



Policy

Exams

**Version: 1**

<b>Summary:</b>	The Institute of Fire safety Manager’s policy on examination and e-assessment procedure for external candidates.	
<b>Target Audience:</b>	Staff, Council, Candidates and Participants	
<b>Next Review Date:</b>	November 2027	
<b>Approved by:</b>	Management Team	23/09/24
<b>Ratified by:</b>	Council	14/11/24
<b>Date issued:</b>	November 2024	

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## 1. Introduction

The purpose of this exams policy is to set out the arrangements for the conduct of online assessments either on Institute premises or remotely. This policy is enacted under the By-Laws of the Institute.

## 2. Scope

This policy applies to all examination activities and assessments provided by the Institute, including training and educational opportunities. It is applicable to all staff, participants and candidates/ entrants.

The policy should be read alongside the following Institute policies:

- Equal Opportunities Policy
- Complaints Policy
- Reasonable Adjustments /Special Consideration Policy
- Appeals Policy
- IQA Policy

## 3. Definitions

**3.1. Electronic Assessment:** E-assessments are where technology, most often computers or tablets, are used in the conducting of an assessment to evidence the ability and learning of a candidate. It covers the process from organising and scheduling through to completing and marking/grading the e-assessment.

## 4. Exams/ E-Assessment Procedure

Candidates are required to have registered with the Institute onto relevant qualifications, providing all required information and paying relevant fees before e-assessments will be issued or before commencement of the e-assessment. Results and/or certification will not be issued without the above criteria having been met.

E-assessments will be displayed on screen and accessed through a secure cloud-based software package. It is the responsibility of the candidate to ensure digital systems are available and suitable before accessing the e-assessment.

E-assessment guidance for candidates will be made available electronically prior to the e-assessment taking place.

E-assessment must be completed within the designated time frame set out by the Institute and the course guidance.

## **5. Technical Requirements**

To conduct e-assessments, candidates will require access to a:

- Computer, laptop, tablet that can access the e-assessment platform
- Stable internet connection
- Browser with the ability to download plugins

## **6. Testing Environment**

Candidates are responsible for ensuring the testing environment is suitable to undertake their e-assessment e.g. a quiet space that is well lit and private and where no one else will be present or likely to interrupt.

## **7. Problems during E-Assessment**

It is the responsibility of the candidate to ensure suitable technology is available prior to commencement of the e-assessment and before expiration of the examination link, typically two months from the original issue date.

Candidates should contact the Institute for assistance where technical issues prohibit the accessing or completion of the e-assessment.

## **8. Submission and Release of Results**

Results will be submitted to awarding bodies once internal quality assurance on the accuracy and validity of results has been conducted. E-certificates will be issued by the awarding body within ten working days of an accurate results claim.

## **9. Quality Assurance of Results**

Internal quality assurance will be carried out by the Institute as per the IQA policy.

The awarding body will carry out external quality assurance checks periodically to ensure the quality of administrative functions associated with the assessment of courses and to verify the validity, reliability, comparability, manageability, and potential bias of questions.

## **10. Amending Results**

Results of an e-Assessment could be altered as a result of:

- An appeal of the original result by the candidate or Centre.
- An application for a special consideration.
- An investigation following suspected maladministration or malpractice.
- Technology error.
- Review of question performance because of an appeal made by other persons.
- Direction by a regulator.

In instances where a result is amended, a notification will be published to the candidate(s) impacted with details of the amendment made and of the appeals process if they wish to submit an appeal due to the changes made.

## **11. Re-Taking E-Assessments**

Candidates who fail their e-assessment will be issued with one re-test. Candidates will be issued the re-test at least one week after the date of failure of the first test. This provides candidates with time to review areas where they may require further development. Only one free re-test is permitted per candidate entry. The re-test must be completed and submitted within the designated time frame set out by the Institute and the course guidance.

## **12. Appeals**

Candidates who disagree with the rationale for a decision, the results of an examination or feel this policy has not been followed can access the Institute's Appeals Policy and Complaints Policy as well as the appeals and complaints policy of the awarding body.

## Version Control

### Change Record

Date	Author	Version	Page	Reason for Change

### Reviewers/contributors

Name	Position	Version Reviewed & Date