

## COLLEGE OF INTEGRATED CHINESE MEDICINE EXAMINATION AND IN-COURSE ASSESSMENT REGULATIONS

These regulations provide students with clear instructions for undertaking Examinations and In Course Assessments at the College of Integrated Chinese Medicine. The regulations are informed by the University College of Osteopathy Examination and In-Course Regulations.

### GENERAL PRINCIPLES

- Exams will start promptly at 09.30. Please make sure that you arrive in College 30 minutes before the start of the exam and are outside the exam room no later than 09.15 to allow the normal administrative procedures to be carried out. For the afternoon paper please make sure that you return to the exam room when the invigilator tells you to.
- If you arrive after 30 minutes after the start of any exam, you will not be allowed to enter the exam room. Report your absence to reception. *If you are unavoidably delayed please make every effort to inform the College (by phoning 0118 9508880).*
- Traffic conditions or public transport delays are not normally acceptable grounds for special circumstances. You should allow plenty of time to arrive at College and allow for possible delays.
- You are expected to attend punctually for all assessments as arranged and notified, except in the case of medical emergency in which case a certificate for the appropriate period will be required for consideration by the relevant Board of Examiners, as outlined in the Special Circumstances section at the end of this document.
- You are reminded that there is no automatic right of access to re-sit examinations. Such access will be a matter for consideration by the relevant Board of Examiners.
- Anybody contravening the Examination Regulations is liable to forfeit their candidature.
- If you fail to attend for an examination, you will be awarded 0% unless relevant special circumstances documentation is provided.
- By sitting the examination you are declaring that you are “fit to sit” and you cannot later declare that you were ill.
- If you do feel unwell during the exam, please raise your hand and inform the invigilator. If you have to leave the exam, because of illness this will need to be agreed with the invigilator and you will need to submit a Special Circumstances form with evidence.

### EXAMINATION ROOM REGULATIONS FOR WRITTEN EXAMINATIONS

- Please do not enter the exam room until the invigilator asks you to do so.
- Usually, the classes will be split into two groups. A list of which students should be in which room will be displayed on the appropriate room door. Students entitled to

extra time will normally be placed in another room to minimise disruption. The invigilator will then take the register.

- Your candidate number is your **UCO student number**. Please make sure that your student card is on your desk and visible to the invigilator. **Please do not write your name anywhere on the exam paper, always use your student number. Write your number on the top right hand corner of each page of your answer. Write 'END' at the end of your answer.**
- The start and finish times of the exam will be written, by the invigilator, on the flipchart. The timing of the exams will be determined by the clocks in the classrooms, which will be checked for accuracy. The invigilator will inform the students when the half-way point has been reached and also when there is fifteen minutes of the exam remaining.
- For practical exams, you will be partnered up with another student from your class or with an external person who has volunteered to be a 'body' for the exam. The decision of how students are paired up is made by the moderator and their decision is final.
- At the end of the examination you must remain seated and silent until all question and answer papers have been collected by the invigilator(s). After all the material is collected, an invigilator will inform you that you can leave the examination room.
- The invigilators have complete charge of the examination room and the conduct of the examinees during each examination.
- Personal belongings, including bags and coats, must remain at one end of the examination room throughout the examination as indicated by the invigilators.
- Mobile phones and Smart Watches are NOT allowed in any examination room.
- All writing implements must be placed on the desk before the examination starts.
- You will not normally be allowed to leave the examination room during the first hour or the last 15 minutes of the examination.
- Anybody wishing to leave the examination room and be subsequently re-admitted must signify this intent to the invigilator by raising their hand and be escorted by an invigilator during such absence.
- Examination answer books or papers must not be removed from the examination room.
- If you are found cheating or in any way taking an unfair advantage you may be subject to disciplinary action, which may result in your being required to leave the course.
- It is your responsibility to clearly identify question numbers on the examination paper and to use separate answer sheets as required.
- It is your responsibility to ensure that your candidate number is filled in on all answer sheets, answer books and examination papers.
- Any candidate who fails to enter their candidate number on any part of their examination will receive 0% for that part of the assessment.
- Any candidate who removes a piece of work from the room forfeits the right to have this marked and will receive 0% for it.

- Decisions about progression and awards are made by internal and external examiners. If you have concerns you should initially talk to the Academic Director. Please refer to the Academic Appeals Procedure.
- Disruption in the exam room, poor lighting, ventilation or heating, excessive noise, illness or behaviour of other students or noise from invigilators is not considered as an acceptable claim for Special Circumstances. Such conditions will have been reported by the invigilator to the College who will decide if necessary to take action in a common manner to all students in the exam room.

#### EMERGENCY EVACUATIONS:

- In the event of a fire alarm, you will be instructed to stop what you are doing, leave all materials on the desk and evacuate as quickly as possible by the nearest fire exit, as directed by the invigilators.
- Do not stop to collect your personal belongings. Exam question papers and answer books must not be removed from the room.
- Exam conditions still apply so do not talk with other exam candidates or use mobile phones. Any attempts to do so will be reported as academic misconduct.

#### IN COURSE ASSESSMENT REGULATIONS - COURSEWORK AND ASSIGNMENT SUBMISSION

- Hand-in dates for coursework / written assignments are published at the beginning of each academic year and this information is available on the VLE. These may be subject to change over the year. If dates are changed you will be informed by email. It is your responsibility to keep up to date with any changes.
- Coursework / written assignments must be handed in by the specified hand in date before 2pm. Late submissions may be made up to a week after the relevant deadline. Such work will be marked as seen but will have the overall grade capped at 40% which is a marginal pass. Any work submitted after this point will not be accepted, and will be deemed a fail and graded 0% Fail (no work submitted).
- Unless otherwise advised, you should submit TWO COPIES, one paper copy to reception and one electronic copy as a Microsoft Word file or as a pdf through as stated in the individual assignment brief, and formatted according to the guidelines provided in your Course Handbook.
- Confirmation of your submission of work will be provided by the College.
- All coursework / written assignments must include your Candidate Number in the Header of every page as appropriate.
- Electronic copies should be submitted to [coursework@cicm.ac.uk](mailto:coursework@cicm.ac.uk). For emailed assignments, emails must be submitted from your CICM Email Account - this will be taken as your declaration that the work is entirely your own and is in line with the **Academic Misconduct Policy**.
- If you have difficulty submitting coursework on time, contact the Academic Director as soon as you can. If your reasons are valid, they may be able to offer you a short

extension of five working days. Alternatively, they may be able to grant a longer extension, in which case you will be asked to provide documentary evidence of your reasons for requiring an extension. For further information, please refer to the Special Circumstances and Coursework Extension Policy.

#### ASSISTANCE TO STUDENTS WITH SPECIFIC AND NON-SPECIFIC LEARNING DIFFICULTIES

CICM is committed to providing assistance to students with certified dyslexia and other non-specific learning difficulties, in accordance with the following guidelines:

- CICM will require written confirmation of the diagnosis of dyslexia or other nonspecific learning difficulty from a qualified and approved practitioner, preferably with detailed information on specific areas of difficulty (e.g. in writing, reading, spelling, numeracy, etc.).
- It is the responsibility of the student to inform the Student Experience Director and/or Registrar if they wish to make a diagnosis of dyslexia or other non-specific learning difficulty known to the College and to provide the above written documentation.
- It is the responsibility of the student concerned to contact the relevant local authority if they wish to avail themselves of financial assistance under the Disabled Students' Allowance.
- CICM will (upon written request) provide letters to local authorities in support of applications for financial assistance in cases where such requests are felt to be reasonable. This may cover computers, printers, core textbooks, etc.
- Special arrangements can be made for dyslexic students or students with a nonspecific learning difficulty in the examination process. In all examinations, a student can be allowed an extra 25% of examination time to complete the examinations.
- It is the responsibility of the student to ensure that the College is aware of their need for extra time in a written examination with sufficient notice to make the necessary arrangements.
- A dyslexic student or student with a non-specific learning difficulty can request to have their examination paper or answer book made available on paper of a colour other than white if this is helpful. A request to the College should be made at least three weeks before an examination is due to take place.
- A dyslexic student or student with a non-specific learning difficulty can request that arrangements be made to take a written examination in a separate room, using a scribe (or writer) to write answers from dictation - Amanuensis in Examinations: Scribes' / Readers' Guidelines are available to assist students with this.
- CICM requires at least three weeks' notice to make such arrangements which would necessitate the use of a separate room, an individual invigilator and the scribe. A charge to cover costs for this arrangement will be made and such expenditure can be claimed back under the Disabled Student's Allowance from the appropriate local authority.

- The use of a scribe will be merely for the purpose of writing dictated answers to questions. The helper will not be permitted to have any conversation with the student, except to clarify a (non-technical) word or words, which have been used in dictation.
- It is the responsibility of the individual student to arrange to claim the cost of scribing arrangements as invoiced by the College.
- Advice and support for dyslexic students and those with a non-specific learning difficulty is available from the Student Experience Director.

#### ASSISTANCE TO STUDENTS WITH PHYSICAL DISABILITIES

In cases of student with disabilities, reasonable adjustments can be made to assessment procedures.

- It is the student's responsibility to inform the College of their disability and to apply for consideration of variation in assessment conditions commensurate with the disability; written evidence must be provided in the form of a medical or diagnostic report provided by a doctor or other appropriately qualified professional.
- It is the student's responsibility to inform the Unit Leader for Points and Skills (Nicola Gibbs) if they have any physical disability which might prevent them from being a body during practical exams.

#### SPECIAL CIRCUMSTANCES

- Sometimes there may be extenuating circumstances that may affect your ability to meet an assignment deadline or your general performance in an examination. In such cases you may submit Special Circumstances using the Special Circumstances and Coursework Extensions Policy & Procedure.
- More information about what are considered Special Circumstances can be found in the Special Circumstances and Coursework Extensions Policy & Procedure.

The Board of Examiners can only give limited weight to information about special circumstances. Nevertheless, if you believe that you have studied a Unit effectively but that special circumstances have had a serious adverse effect on your performance in assessment, you may bring information about this to the Board.

The decision of the Board of Examiners regarding whether or not the circumstances are taken into consideration regarding progression is final.