



L-Università
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Administration of Examinations – Administrative Staff Handbook

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Part 1 – Regulations, Examination Periods, Deadlines

University Assessment Regulations, 2009

The regulations governing examinations and all other forms of assessment are to be found by following this link:

http://www.um.edu.mt/_data/assets/pdf_file/0010/24868/Assessment_Regulations.pdf

Regulation 1(4) defines “Examination” as meaning:

“any written assessment held under supervision on a set date, at a set time and venue and except when specifically stated, does not include oral, practical, clinical, or similar, and excludes assessment of work performed over a period such as practicums and work/field placements”

Furthermore, Regulation 7(1) stipulates that:

“The organisation and administration of Examinations shall be the responsibility of the Registrar, after consultation with the Deans.”

Examination periods

The examination periods are determined by the University Senate, generally 2 years in advance. These dates are published on the Registrar’s Office page for staff and students:

<https://www.um.edu.mt/journey/datesdeadlines/importantdates>

There will be three (3) examination sessions for every academic year, as follows:

- up to three weeks at the end of the first semester;
- up to five weeks at the end of the second semester;
- at the beginning of September for students to take a number of assessments of incomplete Study-Units, as provided for in the relative bye-laws;

Furthermore, the Rector, after consultation with the Registrar, may grant permission for Examinations to be held on other dates outside these 3 sessions.

At the start of the academic year, Faculty/Institute/Centre/School (F/I/C/S) Managers/Officers are to inform all students (including foreign and visiting) of these dates, and that they are expected to be available for the entire duration of the examination period. Moreover, students are to be advised that until the timetable status is still provisional, students should not take on other commitments (such as booking a vacation etc.).

Deadlines

The following deadlines will be established through the Schedule of Tasks issued by the Registrar:

- submission of the timetable for approval by the Registrar;
- publication of the timetable on websites;
- submission of the relevant booking forms to the Scheduling Office, Gozo Campus, and any other entities involved;
- collection of examination packages for Gozo;
- visiting student applications to make use of a bi-lingual dictionary;
- orders for examination scripts and other printed material.

Part 2 – Preparations required

Units to be assessed by examination

To identify the study-units which are to be assessed by examination for the semester in question, Managers/Officers should consult the Programmes of Study for that semester.

The method of assessment, as well as the duration - as published in the study-unit description - should be strictly adhered to.

Construction of timetable

Students should be provided with as balanced a timetable as possible, making the best use of the entire examination period available. As far as possible, students should not be required to sit for more than 1 examination per day.

Whenever clashes occur, one of the examinations will generally have to be moved to a **later** date (see ***Dealing with Clashes*** for further details). Because of the possibility that this happens, it is understandable that the first days are busier than the remainder of the session.

However, every effort should be made to identify possible conflicts (both within and with other F/I/C/S) and find solutions prior to publishing the timetable. After checking and resolving any internal clashes (e.g. for students who have progressed conditionally), liaison with other F/I/C/S should therefore also be carried out, particularly wherever there are compulsory units or popular electives/optionals involved.

For courses which are made up of two or more Areas of Study (and particularly if more than one F/I/C/S is involved), the starting times for examination sessions will be as follows:

Time of lecture	Corresponding Time of Examination
08:00/09:00	08:30
10:00	10:00
11:00	11:30
12:00	13:00
13:00/14:00	14:30
15:00	16:00
16:00	17:30
17:00	16:00 (3-hour exams) 17:30 (2 or 1-hour exams)
Evening courses	Any time from 17:00, but must finish by 20:00.

Examinations for study-units which are likely to create clashes (due to the duration of the examination being longer than that of the lecture, or else because the registered students are from many different F/I/C/S) could be scheduled during the Wednesday or Friday Degree Plus slot (14:30 session), where clashes are least likely to occur. Saturdays could also provide a solution to such clashes, but the scheduling of an examination on a Saturday from the very first draft should occur in exceptional circumstances, ideally on the basis of arrangements agreed upon with the Senior Executive (Examinations) in previous sessions.

Reading and Noting Time

A period of 5 minutes Reading and Noting time will be provided for written exams. There are NO restrictions to what students may do during this time - they are free to start writing - hence, in effect, students are being provided with 5 minutes extra per exam.

Rather than distinguishing between the Reading and Noting Time and the duration of the exam itself, the rubric should simply list the time of the exam so as to incorporate the 5 minutes as part of the total exam duration, as per example below:

Time of Examination: 8.30 a.m. to 10.35 a.m.

Bookings of Serviced Study-Units

Responsibility for the booking and administration of serviced study-units lies with the F/I/C/S **offering** the unit, as outlined in the [Guidelines for the Administration of Serviced Study-Units](#). However individual arrangements are also possible if there is mutual agreement between the entities involved.

Publication of the examination timetable

Full details of the F/I/C/S, course and examination session should be displayed (at the top of the document). The rest of the information should be clearly legible, using the layout of the document or excel sheet to best effect (ideally using Calibri, size 12 font).

Examinations should be listed in chronological (date and time) order.

Timetables are to be published only after the Senior Executive approves the first draft.

Within 24 hours of the publication of the examination timetable, an email should be sent to the students, referring them to the timetables, and providing them with a one-week deadline within which to report clashes or any other issues.

Published timetables should always have PROVISIONAL – SUBJECT TO CHANGE displayed clearly at the top of the document, and this should remain so until the Registrar's Office gives the go ahead to change the status of the timetable to FINAL.

The date of publication of the latest version of the timetable should always be included. If a new version is published, then the date should be updated accordingly.

Booking Forms

Requirements for the booking of examination space from the Scheduling Office are to be submitted using the [appropriate booking form](#).

Prior to inputting the number of students, it should be verified that all study-unit registrations have been entered on SIMS. If there are any registrations which are to be inputted by another F/I/C/S, it should be ascertained that these registrations have also been entered. It is of the utmost importance that the exact number of students sitting for an examination is established.

Special requirements (e.g. use of audio-visual facilities, or open book examinations) need to be indicated in the booking form.

Managers/Officers should also clarify when two or more study-units need to be held at the same time, or even in the same room. Unless there are other considerations (such as different durations), such study-units should be booked as one examination.

The finishing time of examinations should normally not go beyond 20:00.

For Access Arrangements

Room requirements for students with approved Access Arrangements are to make use of the [appropriate booking form](#).

For Computer-Assisted exams

Room requirements for computer-assisted examination are to make use of the [appropriate booking form](#).

Dealing with timetable clashes

When a student reports a clash, the student will need to provide the codes of the study-units involved. Students are to report clashes to their home F/I/C/S. However, the Manager/Officer/s of the home faculty should seek a solution together with the Manager/Officer/s from the other F/I/C/S involved. It may help to consult with students as to how potential solutions could impact their timetables, but students must understand that timetables have several constraints.

The proposed solution requires approval from the Senior Executive (Examinations).

In general, examinations should **never** move to an earlier date, or to an earlier time on the same date. However, in some circumstances this might be the only solution. In such cases, it should be ensured that all registered students are informed of the change to an earlier date or time. This can be done in 2 ways:

- Students are to be sent an email and asked to reply back, confirming that they have taken note of the change;
- Students are to be called to the F/I/C/S to sign a statement confirming they have taken note of the change.

If there are students who do not reply by email / do not turn up to sign the statement, they will need to be followed up until every student has confirmed that the change has been noted.

Special Arrangements for clashes

Special arrangements are to be made use of as a last resort, following consultation with the Senior Executive.

A special arrangement refers to a booking made for an individual or small number of students who have a clash, and will sit for the 2 examinations in the same room, with a thirty (30) minute break in between. When such arrangements are in place, students should be supervised during all times, including the break, and are not allowed to leave the exam venue.

During the supervised break, students are allowed to refer to their notes and other printed/handwritten material, but NOT to their phone/digital devices, to eliminate the possibility of communicating with third parties.

The time for both exams as well as the break should be strictly adhered to, and invigilators should only provide the student with the appropriate examination paper at the scheduled start time of that examination (i.e. the student/s should NOT be provided with both examination papers at once, or allowed to start with the second paper instead of the first).

Student requests for changes in timetable

There might be instances where students will request a change to the timetable, even if no clashes are involved. Managers/Officers should consider such requests, and discuss the matter with the Senior Executive. The procedure is as follows:

- The students are to make their request in writing, explaining the reason/s for their request.

- Requests on behalf of a group of students are to be signed by all the students concerned.
- There might be valid cases for a change due to individual reasons. Moreover, the nature of the request might be of a personal nature. Such cases are also to be considered. When such changes are acceded to, the privacy of the individual involved should be protected at all times. Of course, every effort should be made to find a solution that does not impact other students negatively.

These changes are subject to the availability of space, invigilators and other resources required. As far as possible, such changes should not result in the University incurring any extra expenses.

Notification of changes in timetable

When changes to the timetable are made, due to clashes or any other reason, Managers/Officers are to ensure that all parties concerned (students, academics, administrative staff, other faculties, the Scheduling Office and the Gozo Campus) have been informed, and that all relevant notices and documents (examination papers, attendance sheets etc.) have also been updated.

Consistent information across all notices

It is of the utmost importance that the timetable and any other information being made available to students is consistent with the F/I/C/S's own records. This includes the Gozo Campus examination timetable.

Students Applying for Access Arrangements (AAs)

Regulation 69 (1) states that:

“Assessment arrangements may be made for students with a disability to enable them to perform to the best of their ability and to be assessed, provided that such students do not gain undue advantage from such assistance, and provided that the integrity and academic standards of the Assessments are not thereby jeopardised. Such arrangements will be made in line with the guidelines for access arrangements that may be approved by Senate from time to time.”

The ACCESS-Disability Support Committee (ADSC) will issue a deadline for receiving applications from those students wishing to apply for access arrangements, and who have informed the University of their impairment.

However, there might be cases involving students with a **temporary** impairment, and often such requests are submitted past the deadline. The ADSC will deal with these requests on a case by case basis. Managers/Officers who have been approached by such students are to refer the student to the ACCESS-Disability Support Unit immediately, and emphasise the urgency in submitting their request.

When Managers/Officers have received the access arrangements approved by the ADSC, they are to liaise with the Scheduling Office, IT Services and any other University entities involved. Please make use of the Scheduling Office booking form which has been purposely designed for such cases.

For afternoon and evening sessions, the starting time for the AA students' sessions can be set earlier than that for the rest of the cohort, in order to avoid examinations finishing after 20:00. In this case, the invigilator is to be informed that the student cannot be left unsupervised until the first 30 minutes of the session for the rest of the group has elapsed.

Access Disability Support Committee (ADSC)

The ADSC is a joint Council and Senate appointed committee chaired by the Pro-Rector who is responsible for Student & Staff Affairs and Outreach. The role of the committee is to:

- report to Council and Senate regarding the ways that accessibility to lectures, other teaching sessions, examinations and other forms of assessments can be achieved for each individual with a disability;
- consider requests by candidates for MATSEC Examinations and by University and Junior College students for access arrangements for all teaching sessions and assessments as well as to approve reasonable access arrangements that enable such students to demonstrate their attainment and 3 capabilities;
- ensure that the ADSU is given the facilities to support students with disability and to deal with all matters related to access;
- consider requests by members of staff for access arrangements during their working hours;
- where applicable, refer a member of staff to other UM entities/services.

The ADSC committee has released the following guidelines for Access Arrangements:

https://www.um.edu.mt/_data/assets/pdf_file/0004/378481/UMGuidelinescomplete2018.pdf

Notifications to students granted Access Arrangements

The students concerned are to be sent full examination details by email only. Such notices should never be published, for privacy and GDPR reasons.

Particular attention should be paid to the following details:

- The exact start and ending times - keeping in mind any extra time involved, and especially if the starting time for such an AA session is different to that of the regular session.
- The examination venue – especially if the venue is different to the one booked for the regular session.

The ADSU and Managers/Officers will need to follow up to ensure that:

- The venue booked caters for the student's requirements;
- Any computer software and hardware required has been taken care of;
- Scribes have been booked;
- Any other arrangements necessary (sch as the use of a spellchecker) have been made.

Examination venue notices for students granted Access Arrangements

So as to ensure confidentiality, the notices for rooms being used **exclusively** for a student with Access Arrangements should show the student's ID card number, but not the name.

Use of Dictionaries by Visiting Students

Visiting students who are studying at the University of Malta for a semester or a year may request the use of a bilingual dictionary (English / native language). This request needs to be approved by the lecturer/s concerned, following which a list of the approved requests is to be sent to the Senior Executive.

Managers/Officers in charge are to ensure that:

- Invigilators are provided with a list of the students concerned.
- The dictionary is checked prior to the start of the examination, to ensure that:
 - The dictionary in hand is the one approved.
 - No notes have been inserted into or scribbled onto the dictionary.

Digital dictionaries are not allowed.

Invigilators

Invigilators will be booked by the Scheduling Office (with the exception of the following: Health Sciences, Medicine (Medical School based courses only), Dentistry, Science, Engineering, ICT and Gozo Campus).

However, Managers/Officers will need to request invigilators if there are examinations being held in venues which are not booked by the Scheduling Office, such as board rooms and other rooms belonging to the F/I/C/S, or booked by entities other than the Scheduling Office.

Invigilator requirements for such rooms must be made directly with the Scheduling Office.

The Scheduling Office will provide approximately one invigilator for every 20 students. Invigilators are to report to the F/I/C/S thirty (30) minutes before the starting time of the examination session. It is up to the F/I/C/S to advise the Scheduling Office should there be different requirements, such as a bigger invigilator-student ratio.

The Senior Executive will appoint supervisors to monitor the examinations taking place. The supervisors are acting on behalf of the Registrar, and will need to be informed of any issues arising.

Examinations involving the use of audio-visual material

It is of the utmost importance to set up technical rehearsals for examinations requiring the use of such material. The rehearsal should take place in the same venue/s booked for the examination. Moreover, the laptop and/or other hardware, software and other materials used during the rehearsal have to be the same as those to be used during the examination.

Calculators

Ideally, calculators should be provided by the F/I/C/S, rather than students using their own. To this end, an adequate number of non-programmable and/or scientific calculators would have to be purchased should the F/I/C/S decide that their students may not use their own calculators.

Scripts in stock

At the beginning of the academic year, Managers/Officers are to check that they have enough scripts, and any other printed material necessary to cover the entire year. Managers/Officers are to place orders with the Printing Unit, within the established deadline.

University Students Participating in International Games or Competitions

University students who are chosen (or short-listed) to participate in international games or competitions that are scheduled during the University's examination periods should fill in the appropriate form so as to request that arrangements be made. The form is to be endorsed and rubber-stamped by the Sports Organisation with whom the student is affiliated and by SportMalta, and is to be submitted to the Office of the Registrar. The exact deadlines will be announced every year.

If the information is received within the deadline, the University will make every effort to ensure that examinations do not clash with the students' athletic commitments.

If it is not possible to sit for the examination/s involved within the examination period, the Senate has approved that students will be given a choice to sit for the missed examination/s either during a special session, referred to as Sports Session (generally within 1 week of the end of the examination period), or else that the examinations are taken in September as a first sit (but in this case will involve a missed opportunity).

Consanguinity/Affinity/Dual Relationship Policy in relation to Examiners/Supervisors and Students

Consanguinity refers to the existence of a blood relationship between an Examiner/Supervisor and a student sitting for any form of assessment.

Affinity is the relation that one spouse of an Examiner or Supervisor has to the blood relatives of the other spouse, the latter being an Examiner or Supervisor.

Dual or multiple relationships occur when an Examiner/Supervisor is in a professional role with a student and: (1) at the same time the Examiner/Supervisor is in another role with the same student; (2) at the same time is in a relationship with a person closely associated with or related to the student; and (3) promises to enter into another relationship in the future following conclusion of studies with the student or a person closely associated with or related to the student. (4) the student is using the services in a private, professional capacity, whether paid or unpaid, and whether such services are a requirement of the course being followed or not.

<https://www.um.edu.mt/registrar/secure/staffstudents/Consanguinity.pdf>

Policy on the appointment and function of External Examiners for Bachelor's and Masters Programmes

This policy refers to the appointment of an external examiner on a visiting basis to provide a service that contributes to the quality assurance of the specific areas of study in the degree programme.

<https://www.um.edu.mt/registrar/secure/misc/Policy-on-External-Examiners.pdf>

Part 3 – Handling and Security of Examination Papers

Deadline for submission by academic members of staff

Managers/Officers need to establish a deadline for the submission of examination papers by academic staff. This should be at least **four (4) working days** prior to the examination.

Examination Paper Security

Examination papers should never be stored on a computer or any other storage device connected to the internet.

Examiners will need to provide the examination paper to administrative staff using one of the following methods:

- encrypted email;
- encrypted USB device;
- hard copy.

Communication with external examiners should be made by encrypted email.

Examination Paper Encryption

This facility enables the delivery of examination papers via email, as encrypted files.

Academic members of staff no longer have to physically deliver the exam paper to the faculty office or department. The examination paper file will reach the faculty securely, since it will be sent in encrypted format. The file can only be unscrambled using a password which has been set by the sender, and which is to reach the intended recipient via a phone call or SMS (but never by email, since this may be intercepted).

The software required to use the facility is 7-Zip (for PC) and iZip (for Mac). 7-Zip is already installed on all workstations used by administrative staff. Academic staff can download 7-Zip as per linked instructions.

<https://www.um.edu.mt/itservices/staff/facilities/file-encryption>

<https://www.um.edu.mt/itservices/documents/guides/fileencryption/fileencryption-win.pdf>

<https://www.um.edu.mt/itservices/documents/guides/fileencryption/fileencryption-mac.pdf>

Determining individual examination requirements

The [examination checklist](#) serves as a guideline to determining the requirements for individual examinations. The checklist covers the following categories:

- Type of script or booklet to be used, and the amount required per student;
- Instructions to invigilators;
- Venue requirements;
- Student resources (both if they are to be provided by the F/I/C/S, or if the students are allowed to bring their own);
- Atypical Examination paper content;
- Attachments to examination papers;
- Other arrangements necessary.

Rubrics

It is of the utmost importance that examination papers contain a rubric, and that this provides students the full information required for that examination.

Rubrics must contain the following information:

- the structure of the examination paper;
- indicate if a question is compulsory, or if there is a choice;
- the marks allotted to each question;
- any examination aids allowed;
- any other information/instructions necessary.

Managers/Officers are to follow up with lecturers so as to obtain such information in good time. Managers/Officers should not assume that the same arrangements will apply from year to year. Therefore lecturers should be asked to confirm such arrangements just the same.

As regards Open Book Examinations: unless there are any restrictions specified by the examiners, it will be assumed that there are no restrictions whatsoever in terms of printed material, and any material may be used. In such cases, invigilators will not be required to check the books etc. being used by the students.

Preparation of examination papers

From research conducted, the Access committee has made the following recommendations regarding the production of documentation (including examination papers):

- use of a sans-serif font (such as Calibri), font size being at least size 12, and justifying the text at the left margin only;
- it is advisable that the rubric or any other instructions are printed on one page only, to avoid students having to turn the page over to read them.

These measures will apply for all examination papers, not only for those involving Access Arrangement students.

However, there are some faculties and departments (particularly where scientific and technical subjects are involved) where the software used for exam papers will not allow for all of these measures to be carried out adequately. In such cases, measures possible should be put in motion only if these have no negative effect on the examination paper.

Tables and figures to be used within examination papers

The examiner is to provide figures and tables as a PDF file, or at least provide the original source, so as to produce a clear / high definition image.

Printing of examination papers

Responsibility

Managers/Officers in charge are responsible for the printing of examination papers, the security of the printing procedures, and the quality of the printed papers.

A log of the progress of each paper should be kept. The log should include:

- the date of the examination;
- the date when the lecturer submitted the examination paper;
- the date when the examination paper was photocopied, by whom and the number of copies prepared;
- the number of envelopes and the number of papers in each envelope (this applies when using various examination venues).

The printing process

Before printing the examination paper, please check that the pages are numbered (page _ of _), and that the rubric has been included.

Managers/Officers should either nominate a member of their staff to photocopy examination papers, or carry out this task themselves.

Staff photocopying examination papers should ensure that all extra or damaged copies are kept in a secure place, and that these copies are destroyed when the examination session is over. The photocopying process should take place in a locked room.

Managers/Officers are to check that:

- the correct number of copies has been printed;
- each copy contains all the pages;
- the pages are stapled in the correct order.

Security after Printing

Safe and secure storage of examination papers is to be ensured at all times, and the possibility of unauthorised access needs to be eliminated. Examination papers should be locked in a cabinet, and the key kept in a safe location. Keys should never be left on desks or in unsecured drawers.

Examination papers may only be issued to authorised personnel, and each set of papers must be signed for.

Checking of examination printouts

The **most important** step to avoid mishaps is **checking**.

Managers/Officers are to check that examination papers contain no clerical mistakes, as well as other issues which can be easily identified, such as:

- that the examination paper is clearly legible;
- that all diagrams are clearly visible;
- that all pages of the examination paper have been printed;
- that the marks allotted are indicated next to each question;
- that the total number of individual marks correctly makes up the total mark.

In the case of multiple-choice examinations, it should be ensured that the numbers/letters for choices possible are the same on both the marking sheet and on the question-sheet.

It is recommended that the final hardcopy is checked and signed by the examiners. In this way the examiner would be verifying the correctness of the paper to be used both in Malta and Gozo.

Security concerns

If there is any reason to suspect that the security of the examination papers has been compromised, the Registrar must be informed immediately.

Part 4 – Invigilator Matters

Information and instructions provided to invigilators

The Registrar's Office issues a booklet for invigilators, explaining examination regulations and procedures. Furthermore, invigilators are asked to attend a meeting (held at least once per academic year) conducted by the Senior Executive. Invigilators are also provided with a campus map to enable them to find their way across campus.

Invigilator collection/delivery point

The office from where invigilators should collect/deliver examination papers should be the same for all F/I/C/S, irrespective of the department. These locations will be indicated to the invigilators by the Scheduling Office.

Items to be provided to invigilators

1. **A4 Envelope containing the examination papers**

The examination papers should always be placed in a different envelope to the one used for the scripts. The appropriate [information sheet](#) is to be attached to the outside of the envelope.

2. **A3 Envelope containing scripts and all other examination materials and forms required**

The appropriate [information sheet](#) is to be attached to the outside of the envelope.

Apart from the scripts, this envelope should contain all the following items:

- ✓ [Standard Invigilator form](#) (issued by the Registrar's Office);
- ✓ A list with the student seating numbers;
- ✓ A list with the student attendance sheet (for signatures);
- ✓ Examination aids and any other materials to be provided by the F/I/C/S.

Printing of attendance sheets and seating number lists

Instructions how to produce the Student List report (including the Seat Numbers report) – using the MAV table, as well as the Student List report in CSV Format – using the SMO table, are available by following this link

<https://www.um.edu.mt/registrar/exams/docs/GenerationofReports.pdf>

Student Seating Number List

This list is to be generated from the MAV table, unless the students will be accommodated over a number of venues, in which they will have to be divided manually using the SMO table.

Seating arrangements for students should be prepared by the F/I/C/S for all examinations - seating should never be left at the discretion of the students. If there are examinations spread over a number of venues, a seating list must be prepared for every room, indicating the students specifically assigned to each room.

When more than one room is involved, Managers/Officers are to ensure that students are distributed evenly across the rooms provided, taking into consideration the seating capacity for each room. Therefore, if there is spare capacity, a few empty seats should be left in each room, rather than filling up some of the rooms to the full, while leaving the rest half empty.

Student attendance sheet

This list is also to be generated using the MAV or SMO tables.

Type and number of scripts

As a rule of thumb, scripts should be provided as follows:

- One-hour exams: 8-page script;
- Two-hour exam: 12-page script;
- Three-hour exam: 16-page script.

However, this also depends on the particular nature of the exam. Managers/Officers should take into consideration past experience. Feedback from lecturers should be sought, so as to determine how much they expect students to write.

Extra scripts should always be provided to the invigilators. All scripts, both used and unused, will need to be accounted for by the invigilator at the end of the examination, and checked by the member of staff receiving the scripts.

Examinations for which there are special instructions

If there are any instructions over and above the usual arrangements, these will need to be listed on the information sheet attached to the envelope containing the scripts. Such instructions should also be explained when the invigilators call to collect the examination envelopes.

The instructions provided to the invigilators need to be consistent with and complementary to the information contained in the rubric on the examination paper.

Examination material which needs to be collected back

Invigilators will need to be informed when the examination paper and/or other material cannot be kept by students.

None of the students should be allowed to leave before it has been verified that all such material has been collected. If possible, administrative staff should be present to oversee this process, especially when there are examination papers which need to be collected back.

Packing of examination papers, scripts and other documents and material at the end of the examination

Invigilators will also need instructions about how to pack (to place what in which envelope) used examination scripts, unused scripts, forms etc. One of the envelopes provided should be big enough to contain all the other envelopes and their contents.

Students wearing face covering

In the case of a female student whose identity cannot be ascertained because she is wearing a face covering, the invigilator should ask a female F/I/C/S administrator to go to the examination venue. The female administrator should accompany the student to a separate room, ask the student to remove the face covering, and check the student's identity against the student's passport or some other official identification document. When done, the student should be accompanied back to the examination venue.

Part 5 - Administration of Examinations

Administrative staff visits to the examination venues

Managers/Officers are to detail a member of staff to visit the examination venue/s during the first 15 minutes of the examination. Where possible, additional visits should take place.

Availability of administrative staff during examinations

Some members of staff should be available whenever an examination is taking place during the lunch break, after normal working hours, and on Saturdays.

Availability of the phone line during the examination

It is of the utmost importance that the Office's main phone line is attended by someone at all times, and kept free so that third parties are able to reach the F/I/C/S immediately should problems arise while examinations are underway.

Irregular Behaviour by students

Regulation 38 (1) (University Assessment Regulations, 2009) specifies that students shall not:

(i) introduce or cause to be introduced into the examination venue, any books, dictionaries, notes or any other printed or written matter or any other form of recorded matter, any blank paper or any blank, recording material, any pencil case or similar receptacle, any electronic device for mathematical calculations or any electronic data processor other than those which the examiners have expressly permitted to be taken into that particular Examination and so indicated in the question paper rubric, and any means of communication, provided that students may be allowed by the invigilator to leave their personal belongings, including coats and bags, in a place designated for this purpose at the examination venue, and provided that visiting students who are not registered on a Course leading to an award of this University may request and be granted permission to use a bi-lingual, English / native language dictionary during an Examination; English only dictionaries shall not be allowed;

(ii) allow another person/s to take an Examination in their stead or take an Examination in lieu of another person (impersonification);

(iii) directly or indirectly give or seek to give assistance to, or seek to obtain or accept assistance from, any other student;

(iv) by any improper means whatever obtain, or seek to obtain, advantage in the Examination; give or endeavour to give assistance to other students by having or seeking access to unauthorized information or material, or by copying or attempting to copy from, or by communicating or attempting to communicate with an examiner or any other person during the time appointed for an Examination or with an examiner about the Examination until the official results are published;

(v) write anywhere other than on the stationery provided by the University; 16

(vi) write their name on any part of the examination book or make any other mark thereon calculated to disclose their identity to an examiner, except when specifically directed to write their name in a space provided for the purpose;

(vii) remove examination books or parts thereof from the examination venue;

(viii) act in any way as to disturb other students taking an Examination, in which case the Registrar or his delegate may order the student to leave the premises where the Examination is being held;

(ix) communicate with any other student in an examination venue, prior to, during, or at the end of the Examination on any matter or in any way whatsoever;

(x) disobey the directions of the invigilator/s; and (xi) enter or leave the examination venue without the permission of the examination invigilator as indicated in these regulations;

Writing of names on the examination script

Students should never write their names below the perforated line of the front cover, or inside the examination scripts, but only in the designated space found in the top part of the front cover. Failure to observe this is a serious breach of the regulations.

Please pay particular attention to study-units for which many visiting students are registered, since our Office Number system is not used by most other Universities, and many visiting students will not be familiar with our system.

Possession of mobile phone/laptop/tablet/smartwatch

If a student is found to be in possession of such a device (even if switched off), it should be confiscated for the rest of the examination duration, and an irregularity report prepared. The device is to be returned to the student at the end of the examination.

Other irregularities

Furthermore, regulation 38 (2) states that:

“Students shall abide by any other additional instructions as may be applicable to particular Examinations due to their specific nature.”

“Students shall not submit false claims for special arrangements in an Assessment intended to gain an unfair advantage.”

Irregularity Report and inputting of the result in case of alleged breach of discipline

Regulation 39 states that:

“When students are alleged to have committed a breach of any of the provisions in regulation 38, a report shall be made in writing by the lecturer, an administrator or an invigilator or other authorized person, which shall be referred either to the Secretary of the University Assessment Disciplinary Board or to the Secretary of the Faculty Assessment Disciplinary Board, as applicable.”

The report should be submitted to Secretary to the Board of Discipline within 24 hours, and the result of the unit concerned should be immediately inputted in SIMS as 0/Incomplete. The Incomplete result should be published at the same time as the results for the other students on the study-unit.

Incident Report

An incident report is required whenever anything that could compromise the integrity of the examination occurs. Reports should be addressed to the Registrar, and copied to the Senior Executive.

The following are some examples of incidents which would need to be reported:

- The examiner confirms that the examination paper contained a mistake;
- Not enough scripts / examination papers / other materials;
- Examination papers with missing pages;
- Scripts with missing pages;
- Students not listed on the attendance sheet;
- Examinations which do not start at the scheduled time;
- Disruption of, or disturbances during an examination;
- Problems with the examination venue;
- Computer or hardware/equipment malfunction;
- Software malfunction;
- Invigilator issues (such as an invigilator being uncooperative, no invigilator booked, an absent invigilator, an invigilator arriving late at the F/I/C/S office and/or the examination venue);
- **Details of any corrective action taken, including the award of extra time by the Registrar.**

Mistakes in examination papers

Regulation 26 states that:

“In the case of written Examinations, examiners shall be available to clarify any matter pertaining to an examination, but shall not normally visit the Examination venue.”

Although lecturers should not go to the examination venue, they should be available on Campus, or at the very least reachable by phone while their examination is taking place.

When a student contends that the examination paper contains a mistake, the lecturer should be contacted immediately, and the Registrar’s Office informed.

Once the lecturer has looked into the claim:

- If there is **no** mistake, this should be communicated to the student or room involved **only**.
- If there is a mistake, this should be communicated to **all rooms where the examination is taking place, including Gozo**.

If necessary, Managers/Officers are to make printouts to replace the part of the examination paper concerned.

However, if a mistake is established towards the end of the examination, no corrections should be made. Instead, students should be notified that the mistake will be taken into consideration by the Board of Examiners.

In exceptional circumstances, such as when the correction required is of a technical nature, the examiner may be allowed to enter the examination venue, following consultation with the Registrar’s Office.

Extra time

When mistakes in the examination paper are identified, it might be the case that compensation, in the form of extra time, will need to be awarded to the students. Although the lecturer might recommend the provision of such extra time, **the decision** as to whether such extra time is to be awarded or not, and the amount of extra time itself, **is to be made by the Registrar**.

It might also be the case that extra time might be necessary in other circumstances, such as for an examination which has been disrupted temporarily. Again, in such cases it will be the Registrar to decide if and how much extra time is to be awarded.

Students who are not registered

Students who are not found on the seating/attendance list but who turn up for an examination should always be given the benefit of the doubt and allowed to sit for the examination. Their status should then be checked upon as soon as possible, ideally within the same day, and prior to the next examination they would be sitting for, and the decision communicated to the student in question. This applies also for students who have supposedly resigned. An incident report will be required.

Students without identification

Regulation 32 (2) states that:

“Students who are not able to provide acceptable proof of identity may be permitted to continue the Examination provided that they undertake to produce verification of their identity within a reasonable period, normally on the same day of the Examination. If verification is not provided, the matter shall be referred to the Assessment Disciplinary Board that shall, as a minimum, annul the particular Assessment and assign a mark of 0, unless the students are able to prove that they were prevented from complying with this regulation for a reason beyond their control .”

Invigilators must inform the F/I/C/S as soon as they come across a student not having an acceptable photo identification document, and are also required to submit an irregularity report. The student will need to call the F/I/C/S Office with the necessary identification by the end of the day.

An administrative member of staff should go to the examination venue to take note of the student concerned, and the same official is to be present when the student calls with the required identification, so as to make sure that it is the same person who was present during the examination.

Medical Report Form

Senate, at its meeting of 10 March 2016, agreed that in cases of illness, students should be required to submit the Medical Report form linked below, filled in by themselves as well as by a medical practitioner, as proof of illness, instead of presenting a medical certificate.

The Medical Report Form is available and can be printed from the following link:

http://www.um.edu.mt/_data/assets/pdf_file/0011/279398/medicalreportform.pdf

Senate also approved an amendment to the University Assessment Regulations so as to include a provision for a board to look into repeated absence in the same study-units and to investigate if a student repeatedly presents medical certificates. Regulation 28(1) now reads as follows:

“28. (1) When students are absent from Examinations held in either January or May/June for a reason that Senate considers valid, they shall be allowed to take the missed Examination/s in the September Supplementary Session as a first sit. Cases of students who submit medical reports to cover absences from an excessive number of examinations in the same session or more than one absence for the same study-unit may be considered by a board appointed by Senate for the purpose, with a view to determining whether these repeated absences are justified. In such instances, this board shall advise the Faculty of appropriate action that may be taken, including one or more of the following:

- (a) provide support for bona fide students;
- (b) award a Fail for one or more study-units;
- (c) withdrawal of student from the course; and
- (d) further investigation of the reason for absence.”

Medical Report Forms are to be rubberstamped with the date and time when they are received by the F/I/C/S office, and a receipt (linked below) shall be issued for every report and document submitted. The original receipt is to be given to the person submitting the report, while a copy of the receipt should be kept in the respective student’s file, together with a copy of the letter sent to the student after Senate.

https://secure.um.edu.mt/data/assets/word_doc/0007/293425/MedicalCertificateReceipt.docx

Furthermore, the Officer is to check if the student will be absent for any examinations organised by other F/I/C/S, and if this is the case, the other F/I/C/S should be notified immediately. The result of 0/Incomplete is to be inputted for all the study-units covered by the form. When Senate has reached a decision, the mark/grade should be then changed to 0 S or 0 F.

Students who submit a medical form are to adhere to the instructions sent to them by email by the Registrar’s Office (a few days prior to the commencement of each examination session), namely:

- Notification of absence should be made by not later than one hour after the commencement of the examination;
- A Medical Report Form, together with any documents in support of the claim, must be presented to the F/I/C/S Office within the next 24 hours;
- Certificates issued by a family member of the student, or National Insurance medical certificates, or pre-printed certificates for the purpose of exempting pupils from attending school are NOT acceptable for this purpose;
- Medical Reports which do not state the reason for absence are not acceptable;

- If the medical condition is a psychiatric/mental health issue, a certificate by a psychiatrist is also required.

Students who attend for an examination but feel ill after the examination paper has been distributed and discontinue their examination will not be considered as having been absent for a valid reason.

Students who arrive late for their examination

Regulation 34 states that:

*“Students shall not be allowed into an examination venue after the first half an hour of the Examination **unless the invigilator can confirm that no other student has already left the examination venue/s, either temporarily or permanently.**”*

“When students are allowed to enter the examination venue after the commencement of the Examination in terms of paragraph (1) of this regulation, they shall not be given additional time to make up for the time lost because of their arriving late, unless in special circumstances arrangements have been approved in advance by the Registrar.”

Temporary and permanent absence from examination

Regulation 35 states that:

(1) Students may be allowed to leave the examination venue temporarily after half an hour from the start of an Examination and before the last ten minutes of an Examination, provided they are duly supervised during the temporary absence; normally not more than one student shall be allowed to leave the examination venue at any one time.

(2) Students may not be re-admitted to the examination venue after they have left it, unless during the period of absence they have been under approved supervision.

End of examination

Regulation 36 states that:

“When the invigilator announces the end of the Examination, students shall:

(a) stop writing immediately; and

(b) remain seated in silence until permitted to leave the examination venue.”

Part 6 - Post-Examination Matters

Reconciliation of scripts

When invigilators return the scripts, Managers/Officers are to double-check that the used and empty scripts tally with the amount of scripts released for the examination.

Irregularity and incident reports

If there are any irregularity or incident reports, Managers/Officers are required to act upon them immediately by sending them to Secretary to the Assessment Disciplinary Board (in the case of Irregularity Reports) or the Registrar's and Senior Executive's Office (in the case of Incident Reports).

Examination Scripts conversion process

In order to ensure that the scripts provided to the examiners are anonymous, the Faculty Manager will coordinate a process whereby the top part of the script is removed (using the perforation provided), and scripts are provided with an office number. Examiners will therefore submit marks corresponding to the office number, not to the name of the students. The list of student names corresponding to the office numbers used must be kept by the Faculty Office, and this info must never be divulged to the examiner/s under any circumstances.

Collection of scripts by examiners after the examination

Scripts should be available for collection by examiners as soon as possible, so as to facilitate the publication of results within the established deadlines. However, it is important that in the case of an examination which was also held in Gozo, scripts from Malta and Gozo are handed to the examiners as one batch, so as to avoid the possibility of distinguishing between the Maltese and Gozitan students. In the interim period, scripts should be stored securely, with limited or no access to other members of staff.

If scripts remain uncollected for a number of days, the matter should be followed up with the examiner and Head of Department.

The following records need to be kept:

- the date when the examiner collects the scripts;
- the signatures of the examiners collecting the booklets;
- the date when the corrected scripts are returned.

Security concerns

If there is any reason to suspect that the security of examination scripts has been compromised, the Registrar must be informed immediately.

Retention of examination scripts after the examination

Once examination scripts are corrected and the results handed in to the administrative staff to be inputted in SIMS, the lecturers should return the scripts to the respective Managers/Officers so that the scripts are more easily accessible. Examination scripts should be retained for one year, in an appropriate room, under lock and key. This is particularly important when a revision of paper is requested, so that the scripts are easily accessible and there are no delays with providing the scripts to the additional examiner.

Marking of Assignments and Examination Papers

The procedure followed for the finalisation of results (as discussed by Senate) is as follows:

- Academic staff mark assignments and examination papers.
- Results are submitted by lecturers to the Chairman of the Board of Examiners. Each Board of Examiners is made up of at least 3 members appointed by the Senate of the University.
- When all results for the study-units of a particular year of study /area of study are available, a meeting of all Boards of Examiners involved is held.
- At this meeting, examiners go through and moderate the results, particular attention being paid to borderline failures.
- Once the results are agreed, administrative staff check the results and publish them.
- An email is sent to students on their University email account to inform them that a result has been published.

According to the Academic Staff Collective Agreement, Boards of Examiners are required to submit their finalised results by not later than the end of March for examinations held in semester 1, and the end of July for examinations held in semester 2.

Requests for a Revision of Paper

Students may request that an examination paper or any other work submitted for assessment be reviewed for the purpose of ascertaining that no error was made in the award of marks¹. Such a request must be submitted by not later than one week from the publication of the result. Further information on this procedure is available at:

http://www.um.edu.mt/_data/assets/pdf_file/0018/39213/revguide.pdf

¹ Certain restrictions may apply for certain assessments.

Invigilator payment process

At the end of the examination session, Managers/Officers are to send a copy of the first page of the invigilator forms to the Scheduling Office.

The following entities: Gozo Campus, Medical School, Science, Engineering and ICT are to complete and send the necessary paper work to the Senior Executive.

Once the Registrar has signed all returns, the document will be sent to the Finance Office (Operations) and HR (Salaries) to process and issue the payments.

Part 7 - Examinations held in Gozo

Student Registration

Every semester, the Registrar will send an email to all students having a Gozo address and following Malta-based courses, inviting them to register their choice of location (Malta or Gozo) for written examinations. It is important to note that students will sit for ALL their **written** examinations either in Malta only or in Gozo only. It will not be possible for students to change the location once they have registered their preference.

The assessment types which can be held in Gozo are the following:

- examination (EXAM);
- multiple choice questions examination (MCQ);
- case study exam conditions (CASE2);
- multiple choice questions and examination (MCQ&E);
- true/false questions examination (TFE);
- true/false questions examination (TFQ&E);
- open book examination (OBEX).

Examinations held in labs (computer, science, medical or other), and non-written examinations (presentations, orals or other) cannot be held in Gozo.

As regards the September session, students will automatically be assigned to the location chosen for the semester 2 examinations.

Gozitan students who follow Malta-based courses from Gozo, via videoconferencing, will by default be registered to sit for the examinations in Gozo.

Students who are following Gozo-based courses will by default be registered to sit for the examinations in Gozo.

Booking Form and Timetable

The booking form for Malta-based examinations which will be held at the Gozo Campus are to be prepared the by F/I/C/S involved and sent to the Senior Executive. The Senior Executive will compile all F/I/C/S forms into one document, and provide it to the Gozo Campus administration for room allocation and invigilator purposes.

Once the timetable is complete, it will be available **via the Gozo Campus website**, and Managers/Officers will need to check the following:

- that the dates and times for the Gozo examinations are the same as for Malta;

- that examinations held in labs (computer, science, medical or other), presentations, oral examinations and others which can only be held in Malta are NOT listed on the Gozo timetable.

Offices should never publish any Gozo timetables on their own F/I/C/S website or notice board.

Lists sent by the Senior Executive in charge of examinations to F/I/C/S

Managers/Officers will be provided with the following lists generated from SIMS:

List of Students by Faculty

This list contains the names and ID card numbers of the students who have requested to sit for their examinations in Gozo, listed under their home F/I/C/S.

List of Students by Study-Unit

This is a list of the study-unit codes of examinations that will be held in Gozo, and the Gozitan students registered to these units who chose to sit for their examinations in Gozo. Study-unit codes are listed under the F/I/C/S offering the unit. It is of the utmost importance that Managers/Officers should check this list very carefully, in terms of:

- Any missing study-units (due to the fact that a written examination will be held that semester, and for which students who opted for Gozo are registered). Particular attention is to be given to year units.
- Study-units which should not be included for that semester. Particular attention is to be given to year units.
- Non-written examinations, and therefore cannot be held in Gozo;
- Examinations which will be held in labs, and therefore cannot be held in Gozo.

Examination material required for examinations being held in Gozo

Examination papers are to be sent to the University Gozo Campus via the secure system covered in “Uploading of the Examination Paper” section.

<https://www.um.edu.mt/registrar/gozoexams>

The rest of the examination material required will be collected by the University’s transport pool and delivered to Gozo by hand. For each examination, an A3 envelope containing the following materials is required:

- examination scripts (including extra scripts);
- one copy of the attendance sheet;
- one copy of the student seating number list;

- invigilator form (in A3);
- any other examination material (e.g. graph paper) or aids (e.g. calculators, table booklets) required for the examination

The [same information sheet](#) used for Malta examinations is to be affixed to the outside of the envelope. Please note that envelopes should be closed normally, using the envelope's adhesive strip, but NOT sealed with tape. The envelopes are to be organised in chronological (date) order.

The date of collection of the examination packages will be announced by the Senior Executive.

Printing of attendance sheet and examination seating number lists

To print the attendance sheet or seating number lists for students sitting for their examinations in Gozo during the **Semester 1** examination session, you need to type G1 and click on the OK button.

For students sitting for their examinations in Gozo during the **Semester 2** examination session, you need to type G2 and click on the OK button.

Format of examination paper

Examination papers for examinations to be held in Gozo should be saved in pdf format before they are uploaded to the secure server.

Converting Examination Papers to PDF

It is of the utmost importance that the conversion of the examination paper to PDF is done using the approved methods outlined below, and that the examination paper is checked at the end of the process.

Firstly, it needs to be ensured that the version of the examination paper being used is the **final version** approved by the **Board of Examiners**.

In the first instance, examination papers should be saved directly from Microsoft Word to a text-based PDF. The scanning of a hard copy to PDF might result in lower quality, large file sizes, and up/down-scaling of diagrams/grids. Therefore, scanning to PDF should be used only as a last resort.

Once the PDF document has been created, please save to a pen drive and remove from the hard disc.

Saving the examination paper from Word to a PDF document

It is recommended that you use Microsoft Word 2010 or a latter version when saving to PDF. If using Microsoft Word 2007, you will need to install an additional plugin:

<https://www.microsoft.com/en-us/download/details.aspx?id=7>

When saving a Word document to PDF, it is essential that fonts and symbols being used are embedded into the PDF document and that any diagrams/grids are kept to-scale, to ensure that these will then print out correctly at the Gozo Campus.

1. Prior to saving as PDF, ensure that fonts and symbols will be embedded into the PDF document:
 - i. In Word, click **File > Options**. The Word Options dialog box will be displayed.
 - ii. Click the **Save** side tab.
 - iii. Tick the **Embed fonts in the file** checkbox.
 - iv. Untick the **Do not embed common system fonts** checkbox.
2. Save the Word document to a PDF document:
 - i. In Word, click **File > Save as**. (If using Word 2013 or above, you will be required to choose the location where the file will be saved.) The Save As dialog box will be displayed.
 - ii. From the **Save as type** dropdown menu, select **PDF**.
 - iii. Click the **Options** button. The Options dialog box will be displayed.
 - iv. Tick the **ISO 19005-1 compliant (PDF/A)** checkbox.
 - v. Click **OK** to close the Options dialog box.
 - vi. Type in a name for the file being saved in **File name** textbox.
 - vii. Click **Save**.
3. Confirm that fonts are embedded in the saved PDF document:
 - i. Open the PDF document.
 - ii. Click **File > Properties**. The Document Properties dialog box will be displayed.
 - iii. Click the **Fonts** top tab.
 - iv. Confirm that the fonts used are listed in the **Fonts Used in this Document** box and are described as '(Embedded)' or '(Embedded Subset)'.

Scanning a hard copy (printed) examination paper to PDF

If the examination paper is provided as a hard copy (i.e. printed on paper), or if conversion of the Word document to PDF proves to be problematic, you should instead scan the examination paper so as to produce the PDF. This must be done securely, through a scanner connected directly to the departmental secretary's computer, and not through a photocopier that sends unencrypted PDF documents as email attachments. **However, this process SHOULD NOT be used for those papers involving to-scale diagrams or grids.**

Checking the PDF document

The most important step to avoid mishaps is checking. It is important that the PDF document to be sent to the Gozo Campus is printed out and checked for consistency, by comparing it to the original exam paper. It should be ensured that:

- the PDF prints out correctly, and with sufficient clarity;
- diagrams are perfectly reproduced;
- symbols and formulae are perfectly reproduced;
- each page corresponds to the hard copy.

Uploading of the Examination paper

Examination papers are to be sent to the Gozo Campus as a soft copy ONLY (*.pdf format), and uploaded by following this link:

<https://www.um.edu.mt/registrar/gozoexams>

IT Services have implemented a secure system that enables the transfer of examination papers to the Gozo Campus via the internet.

The uploading of the examination paper should be done THREE (3) working days prior to the examination date.

Members of staff uploading the papers will receive an email to confirm that the upload process has been successfully completed. Should such an email not be received, a query should be made with the University Gozo Campus.

However, in the case of examinations papers involved members of staff (or their relatives) working at the Gozo Campus, the Registrar will issue specific instructions as to how and to whom the examination papers should be delivered.

Process for uploading an Examination Paper

1. Save the examination paper on a pen drive.
2. Access the File Upload facility by following this link:
<https://www.um.edu.mt/registrar/gozoexams>

3. Click on the 'Upload a file' button.
4. Browse the examination paper file on your computer.
5. Click on 'Open'.

Examination Papers Filenames

Staff at the Gozo Campus need to identify the examination paper from its filename.

To be as clear as possible, please use the following naming convention:

'study-unit code' + 'status of the study-unit' + 'document version number'

- The *study-unit code* represents the unique code assigned to the study-unit.
- The *status of the study-unit* indicates whether the study forms part of a day or an evening course. A denotes a day course and AE denotes an evening course. Please refer to the MAV screen on SIMS to confirm the correct status of the study-unit.
- The *document version number* represents the amount of times that the same file name has been uploaded (i.e. 'v1' means that the examination paper has been uploaded for the first time). Normally only one version of the same examination paper should be uploaded.

Examples:

- 'ACC1711A-v1' - For a day study-unit.

- 'ACC1914AE-v1' - For an evening study-unit.

If an incorrect file has been uploaded, or else the examination paper has been amended, the first file cannot be deleted or replaced. Instead, the following instructions are to be followed:

1. Rename the new file which you want to upload, using the same file name convention indicated above. Since in this case the first version of the file for the particular study-unit examination has already been specified, you will need to change the version number accordingly. For example, if the last file uploaded was named 'ACC1711A-v1', you need to name the new file 'ACC1711A-v2'.

2. Upload the new file following the instructions as indicated above.

The F/I/C/S representative will need to contact the Gozo Campus staff to inform them about the new file, and to ignore the previous version.

This is a secure system, and the member of staff of each Faculty will only be able to access the examination papers uploaded by him/her. In Gozo, the examination papers will only be accessible to the administrative members of staff at the Gozo Campus.

Return of scripts from Gozo

Examination packages (one for each examination) from Gozo will be delivered to the F/I/C/S office on a daily basis; therefore the scripts should be received within 24 hours, with the exception of scripts for examinations held on Friday and Saturday, which will be delivered the following Monday. Managers/Officers are to prepare a daily list of the examination packages they are expecting, and to then check this list against the actual packages delivered.

While the beadle is present, Managers/Officers should only check that they have received a package for every examination.

However, by the end of that day Managers/Officers must also check that there is correct number of scripts have been received.

Any discrepancies involving both examination packages and individual scripts are to be reported to the Senior Executive and to the Gozo Campus immediately.

Delivery of scripts to lecturers

Examination scripts from Malta and Gozo should be handed to the examiner/s as one package, so as to avoid the possibility of distinguishing between Maltese and Gozitan students.

Submission of assignments during the examination period

The University has made special arrangements for Gozitan students who choose to sit for their examinations in Gozo and who are required to submit assignments during the examination period.

When lecturers request assignments as a hard copy, students are to send a soft copy of the assignment to the lecturer concerned within the deadline, as proof that the assignment has been completed on time. Students will then be required to submit a hard copy of their assignment within one week from the date of their last examination for that session.

Students are to note that lecturers will not be printing any assignments sent by email, and that it is the students' responsibility to submit the hard copy to the lecturers themselves.

When lecturers request assignments to be submitted through VLE, or as a soft copy, students should continue to do so, and the above procedures do not apply.

This arrangement applies only for deadlines falling during the examination periods. Hence these arrangements do not apply for the revision week and during the semesters.

These arrangements do not apply for students who are in the second semester of their final year, since their results will be required urgently for classification purposes.

Students will be informed of all this through a mailshot sent 2-3 weeks prior to the start of the examination session.

Part 8 - Procedure to be followed when Exchange Students are physically unable to sit for their examinations at the University

Exchange students are obliged to be in Malta for the entire exam period. Any decision to absent oneself without permission during this period is at the students' risk, and the UM is not obliged to provide them with an alternative arrangement.

Nonetheless, there might be circumstances when the Registrar will consider exempting such students for part of, or even the entire exam period.

The Policy and Procedures are as follows:

Exchange Students (Inbound) – Policy, Process and Roles

https://www.um.edu.mt/_data/assets/pdf_file/0008/369584/exchangestudentsinboundrequestingearlydeparture-ason06112018.pdf

Exchange Students (Outbound) – Policy, Process and Roles

https://www.um.edu.mt/_data/assets/pdf_file/0009/369585/exchangestudentsoutboundrequestingearlydeparture-ason06112018.pdf

The Application Forms are available by following the below links:

Exchange Students (Inbound) Application Form

<https://www.um.edu.mt/registrar/exchangestudents/inboundform>

Exchange Students (Outbound) Application Form

<https://www.um.edu.mt/registrar/exchangestudents/outboundform>

Part 9 – Guidelines for Computer-Assisted Examinations

- 1.0 The University Assessment Regulations, 2009 apply to all such examinations, and any CAE policies and procedures issued by the Registrar's Office are over and above the Assessment Regulations, and can never be in conflict with these Regulations.
- 2.0 Proposals to change a study-unit's assessment from written to computer-assisted, or that a new study-unit's assessment will be held as a computer-assisted examination, should be made to APQRU and the Registrar's Office at least 6 months prior to the examination session. The Registrar's Office will liaise with IT Services and the faculty/department/lecturer/s concerned, in order to evaluate the examination requirements, and the feasibility that the examination be held as a CAE.
- 3.0 Once there is a decision to proceed with an examination as a CAE, the examination needs to be tested beforehand by the examiner/s, so as to identify any issues (technical or otherwise), and to ensure that it is doable in the time allocated. **This would be a one-time only arrangement. However, should the format change, a test for the new format will be required.**
- 4.0 Bookings will be made using the linked form:
<https://www.um.edu.mt/registrar/scheduling/frms/exambooking/>
- 5.0 The lecturer/s will walk students through all aspects of the examination (see 13.0), including resources available and constraints. This can be done during a lecture, or else during an extra session organised specifically for this purpose.
- 6.0 Furthermore, students will be given the opportunity to familiarize themselves with such an examination setting, through the organisation of a mock test.
- 7.0 Examination material is to be forwarded to IT Services (or any other entities involved) via a USB, CD/DVD or encrypted email.
- 8.0 IT Services will coordinate all technical aspects of the examination, even those which will be held in labs other than the ones at the IT Services Building.
- 9.0 It is of the utmost importance that the examination rubric deals with every step/aspect of the examination, including the login process, data that needs to be saved (and in which location) etc.

- 10.0 Students will only be able to login to the computer using a dedicated UM IT Account with appropriate functionality and security. The use of the standard student UM IT Account will not be allowed. The dedicated UM IT Account will be distributed prior to the start of the examination, and it will be disabled by IT Services at the end of the examination.
- 11.0 There will be a login period of 10 minutes prior to the designated examination starting time. During this period IT Services or faculty administrative staff will walk students through the login process.
- 12.0 Students should be briefed about the following details:
- Format of the examination paper (hard copy or soft copy);
 - Structure of the assessment;
 - Software to be used;
 - Data that needs to be saved;
 - Submission of answers (~~printout~~, handwritten script, soft copy, some other method of digital submission);
 - Resources allowed;
 - Restrictions (including any time limits) if applicable;
 - Any restraints on navigation between items, or blocks of items (if applicable).
- 13.0 CAE examination papers will need to be collected back in all cases.
- 14.0 Student login account details need to remain on the desk at all times.

Part 10 – Student Progression

The linked document provides serves as a guide with determining a student's progression status in terms of both the Undergraduate and Postgraduate Regulations.

<https://www.um.edu.mt/registrar/secure/procedures/progression/StudentsProgressionGuidelines2020.pdf>

Appendix 1: Important Contact Numbers during Examinations

Registrar's Office

Registrar	Veronica Grech	2385/2386
Registrar (designate)	Colin Borg	2109
Senior Executive in charge of Examinations	Luigi Pellegrini	3101/99459555
Invigilators	Vanessa Cassar Runza	2133
Scheduling Office		3101
ACCESS-Disability Support Unit	Marchita Mangiafico	2557

Services

Estates and Works	Lawrence Gellel	2262, 2806, 21320702
Estates and Works	Electrician: John Busuttil	2750
IT Services Helpdesk	weekdays: 08.00 - 20:00 saturdays: 08.00 - 12.30	4112 (general) 3300 (computer-assisted examinations)
IT Services Reception desk	weekdays: 08.00 – 17:00	4110

Beadles

Gateway	3094
Built Environment	2887
Old Humanities	2992
Lecture Centre	2992
Dar Guzeppi Zahra	2992
MAKS	3977
Maths/Physics, Chemistry, SLT	2449
Biomedical	3823
Engineering	2055/2064
ICT	2501
IT Services	4100

Gozo

Xewkija Campus	Joseph Calleja Marvin Grech	7900, 21564559
Victoria Examination Centre	Anthony Gellel Vincent Vella	21558341

Appendix 2 – Computer-Assisted Examinations details

Students should be briefed about the following details:

- Format of the examination paper (hard copy or soft copy).
- Structure of the assessment.
- Software to be used.
- Data that needs to be saved.
- Submission of answers (printout, handwritten script, soft copy, some other method of digital submission).
- Resources allowed.
- Restrictions.
- Any time limits (if applicable).
- Details of how a revision of paper process would work.

Handbook last updated: 14/01/2021 (LP)