



**Cosmoarabism College - UK**  
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## EXAMINATION POLICY AND PROCEDURES

### 1. Introduction

Cosmoarabism College - UK is committed to maintaining the integrity, fairness, and transparency of all examinations and assessments. This policy establishes clear procedures, responsibilities, and expectations for the planning, delivery, and evaluation of assessments, ensuring compliance with UK academic standards and best practices.

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### 2. Purpose

The objectives of this policy are to:

- Establish consistent and transparent standards for assessment management.
- Ensure the security, validity, and reliability of examination content and results.
- Uphold principles of equity, academic integrity, and fairness.
- Provide guidance to staff and students on assessment procedures and expectations.

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### 3. Scope

This policy applies to:

- All formative and summative assessments conducted by Cosmoarabism College - UK.
- All modes of assessment, including in-person, online, open-book, and timed tests.
- All academic staff, students, invigilators, and administrative personnel are involved in assessments.

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### 4. Types of Assessment

Assessments may include:

- Written examinations and essays.

- Oral presentations and viva voice.
- Practical demonstrations and portfolio submissions.
- Online timed assessments and quizzes.
- Coursework and project-based assignments are linked to assessment periods.

Each assessment type follows specific marking, moderation, and verification procedures.

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## **5. Responsibilities**

### **Principal:**

- Holds overall responsibility for compliance with examination policy and academic standards.

### **Academic Director:**

- Oversees examination strategy and ensure alignment with course learning outcomes.

### **Examinations Officer:**

- Manages the exam timetable, venue booking, invigilation arrangements, and distribution of assessment materials.
- Maintains secure examination records and coordinates the handling of scripts.

### **Quality Assurance Manager:**

- Monitors assess integrity, moderation, and standardisation.
- Oversee internal and external verification processes and appeals.

### **Invigilators:**

- Ensure compliance with exam regulations.
- Record attendance, incidents, and irregularities.

### **Tutors:**

- Provide guidance and support for exam preparation.
- Submit grades and feedback within agreed timelines.

### **Students:**

- Comply with exam regulations and instructions.
- Present valid identification and adhere to assessment requirements.

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## **6. Exam Planning and Scheduling**

- Exam schedules are published in advance each term and communicated to students and staff.
- Students are informed of assessment type, duration, permitted materials, and submission requirements.
- Reasonable adjustments (e.g., extra time, alternative venues) are provided for students with approved learning support needs.

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## **7. Security of Materials**

- Examination content is stored securely with controlled digital access.
- Printed papers are kept in locked storage and released only to authorised personnel.
- Online assessments are conducted using secure platforms with identity verification and activity tracking.

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## **8. Delivery of Examinations**

- In-person exams are held in controlled, quiet environments with proper supervision.
- Online exams are monitored using secure proctoring systems and login verification.
- Attendance is recorded, and late arrivals or irregularities are documented by invigilators.

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## **9. Breaches and Malpractice**

- Examples include cheating, collusion, impersonation, or possession of unauthorised materials.
- All suspected incidents are reported to the Quality Assurance Manager.
- Disciplinary actions follow the Cosmoarabism College - UK Malpractice Policy.

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## **10. Marking and Feedback**

- All assessments are marked according to pre-published criteria.
- Internal verification and moderation ensure consistency and fairness.

- Feedback is provided to students within 10–15 working days from submission or exam date.

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## **11. Results and Appeals**

- Assessment results are released following verification and quality assurance checks.
- Students may request a review or submit an appeal within five working days.
- Appeals are handled through the Cosmoarabism College - UK Enquiries, Complaints, and Appeals Procedure.

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## **12. Record Keeping**

- Exam scripts, attendance logs, and moderation records are retained for a minimum of three years.
- Digital submissions are backed up securely to ensure integrity and accessibility.

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## **13. Monitoring and Review**

- The Exams Officer and Quality Assurance Manager review all assessment procedures annually.
- Student and staff feedback is incorporated to improve future processes, scheduling, and assessment quality.

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### **Approved by:**

Director General, **Cosmoarabism College - UK**

**Date:** 14 November 2025