



MINISTRY OF MANPOWER
COLLEGES OF TECHNOLOGY

GFP EXAMINATION PROCEDURES

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Contact ¹	CDRSC Coordinator- Fakhriya Al-Rashdi < fakhriya-rashdi@hct.edu.om >		
To be implemented by:	CoTs' GFP staff		

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¹ Implementers and users of this policy /document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the policy/procedure review process.

Version Control Table

A. Document development details and summary of revisions

Version	Author	Date (dd/mm/yyyy)	Summary of revisions	Contributed by
0.1	GFPA QA	06/06/2016	First draft created referring to the College Bylaws, QAM, CoT' SA Policies, and mostly HCT's and ICT' s Examination Policy	GFP QA Working Group members
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Ghada Sarhan
CPSAT7 Head
27/6/2018

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1. Purpose

The purpose of the procedures is to ensure fair and reliable assessment practices when conducting and marking examinations within and across all the Colleges of Technology for the General Foundation Program.

2. Scope

These procedures apply to all the tests / exams conducted for all the courses of the General Foundation Program at all the CoTs and address preparation of testing calendar, CoTs Placement Tests, scheduling of examinations, invigilation and fair conduct of examinations, exam control room, hall monitoring, interruption to examinations, malpractice, marking and moderation of marking for final exams, analysis of results, publishing final exam results, and documentation.

3. Definitions

- 3.1. FPsC – Foundation Programs Committee (previously known as English Specialization Committee)
- 3.2. CDRSC– Curriculum Development & Review Sub Committee
- 3.3. GFP –General Foundation Program
- 3.4. HoC – Head of Center
- 3.5. HoS ELPs – Head of Section, English Language Programs
- 3.6. HoS - C&TM - Head of Section, Curriculum and Teaching Methods
- 3.7. CoTs- Colleges of Technology
- 3.8. GFPMC –General Foundation Program Management Committee
- 3.9. **Examination Committee (EC) members or nominated teachers** are required to perform GFP tasks such as writing tests / exams, monitoring invigilation, and supervising marking and moderation of marking.
- 3.10. **Chief Invigilator** is the Head of EC (English, Math & IT) and is responsible of monitoring the conduct of the exams.
- 3.11. **Invigilator** is the person assigned to supervise the students while they are taking an examination.

3.12. **Exam Control Room** is the place where the exam papers are distributed to and received from the invigilators.

3.13. **LEE- Level Exit Exam**

3.14. **Table Heads** are the staff members in charge of monitoring marking and the moderation of marking.

3.15. **Hall Monitors** are the staff members designated with monitoring the conduct of examinations in progress.

4. Roles and Responsibilities

4.1 Chief Invigilator (English, Math, & IT)

Is to:

- 4.1.1 Assign a control room and exam hall monitoring duties to the members of the Examination Committee or any other staff members given this responsibility.
- 4.1.2 Attend to clarifications of any queries raised by the invigilators or students.
- 4.1.3 Monitor the control room, exam hall and proceedings and to receive and review Malpractice Reports, Hall Monitors Reports and Marking Reports and to submit them along with recommendations to HoC/ HoS IT & HoS Math.
- 4.1.4 Supervise the moderation of marking and security of exam papers.
- 4.1.5 Prepare a report on moderation of marking (double marking & third marking, etc.) and submit it to the relevant HoS (CT&M & HoS IT & HoS Math).
- 4.1.6 Store all the marked answer scripts for two years.

4.2 Invigilators

Are to:

- 4.2.1 Conduct and invigilate the exams according to the given procedure.

4.3 **Markers**

Are to:

- 4.3.1 Follow the marking procedure, assessment criteria and marking scheme.

5. **Procedures**

5.1. **Testing calendar (English, Math, & IT)**

5.1.1. A testing calendar is prepared by the HoS ELPs after discussion with the GFPMC.

This is usually done at the beginning of the semester.

5.1.2. The approved version of the testing calendar is emailed to all the staff.

5.1.3. Common exams dates are agreed by the FPsC.

5.2. **CoTs Placement Tests (see appendix 1A, 1B & 1C)**

5.3. **Scheduling of examinations (English, Math, & IT)**

5.3.1 The invigilation schedule is to be prepared by the Chief Invigilator of each GFP subject area and approved by the GFPMC at least 5 days before the exam considering the following:

5.3.2 Having 15:1 student: teacher ratio.

5.3.3 Distributing invigilation duties fairly among the staff.

5.3.4 Having 5-10% extra staff members for standby duty.

5.3.5 The approved invigilation schedule along with reminders of the GFP Examinations Procedures is then to be emailed to all staff members at least 3 days before the examination.

5.3.6 If invigilation is scheduled on Saturdays, consent of the concerned staff is obtained. Invigilation duties performed on Saturdays are compensated.

5.4. **Invigilation and Fair conduct of Examination (English, Math & IT)**

5.4.1 **Prior Arrangements**

5.4.1.1 Tutors are sent details of the examinations and are then required to inform their class of the following:

- Date, time and venue of the written and oral exams.

- Exam structure: namely, the sections, the types of questions, the number of questions per sections and the mark allocated, the time allocated for each section and the duration of the exam.
- To bring identification (any ID with a picture) for all exams.
- That they are not allowed to use dictionaries and cell phones during the exam.
- That they must turn off their cell phones before they come into the exam hall.
- That they must put their cell phones under their chairs.
- That they should be assembled and ready to take the exam at least 15 minutes prior to the start of the exam.

5.4.1.2 One of the two invigilators is to prepare the exam hall for the tests/exams as follows:

- Arranging the chairs in such a way that there is approximately 1 sq. m. per student.
- Checking the electrical sockets and all the equipment required to play the audio, where relevant, are in working order.

5.4.1.3 The second invigilator is to collect the packs from the control room at the specified time.

5.4.1.4 Once inside the examination hall, invigilators are to:

- Check that the number of question papers matches the number of students permitted to take the exam.
- Contact the exam control room in case of an insufficient number of exam papers.
- Check the audio is playing correctly (where relevant).

5.4.1.5 Invigilators are to:

- instruct the students to enter the exam hall.
- check students' ID.
- take attendance.
- distribute the question papers according to the exam start-time.

- remind the students of the rules and regulations of the exams (given in section 5.4.1.1).

5.4.2 During the examination:

- 5.4.2.1 The invigilators are to follow the sequence of examinations (i.e. for English: Listening, Reading and Writing) and to the allotted time for each skill/subject.
- 5.4.2.2 Invigilators are to remain unobtrusively vigilant during the course of the examination and not engage in any activity or behavior which will distract them from this. Failure to do so is considered an exam violation.
- 5.4.2.3 If the student is found cheating during the examination, invigilators are to follow the Malpractice Procedure (given in section 5.8)
- 5.4.2.4 The students are allowed to leave the examination hall in the last 30 minutes of the exam.
- 5.4.2.5 In the event of any interruptions during the examination, the invigilators are to follow the Interruptions of the Examinations Procedure (given in section 5.7)

5.4.3 After the examination:

- 5.4.3.1 The invigilators are to:
 - ensure students have filled in the required details (name, ID number, and group) on the answer sheets.
 - count the answer sheets/scripts ensuring they tally with the number of students who took the exam.
 - instruct students to leave the exam hall without speaking.
 - return the exam packs along with unused question papers, attendance sheets, and any Malpractice Reports to the control room (see appendix 2)

5.5 Exam Control Room

- 5.5.1 The control room is to be announced prior to the exam time.
- 5.5.2 Exams are to be transferred to the control room before the start of the exam.

- 5.5.3 Exam packs are to be distributed to invigilators at least 15 minutes before the start of the exam.
- 5.5.4 Invigilators are to take the exams immediately upon receiving them to the examination hall without, under any circumstances, opening the packs.
- 5.5.5 The control room is to remain occupied to deal with any issues arising during the course of examinations.

5.6 Hall Monitoring

- 5.6.1 Hall monitors are to:
- inspect the exam halls to ensure that students are correctly seated (as given in section 5.4.1.2).
 - inspect unobtrusively the exam hall at least three times to ensure the exam is being conducted according to the procedure.
 - report any queries raised concerning examinations to the control room.
 - address any interruptions during the examination.
 - report in writing any exam violations (see appendix 3).

5.7 Interruption to Examinations

- 5.7.1 Where an examination is interrupted by an unexpected event (eg. power failure, computer/software malfunction, malfunctioning of lab equipment, cyclone, fire alarm, sickness, etc.), the Hall Monitor/ Chief Invigilator/ HoC will implement appropriate action. (Refer to the Risk Management Policy and the Health and Safety Policy.)
- 5.7.2 Minor interruptions to an examination (for a period of 15 minutes or less) will be addressed by adding an equivalent period of time to the end of the allocated examination time.
- 5.7.3 If any student complains of being unwell, one of the invigilators will report it without delay to the Examination Control Room. In this case, invigilators will ensure there is minimal disturbance to the other students. If the student is able to continue the examination, the lost time will be given to the student to complete his/her exam immediately after the exam.

5.7.4 The Chief Invigilator/HoC/ HoS IT & HoS Math will determine the appropriate course of action in the event of a significant disruption to an examination. A significant disruption may include repeated minor disruptions in the same examination session, or an evacuation of an examination venue. The course of action will be determined according to the College Bylaws / Risk Management Policy/ Health and Safety Policy.

5.8 Malpractice

5.8.1 If a student is found to be attempting to talk or whisper and/or signal another student, the invigilator will give a discrete warning. If the behavior persists, the control room is to be informed.

5.8.2 If a student is found copying or using any other means of cheating during the examination, invigilators should immediately collect any material used for cheating from the student.

5.8.3 The student is to continue the examination.

5.8.4 A Malpractice Report should be completed by the invigilator after the examination and submitted along with any evidence to the Chief Invigilator.

5.8.5 The Chief Invigilator is to submit the Malpractice Report to the HoC/ HoS IT & HoS Math for action immediately after the exam.

5.8.6 The HoC/ HoS IT & HoS Math are to submit the Malpractice Report to the College Deanship for investigation and further action as specified by the College Bylaws.

5.8.7 The College Disciplinary Committee investigates the case and recommends appropriate action according to the College Bylaws.

5.9 Marking and Moderation of Marking for Final Exams

5.9.1 Markers are to arrive at the designated marking hall 10 minutes before the scheduled time.

5.9.2 The Table Heads are to distribute the exam packs, marking scheme, assessment criteria and score sheets.

5.9.3 The Table Heads are to brief the markers on the marking scheme and assessment criteria to ensure the scheme is fully understood.

- 5.9.4 All English exams are to be centrally marked according to the marking scheme and assessment criteria.
- 5.9.5 Markers do not mark the groups they teach, if feasible.
- 5.9.6 If exam papers are found without name/ID number this is to be reported immediately to the Table Heads.
- 5.9.7 Markers are to arrange the exam scripts according to the serial order of the score sheets and number them according to the names on the score sheets.
- 5.9.8 Markers are to enter the marks on the score sheet and initial the exam scripts and score sheets.
- 5.9.9 The first marker is to use a red pen, and put a clear tick or cross on the right hand side of the answer sheet.
- 5.9.10 After marking, the first marker is to total the mark and enter the mark on the score sheet.
- 5.9.11 The second marker is to check the accuracy of the first marking and make corrections --if any-- using a blue pen. The second marker is to then correct the mark awarded by the first marker.
- 5.9.12 In the event of any corrections the second marker is to amend the given mark on the answer sheet and score sheet.
- 5.9.13 Answer sheets and score sheets are to be initialed by all markers.
- 5.9.14 For Writing:
- Markers are to follow a blind double marking method in which they are not to disclose to other markers any of the scores they have awarded.
 - The markers are to read through the test takers' response with reference to the marking criteria while underlining errors and to enter a mark for each criteria according to the test takers' performance.
 - The first marker is to use a red pen, the second marker a blue pen, the third marker a black pen (if any).
 - A third marking is to take place, using a black pen, when there is a difference of 30% and above between the marks awarded by the first and second markers. Where the difference between the mark awarded by the

first marker and second marker and that awarded by the third marker is the same, the mark which is to the test taker's advantage is used for the calculation.

- The final mark awarded is the average of the mark awarded by the third marker and whichever of the first or the second marks is closer to that. For example, marker one awards 10 marks. Marker two awards 20 marks. Marker three awards 16 marks. Therefore, marker two's mark is closer to marker three's mark. As a result, the final mark is $16+20\div 2$, so the final mark will be 18.

5.9.15 For Math & IT

All exam answer scripts are double marked for moderation purposes to ensure a fair and reliable assessment apart from Math and IT exams which are single marked and sampled according to the following procedures:

- The second marker is to randomly select either 10% of the registered examination list of each staff member or five papers, whichever is higher and double mark.
- The second marker is to identify any marking inconsistencies which are to be referred to the Table Head or HoS for action.
- The allowed variation range in the marks of first and second markers for subjective types of questions is up to ± 3 marks. No variation in the marks of the first and second markers is accepted for objective types of questions.
- If the difference in marks between the first marker and second marker, for more than 60% of the sample is within the allowed range of $\pm 10\%$, the first markers mark are to be accepted.
- If the variance in marks for more than 60% of the double-marking sample is outside the allowable range, the Table Head/ HoS is to request full or partial remarking of the student papers.

5.9.16 Any issues arising during marking are to be recorded by the Table Heads by completing the Exam Marking and Moderation Report. (see appendix 4)

5.9.17 Exam papers may also be externally moderated by cross-college marking as directed by the FPsC from time to time.

Analysis of Results

5.9.18 After the completion of marking of tests/ exams, the Management Committee will analyze the student performance cohort-wise and submit it to HoS CT&M/ HoS IT & HoS Math for further action, which may include improving the quality of exams and the provision of additional support to students.

5.10 Publishing Final Exam Results

5.10.1 Following the approval of results by the HoC/HoD IT and College Council, the results are published.

5.10.2 The results are published using only student ID numbers.

5.11 Documentation

5.11.1 Evidence of marking and moderation is to be preserved by the center in the form of hard copies of the score sheets, MS. Excel sheets and marked answer scripts.

5.11.2 The Malpractice Reports, Hall Monitoring Reports, Exam Marking & Moderation Reports are to be also preserved by the center.

6. Related Policies and Procedures

6.1. College Bylaws

6.2. Plagiarism Policy

6.3. Health and Safety Policy

6.4. Risk Management Policy

7. Appendices

Appendix 1A: CoTs English Placement Test Administration Procedures

Appendix 1B: CoTs Math Placement Test Administration Procedures

Appendix 1C: CoTs IT Entry Test Administration Procedures

Appendix 2: GFP Malpractice Report

Appendix 3: GFP Exam Hall Monitoring Report

Appendix 4: GFP Exam Marking and Moderation Report