, including the time period for any retake assessments, is specified in the Period of Registration policy.

    6.14.6. Retake provision is subject to all the following conditions:

        6.14.6.1. A student may retake the failed assessment components of a module only once.

        6.14.6.2. A student who does not complete the retake by the date specified shall not progress on the programme, except in cases where the process for allowing extenuating circumstances has been followed.

        6.14.6.3. Retakes can only take place after the meeting of the Board of Examiners or following agreement by the Chair and the External Examiner of the Board via Chair's action

6.14.6.4. A student who successfully completes any required retakes shall be awarded the credit for the module and the result capped at the minimum pass mark for the module (except for students completing retakes due to extenuating circumstances, whose results will not be capped).

6.15. Compensation is the award of credit by the Board of Examiners for a failed module(s) on account of good performance in other modules at the same credit level where the learning outcomes have been met. Compensation follows the conditions under paragraph 17.4 of the OU Regulations for Validated Awards

6.16. Internal compensation:

6.16.1. In case of failing one component/coursework of a module while the total mark of this module is a passing mark of 40%, it is at the discretion of the Board of Examiners to accept the failing mark for this component and compensate it to 40%. The Board of Examiners should make sure that the learning outcome of this specific coursework has been achieved.

6.16.2. Internal compensation is only possible if a minimum mark of no more than 5 percentage points below the module pass mark has been achieved in the module to be compensated.

6.17. If, having exhausted all permitted retake and compensation opportunities, a student is still unable to pass, the Board of Examiners may, at its discretion, permit one of the approved repeat options.

6.18. Full details of Repeat options can be found under Paragraph 17.5 in the OU Regulations for Validated Awards

6.19. Where retake, compensation and repeat opportunities have been exhausted, a Board of Examiners may recommend a student for an exit award. Students need to pass enough modules at each Level to earn 120 credits relevant to that Level.

6.17.1. 120 credits at Level 4 entitles the student to a HE Certificate.

6.17.2. 120 credits at Level 5 entitles the student to a HE Diploma.

6.20. Honours degrees are classified as follows:

6.20.1. First class   70% or above
6.20.2. Upper Second class   between 60% and 69%
6.20.3. Lower Second class   between 50% and 59%
6.20.4. Third class   between 40% and 49%

6.21. Where the final result of the classification calculation creates a mark of 0.5% or greater this will be rounded up to the next full percentage point (e.g. 69.5% is rounded to 70;

59.5% to 60%; and so on). Where the calculation creates a mark below 0.5% this will be rounded down to the next full percentage point (e.g. 69.4% is rounded to 69%; 59.4% to 59%; and so on). For the purposes of rounding up or down, only the first decimal place is used.

6.22. Classification of the BA degree is based on the average mark across all modules within Stage 3 (Credit Level 6) and Stage 2 (Credit Level 5) at a ratio of 2:1 respectively.

6.23. Non-completion is the failure to complete an educational course on which a student is enrolled.

6.23.1. The decision for non-completion may be taken by the student, or the College, or both, and may be due to health or family reasons; inability to pay tuition fees or to achieve the academic standards required; poor attendance, and/or attitude; no longer wishing to continue; failure to meet assessment deadlines or to sit examinations; reasons of conduct, behaviour or violation of the College's policies.

6.23.2. Before withdrawal takes place, students will have the opportunity to appeal this decision, following the Academic Appeals and Complaints Policy.

6.23.3. Except in exceptional circumstances, refunds for tuition fees are not offered by the College for withdrawal or removal from an award.

6.24. Should a student be prevented by illness, or other circumstances, from completing the final assessed component of the programme, the Board of Examiners, having considered the relevant evidence (including medical certification) may recommend that an Aegrotat award be made.

6.24.1. Such exceptions are limited to students who are permanently unable to continue their studies and are registered for the final module that would complete a qualification and have been assessed on at least part of the module.

6.24.2. The board must be satisfied that the student's prior performance shows beyond reasonable doubt that they would have passed but for the illness, or other circumstances.

6.24.3. Before a recommendation of an Aegrotat is submitted to The Open University, the student must have signified willingness to accept the award and understand that this implies waiving the right to be reassessed.

6.24.4. Posthumous awards are permitted for all programmes. The classification for such awards is based on past performance and is recommended to the Open University Ratification Panel for approval.

6.25. Students wishing to challenge an assessment decision must follow procedures set out in the Academic Appeals and Complaints Policy.

6.26. Assessed materials are retained by the College in line with the Data Retention Policy.

6.27. Recognition of Prior Learning (RPL) is the identification, assessment and formal acknowledgement of learning and achievement that occurred at some time in the past which is considered when admitting a student to a course of study.

6.28. Forms of Recognition of Prior Learning for the BA in Islamic Studies. can be found under the [Admissions Policy](#).

7. Procedure – Staff related

7.1. Assignments

7.1.1. The BA Programme Officer schedules assignments' submission deadlines and share them with students at the beginning of the academic year.

7.2.2 The Module Convenor is responsible for setting their assignment questions 6 weeks before the assignment's deadline. Questions to be sent to the BA Programme Manager.

7.2.3. The BA Programme Manager review the questions and send them by email (password protected) to the External Examiners for their approval

7.2.4. The BA Programme Officer shares the approved questions formally with the BA students by email 5 weeks before the assignment's deadline

7.2.5. The BA students to be given access to the online assignment submission system, i.e. Turnitin Studio Feedback to submit their assignments within the deadline

7.2.6. After the submission deadline, the BA Programme Officer gives access to the first and second markers to mark their assignments through the online assignment system by following the Moderation policy

7.2.7. The provisional marks to be exported from the online system and copied into the Examination Board documents after implementing any late submission penalty.

7.2. Examinations

7.2.1 The BA Programme Officer schedules examinations on the Student calendar, which will be available on student online portal at least two weeks before the commencement of the examination. It is shared with students by email as well

7.2.2 The Module Convenor is responsible for setting their exam questions 4 weeks before the exam. Questions to be sent to the BA Programme Manager.

7.2.3. The BA Programme Manager to review the questions and send them by email (password protected) to the External Examiners for their approval

7.2.4. The BA Programme Manager ensures that Exam questions' papers are set and reviewed, and that deadlines for the submission of question papers are adhered to.

    7.2.4.1. All examination papers are produced on standard question paper proformas.

    7.2.4.2. Backup copies are written for each examination paper, which can be used in the case of a security breach.

7.2.5. Before the actual examination, the BA Programme Officer will print the required number of examination papers in coordination with the BA Programme Manager. The printing out process will be a password protected with limited access to both Programme Officer and Manager only.

7.2.6. The BA Programme Officer to place the examination papers in an A4 envelope, along with a blank Invigilator's Report Form. An additional envelope with the same information as the first, with the addition of 'completed' written on the front, should be placed with the first. The envelopes should have the following information printed in ink on the front: Examination Title; Module & Level; Date of examination; Timetabled start and finish times; Number of candidates; Invigilator's name

7.2.7. Once the exam papers have been placed and <u>sealed</u> in the envelope, the BA Programme Officer will place the exam papers in the Safe for the day of the exam

7.2.8. The Programme Officer to update the Safe Register and sign in/out exam papers and scripts from the Safe

7.2.9. Two invigilators to administer the examination process, with a ratio of 1 main Invigilator (Invigilator 1) per 20 students Once the invigilators are satisfied that the examination room meets the required standards, Invigilator 2, in coordination with a key Safe holder, will retrieve the exam papers from the Safe.

7.2.10. Both Invigilators are responsible for checking the ID of the students attending exams

7.2.11. On receiving the exam papers from the Invigilator 2, Invigilator 1 will:

    7.2.11.1. Check if the envelope has been tampered with. The BA Programme Manager should be contacted immediately if any tampering has taken place.

    7.211.2. Check the information on the envelope for the correct examination papers and number.

    7.2.11.3. Open the envelope in front of the examinees in the examination room and proceed to distribute examination papers in line with the College's Examination Procedures.

    7.2.11.4. Invigilator 1 to continue the invigilation process till the end of exam while Invigilator 2 is called to the Exam room; to accompany a student who needs toilet break; or if a student found in possession of notes

7.2.13. The BA Programme Officer ensures the number of invigilators (who are sourced from College staff) in each examination room is at a ratio of one invigilator per 20 students maximum.

7.2.14. Invigilators are required to comply with Invigilation Guidelines (Appendix 1), to ensure that they are aware of their obligations and to complete a report form (Appendix 2) on the conduct of each examination.

7.2.15. Having collected the completed scripts, Invigilator 1 should place all the scripts in the envelope marked 'completed'.

7.2.16. Invigilator 2 will scan all the completed scripts and keep the PDFs in a confidential and secure folder on the IT network only accessible by BA Programme Manager and BA Programme Officer.

7.2.17. Invigilator 2, in coordination with a key Safe holder, will place completed scripts in the College Safe where they will be kept for the appropriate retention period.

7.2.18. The BA Programme Officer will distribute scripts to markers and second markers by hand, by post or by email. If sent by post, tracked delivery should be used to ensure the safety of exam scripts

7.2.19. The BA Programme Officer records the marks into the Exam Board documents by copying them from the Moderation sheets and ensures they are double-checked by another member of the administrative staff, ideally the BA Programme Manager) informs students by email when the papers have been marked and give them access to the marked assessment and feedback through their accounts on the assessment platform, i.e. Turnitin.

7.3. At the end of each academic year the Board of Examiners meets to discuss individual student marks, assignments and exams. Once this has taken place and the marks agreed, the BA Programme Officer prepares the Transcripts. If awards, including exit awards, are to be provided, transcripts should not be sent to the students until MRAQCP have ratified the Awards and Exit Awards after the Examination Board. Transcripts are shared with individual students via email and saved in student related folder in the Student Record System.

REVISION HISTORY

Revision #	Effective Date	Description of Change
00	31 Mar 2017	New Document

01	06 June 2018	1. Formatting change 2. Policy number assignment 3. Change of responsibilities 4. Re-structure of 'Principles' section
02	28 November 2018	1. The BA Manager seeks advice of the Faculty Board and not the Academic Advisory Board. 2. Examinations will be scheduled by the BA Manager.
03	25 September 2019	1. Delete sending summary of results to the students by email 2. Update Invigilation Guidance
04	10 January 2020	1. Updated information on recognition of prior learning to reference only three sources as evidenced in the Admission Policy. 2. Added Admission Policy as a reference.
05	March 2021	1. Update the References of QAA UK Quality Code for Higher Education
06	October 2021	1. Add the internal compensation in case of failing one element of a module while passing the module as a whole
07	November	1. Exceeding word limits specified in the assignments questions will face a penalty of reducing 10% of the mark for every 10% extra words
08	Feb 2022	As a response to Admin Audit Feedback the following has been updated: 1. Include Programme Officer in the Responsibility to eliminate Single Point of Failure in the process 2. Change College Coordinator (BA) to BA Programme Officer to reflect the new changes in the Organisational Chart 3. Under section 6: -Include reviewing all assignments' questions by the External Examiner not just the Exam questions -Clarify that assignments and exam questions are password protected when shared with the External Examiner -Ensure that students are aware that their assignments' marks that they receive during the year are provisions 4. Classification of the BA degree is based on the average mark across all modules within Stage 3

		(Credit Level 6) and Stage 2 (Credit Level 5) at a ratio of 2:1 respectively 5. Under section 7: -Separate procedures for both assessment and exams to ensure that procedures are clear -Explain the roles of both Invigilators in more details -Update Invigilator' responsibilities to ensure that two Invigilators are available in case student needs toilet break or found in possession of notes -A Safe Register is created to sign in and out Exam papers and scripts from the secured Safe -Invigilators to check ID of students -Ensure that Transcripts that provides awards, including exit awards, are not shared with students util after the ratification of the MRAQCP 6. Under Appendix 1 - Ensure that Chief Invigilator is available during exams to follow up on implementing the Exam's Regulations -Check students' ID before admitting to exams -Update form in Appendix 2 to include BA Officer as well.
09	June 2022	The policy has been updated as a response to the IR conditions as following: 1. Language has been changed to present tense instead of will, must 2. Modify the paragraphs copied from the OU Regulations and linking it to the source 3. Make it clear that "procedure" under 7 is related to Staff and not students

Appendix 1

Invigilation Guidelines

Information for Invigilators

All students are required to sit end of term examinations as part of the programme assessment process.

Examinations will be held in accordance with the College calendar which will be available at least 2 weeks before the commencement of the examination period and will include the date and time of each examination.

Examinations are held from Monday to Friday and spread over one or two weeks.

Most modules are assessed using the written examination format. This is usually a 2-3 hours paper, with a choice of questions.

There shall be a prescribed number of invigilators in each examination room, at a ratio of one invigilator per 20 students maximum. However two invigilators are required to be available during exam times as per 7.2.11

Invigilators are sourced from College staff. Invigilators will be informed of the sessions assigned to them shortly before the examination period.

The BA Programme Officer/ Manager acts as Chief Invigilator, taking overall responsibility for ensuring that fellow invigilators implement the regulations that govern the conduct of invigilated examinations. They are required to be available during exams and may act as Invigilator 2

Invigilators are responsible for ensuring that examinations are conducted in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any student.

Please read these guidelines carefully and ensure that you are fully aware of your responsibilities

Preparation

Invigilator 2 to collect examination question papers and writing paper from the Safe at least 20 minutes prior to the start of the examination and report to the examination room at least 15 minutes before the examination is due to commence.

Invigilator 1 to place an examination paper and 5 sheets of lined writing paper, on each desk. If more than one examination is taking place in the same room, refer to the seating plan posted outside the examination room and ensure that the correct examination paper is on each desk.

Admit students into the examination room 5-10 minutes before an examination is due to start. Students ID to be checked before admitting them to examination room

Remind students that, once admitted to the room, examination conditions apply so no talking is permitted.

Students are not permitted to wear coats, scarves, or outdoor wear during examinations. Ensure that students remove any clothing of this type. This, together with any bags or rucksacks, should be placed in the area reserved for storage of personal items before the exam begins.

Students should sit at a desk allocated for the examination question paper they are sitting in accordance with the seating plans posted outside the examination room.

Remind students that items such as keys, purses and mobile telephones should be placed in the clear plastic bags provided on each desk and placed under their chair. Mobile telephones must be turned off and no items should be touched during the examination.

Do not allow any food and drink in the examination room, with the exception of water which should be in a clear plastic bottle.

Students must bring their own pens, pencils, rulers and any other required equipment to each examination. These should be kept in a clear plastic pencil case. Cases and other containers are not permitted on examination desks.

Remind students to enter their student number, not their name, on the examination answer paper.

Announce at the beginning of each examination that it is an offence for students to be in possession of any notes, documents or unauthorised material or to have any information written on their body or clothing. Ask anyone with such material to raise their hand.

Collect the material and give the opportunity for information on the body or clothing to be removed.

After this point, if any student is discovered with such material or with any information written on any part of their body or clothing in the examination room it will automatically be assumed that cheating has taken place. You should immediately alert the BA Programme Manager in such cases and provide a report.

Starting the Examination

Students must not open examination question papers or start writing until instructed to do so.

Tell the students the duration of the examination paper and that you will be announcing when there are 30 minutes left and when there are 5 minutes left before the examination finish time.

As near as possible to the published start time of the examination, ask the students to begin writing.

Write the examination name and start time clearly and in large letters on the whiteboard. Calculate the finish time and write this also on the whiteboard.

Students who arrive late may be admitted to an examination room during the first 30 minutes of an examination. No additional time will be given.

During the Examination

You are responsible for the proper conduct of examinations. Students are required to comply with all instructions issued by you.

Do not allow talking or communicating in any other way between students in the examination room. Failure to observe this requirement is a disciplinary offence.

If a student wishes to speak to you, he/she should raise a hand and stay seated.

Any student wishing to leave the examination room temporarily should raise their hand to request your permission. Escort the student out of the room. Invigilator 2 to accompany students outside examination room. Any student who leaves the room without your permission will be deemed to have withdrawn from the examination and will not be allowed to return. Provide a report to the BA Programme Manager in such cases.

Reprimand any student who causes a disturbance in an examination room. If the conduct persists you may request the student to withdraw from the examination room. Alert the BA Programme Manager and write a report in such cases.

If a mobile telephone or other electronic device is found on a student during the course of an examination, it will be regarded as a disciplinary offence. Alert the BA Programme Manager and write a report in such cases.

Students wishing to leave an examination early must inform you and must remain in their seat until their examination script has been collected. They must leave the examination room quietly with minimum disturbance both inside and immediately outside the examination room.

Students are not permitted to leave an examination during the first 30 minutes or the last 5 minutes. If papers of mixed duration are being taken, students are only permitted to leave at your discretion.

In the event of a fire alarm during an examination, instruct the students to stop what they are doing, leave all materials on their desk and make their way to the nearest fire exit. Remind students that they must not communicate with each other and ensure that examination conditions are maintained.

Let the students know when there are 30 minutes left and when there are 5 minutes left before the finish time.

Ending the Examination

When the finish time is reached, instruct students to stop writing. Be firm and insist that all students put down their pens immediately.

Students must remain seated at their desks until you have collected all examination scripts, then instruct them to leave quietly. No talking is allowed until students are outside the examination room.

Students may not remove any examination question paper from the examination room.

Clear the room of examination materials and shred all question papers and student notes.

Hand the scripts to Invigilator 2.

Complete a report form on the conduct of each examination for the BA Programme Manager/ Officer.

Appendix 2

Cambridge Muslim College

Examination Report Form for Invigilators

Invigilators are required to complete a report form after each examination as part of the monitoring and quality process.

Please fill in this form as soon as possible after the end of each examination and hand it to the BA Programme Officer/ Manager, together with all scripts and question papers.

General Information

Examination title:	
Module:	
Date of examination:	
Timetabled start time of examination:	
Actual start time:	
Timetabled finish time of examination:	
Actual finish time:	

Number of candidates:	
Name of invigilator 1:	
Name(s) of invigilator 2:	

Observations and Comments

Please comment on anything unusual that took place during the set-up, start, duration or end of the examination.   This should include the names and arrival times of any students who arrived late.

The following are disciplinary offences and should be fully and immediately reported:

- if a mobile telephone or other electronic device was found on a student during the course of an examination
- if any notes, documents or unauthorised material was found on a student, including any information written on their body or clothing
- details of any student who caused a disturbance in an examination room (including talking or communicating in any way with other students)
- details of any student who left the room without your permission

Compliance with Examination Regulations

Please confirm that the following regulations were complied with:

- Remind students that, once admitted to the room, examination conditions apply so no talking is permitted
- Remind students that items such as keys, purses and mobile telephones should be placed in the clear plastic bags provided on each desk and placed under their chair. Mobile telephones must be turned off and no items should be touched during the examination.
- Announce at the beginning of each examination that it is an offence for students to be in possession of any notes, documents or unauthorised material or to have any information written on their body or clothing.
- Do not allow talking or communicating in any other way between students in the examination room.

- When the finish time is reached, instruct students to stop writing. Be firm and insist that all students put down their pens immediately.

Declaration:

I am satisfied that the examination was conducted in such a manner that there can be no suggestion of improper conduct, unfairness, advantage or disadvantage to any student.

Name of invigilator 1 (printed)	
Signature	
Date	

Name of invigilator 2 (printed)	
Signature	
Date	

Form 200.008.01

Appendix 3

Assessment Criteria (Written Assignments)

	Excellent Pass (70+%)	**Very Good Pass (60-69%)**	**Good Pass (50-59%)**	**Pass (40-49%)**	**Fail (0-39%)**
Content	A deep understanding is shown of relevant texts. The writer has clearly engaged in independent research and used these resources effectively.	A clear understanding is demonstrated of a wide range of relevant materials, including material provided in the reading list as well as other material that the student has read for himself/herself.	The essay answers the question in a way that is relevant. The writer has restricted themselves to a limited range of resources from the reading list (where applicable).	The essay answers the question to some degree but does not demonstrate much more than a minimal grasp of relevant material. References are made to the core texts and not much more.	The essay fails to answer the question. The student has shown very little grasp of the material.

Structure	The essay is very clearly structured, and it is possible to have a clear and coherent overview of the writer's ideas. The essay answers the question in a highly organised way that demonstrates a critical understanding of the material.	The writer's argument is presented in a clear and logical manner that provides a reasonable demonstration of the student's own thinking.	The structure of the essay is such that the writer's ideas are generally clear enough. Though little attempt is made to express his/her own views, thus demonstrating limited independent thinking.	The essay is structured and presented in a way where the reader only occasionally understands the ideas or argument.	The essay is structured and presented in such a way that it is entirely unclear what the writer is saying about the subject.
Presentation	There are minimal mistakes in the spelling, punctuation or grammar in the essay. Where applicable, the writer demonstrates a competency in referencing.	There are very few mistakes in the spelling, grammar or punctuation in this essay. Where applicable, a reasonable grasp is shown of conventions for academic referencing.	There are a few mistakes in spelling, punctuation or grammar throughout the essay. Where applicable, referencing needs to be improved upon.	There are a number of mistakes in spelling, grammar, punctuation or referencing or, where applicable, referencing in the essay.	This essay is poorly presented in terms of spelling, grammar and punctuation and where applicable, the writer makes no use of referencing.

Assessment Criteria (Oral Presentations)

	Excellent Pass (70+%)	**Very Good Pass (60-69%)**	**Good Pass (50-59%)**	**Pass (40-49%)**	**Fail (0-39%)**

Clarity of Speech	The speaker is clear, his words are expressed at medium speed, with appropriate emphasis and tonality. The listener enjoys listening to the speaker and finds it effortless.	The speaker is clear, his words are expressed at medium speed, with appropriate emphasis and tonality.	The speaker is clear in his speech, his words are expressed at medium speed with appropriate emphasis.	It is possible to understand the speaker but requires concentration on the part of the listener.	It is very hard to understand the speaker – to make out the words that the speaker is using.
Engagement with Audience	The speaker is very open, confidant and engages very well with his audience, the audience responds well and frequently to the speaker.	The speaker engages with his audience effectively through the use of his hands and eyes. The audience responds to the speaker.	The speaker acknowledges his audience regularly by looking at them and referring to them through the use of his hands.	The speaker uses his hands and eyes to engage with his audience but minimally.	The speaker does not use his hands and his eyes to engage with the audience.
Voice Projection/ Posture	The speaker projects his voice very well and adjusts his posture according to the content of his speech.	The speaker projects his voice well and adjusts his posture according to the content of his speech.	The speaker projects his voice, and has a straight posture.	The speaker is audible but this requires some effort on the part of the audience. His posture is not straight.	The speaker is very quiet – almost inaudible - and hunched over the lectern.
Succinctness of Ideas	The speaker keeps to the topic, there are no unrequired or irrelevant sentences in his presentation.	The speaker keeps to the topic, there is hardly an extra unrequired sentence in his presentation.	The speaker keeps to the topic.	The speaker only occasionally errs away from the topic.	The speaker talks on various matters that are unrelated to the subject.

Use of Language	The words and phrases used are elaborate but used in a way that makes the presentation easy to understand. There is use of poetry, metaphor and/or humour.	The words and phrases used are elaborate but used in a way that makes the presentation easy to understand.	The words and phrases used are elaborate and relevant to the presentation.	The words and phrases used are simple and relevant to the presentation.	The words and phrases used are basic.
Organisation of Ideas	The presentation is very clear and easy to understand. There is a clear beginning, middle and end to the presentation and the ideas are explained well.	The presentation is clear, there is a clear beginning, middle and end to the presentation and the ideas are explained well.	The presentation is clear in terms of its organisation of ideas. The main themes are apparent.	The main points of the presentation are explained adequately.	The main points of the presentation are hard to understand.

Appendix 4

Assessment and QAA Quality code

The QAA UK Quality Code for Higher Education has a strong emphasis on assessment in the [Advice and Guidance- Assessment](#). The Expectations and practice are listed here:

Expectation for Standards

- The academic standards of courses meet the requirements of the relevant national qualifications framework.
- The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.

Expectation for Quality

Courses are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.

Core Practice for Standards

- The provider ensures that the threshold standards for its qualifications are consistent with the relevant national qualifications frameworks.
- The provider ensures that students who are awarded qualifications have the opportunity to achieve standards beyond the threshold level that are reasonably comparable with those achieved in other UK providers.
- The provider uses external expertise, assessment and classification processes that are reliable, fair and transparent.

Guiding Principles

1. Assessment methods and criteria are aligned to learning outcomes and teaching activities
2. Assessment is reliable, consistent, fair and valid
3. Assessment design is approached holistically
4. Assessment is inclusive and equitable
5. Assessment is explicit and transparent
6. Assessment and feedback is purposeful and supports the learning process
7. Assessment is timely
8. Assessment is efficient and manageable
9. Students are supported and prepared for assessment
10. Assessment encourages academic integrity