



Name of Policy:	Exam Irregularities Policy	
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Custodian: (name and position)	Ms Mandisa Gumede Head of Academics	
Policy approved by:	Structure Academic Director Financial Director Head of Academics	Date
Policy effective date:	2 January 2021	
Policy review date:	2 January 2022	
Implementation responsibility:	Ms Mandisa Gumede	
Implementation procedures approved by:	Structure Mr Andrew Carlsson (Academic Director) Mrs Belinda Carlsson (Financial Director) Ms Mandisa Gumede (Head of Academics)	Date

PURPOSE

As the assessment body for various FASSET qualifications, it is imperative that the ICB maintains strict control of the integrity of assessments in order to safeguard the value of the qualifications. The purpose of this policy is to foreground possible assessment irregularities, the actions to be taken in response to an irregularity and the associated penalties.

SCOPE

This policy applies to all students completing an assessment for any of the ICB modules. The assessments include both paper-based and online examinations. Additionally, this policy extends to providers who are accredited as exam centres for the ICB.

RESPONSIBILITIES:

The responsibility rests with the ICB’s Academic Board to ensure that where an irregularity occurs, the appropriate action is taken against a student and / or examination centre.

POLICY

Irregularities in assessments may occur at several points: pre-, during and post-assessment. This policy is intended to take all points at which an irregularity may occur into account.

The identified irregularities in the table below should not be read as an exhaustive list; instead, these are the most common irregularities that may occur. Responses to irregularities not contained in the table are to be guided by those identified irregularities and the prescribed responses.

Where fines are indicated in the table below, please refer to the ICB for the appropriate amounts.

No.	Possible irregularity	Action to be taken	Penalty Student	Penalty provider
1.	Failure to produce/upload identification documents and picture of self	The student must not be allowed to write the exam.	Disqualification of student	



2.	The incorrect registration number on the answer script	The provider and / or ICB will use all available means to establish the correct registration number		
		If the registration number is not obtainable, the student may not write.	Disqualification of student	
3.	Writing an exam on the incorrect date	If the action was unintentional and sufficient evidence is supplied by the Provider, then the irregularity will be raised against the Provider.		Provider fine
		If the action was intentional or deliberate, the results of the students must be declared null and void.	Disqualification of student	
4.	The student not recorded on an Exam Attendance Register	The ICB must be contacted immediately to establish the reason for the student not being booked for a particular exam.	Disqualification of student	
5.	Late arrival at the exam venue Late login for an online exam	A student must not be admitted to the exam venue if the student arrives more than 30 minutes after the start of the exam.	No additional time will be allowed	



		A student must not be allowed to log into the online exam 30 minutes after the start of the exam.		
6.	The student found in possession of unauthorized material during an exam	If the extent of assistance obtained from the unauthorised material is substantial, the student's results in that subject will be declared null and void.	Disqualification of student	Possible written warning for the Provider and a fine
		If the unauthorized material is not related to the subject being written, the student will receive a warning.	Written warning	Possible written warning for the Provider and a fine
7.	The student found in possession of unauthorized electronic devices during the exam session	If the unauthorized device was not used during the exam session, the student is issued with a written warning.	Removal of Device Written warning	
		If the unauthorized device was used during the exam session and the assistance obtained from the device is extensive, the student will be disqualified.	Disqualification	



8.	The student assisting, being assisted, copying or communicating with another student or any other party during an exam sitting	The result of the student caught copying must be declared null and void.	Disqualification	
		The student offering assistance will also be sanctioned.	Disqualification	
9.	Presentation of fraudulent identification, impersonation or misrepresentation	The student's results in that paper must be declared null and void.	Disqualification and possible suspension from studying with ICB for the minimum period of one year	
10.	Evidence or suspicion of copying, being provided assistance, writing an "open book" exam, or having had access to the memorandum, including but not limited to possession of / browsing unauthorised material / devises during an assessment	The student is found guilty.	Disqualification of student	Possible Provider fine
		Invigilator or tutor, this must be regarded as an act of misconduct, and the person involved must be suspended from all exam-related work. Should the Provider appoint the invigilator or tutor, the Provider is to be notified and relevant disciplinary action taken by the Provider.		
11.	Handwriting of a different person on the scripts or of varying writing styles in an online exam	The result of the student caught accepting input from another party must be	Disqualification of student	



		declared null and void.		
		If there is evidence of collusion, the student offering the assistance must also be sanctioned.		
12.	The student obtains information before the date of the exam about the contents of the exam	The student may have received this information from either another student, tutor or any third party.	Disqualification of student qualification	Provider fine if it is determined that the provider leaked the information. If a staff member of the provider is involved, the college must take action. If it is the head of the institution concerned, this may result in the de-accreditation of the Provider.
13.	Two exam scripts with the same registration number	If the action was unintentional, the registration numbers must be corrected	Results are to be released	
		If the action was intentional or deliberate, the results of the student(s) must be disqualified.	The results of the guilty candidate for that paper must be declared null and void	Written warning for the Provider and a fine
14.	Crib notes discovered in scripts during the marking process	If the unauthorised material is related to the subject being written, the	Disqualification of exam and results	



		student must be disqualified.		
		If the unauthorized material is not related to the subject being written, the student must receive a written warning.	The student is issued with a written warning	
15.	Script removed from exam venue and submitted later	The results for that paper must be declared null and void.	Disqualification of the exam and the results and possible suspension from ICB studies for a year/2	
16.	Submission of work that is not the student's work including but not limited to Plagiarism	The student who submits work that is not his or her own will have the results declared void.	Student results to be declared null and void	
		If there is evidence of collusion, the student's results will be declared void.	Student results to be declared null and void	
17.	Acts of dishonesty	Any act of dishonesty or action or activity that may result in the student obtaining an unfair advantage will result in the disqualification	Disqualification and results declared null and void.	
18.	Bribery or attempted Bribery	Any attempt by a student to bribe any official.	Disqualification and results	



			declared null and void.	
19.	Leaked or stolen question papers	All students where the theft or leakage of exam papers has occurred.	Disqualification and results declared null and void.	A fine or de-accreditation of the provider if the provider is involved
20.	Exam batch not dispatched by the invigilator within 24 hours of the last exam	The invigilator needs to supply reasons for the late dispatch and confirm that the papers have not been tampered with.	Disqualification of the student(s)	<ul style="list-style-type: none"> a. Withdrawal of the invigilation centre b. Written warning and a fine for the Provider
		Scripts and PoE's may be returned unmarked.		
21.	Exam script lost or missing from an exam group	The Invigilator needs to supply documented evidence of submission of the script.	<p>Disqualification of student results for the exam</p> <p>The offer of a reassessment to the student</p> <p>The offer of the aggregate for the exam</p>	<p>Withdrawal of invigilation centre</p> <p>Written warning and Provider fine</p>
		Should the ICB not receive an exam script / PoE from the invigilator, as indicated and packed on the Attendance Register, then the ICB is required to contact the provider and / or student and advise the provider or student of non-receipt of the exam script.		



22.	Creating a disturbance, intimidation and drunkenness, disregarding the arrangements and / or the reasonable instructions of the invigilator	The student must be warned, and if the behaviour or action persists, then the student must be removed from the exam venue.	Disqualification of exam results Forfeiture of writing exam Removed from the examination venue	
23.	Non-adherence to the ICB's exam policy	Any non-adherence or non-compliance will result in disqualification	Disqualification of students' exam results	Written warning and Provider fine
24.	Student receiving/writing a subject other than what has been registered for	Where a student submits an answer script for a subject not entered for, the student will be disqualified.	Disqualification of exam results for student	Provider fine
25.	Failure to complete proctoring authentication	The student must not be allowed to write the exam.	Disqualification of student	
26.	Failure to ensure webcam is installed / on and in focus	The student must be warned, and if the behaviour or action persists, then the student must be removed from the exam.	Disqualification of student	
27.	Unclear webcam shots during the assessment	The student must be warned, and if the behaviour or action persists, then the student must be removed from the exam.	Disqualification of student	
28.	Failure to complete required proctoring pop-ups	The student must be warned, and if the behaviour or action persists, then the student	Disqualification of student	



		must be removed from the exam.		
29.	Failing authentications	The student must be warned, and if the behaviour or action persists, then the student must be removed from the exam.	Disqualification of student	
30.	Logging onto the assessment platform from different IP addresses during the assessment	The student must be warned, and if the behaviour or action persists, then the student must be removed from the exam.	Disqualification of student	
31.	Increased web-browser activity	The student must be warned, and if the behaviour or action persists, then the student must be removed from the exam.	Disqualification of student	
32.	Multiple Tab activity	The student must be warned, and if the behaviour or action persists, then the student must be removed from the exam.	Disqualification of student	
33.	Taking images / screenshots / printing / copying / sending of exam questions	The student must be warned, and if the behaviour or action persists, then the student must be removed from the exam.	Disqualification of student	
34.	Failure to complete post-exam declaration/feedback	The student must be warned, and if the behaviour or action persists, the student will be disqualified.	Disqualification of student	



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35.	False declaration	The student must be disqualified.	Disqualification of student	
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Associated Documentation

- Assessment Policy
- Student Malpractice Policy
- Provider Malpractice Policy