

ISVPS Examination/Assessment Regulations

This document is available on MyImprove Hub

Please ensure that you read this document thoroughly prior to the examination/submission of an assessment. It is your responsibility to ensure you understand and adhere to the regulations and protocols herein.

Failure to comply with any of the procedures outlined in this document may result in your exam being terminated/results not being issued, and/or exclusion from any future ISVPS assessments.

Failure to comply with this policy will be managed via the ISVPS Academic Misconduct Policy and Process which is available on request (email english@isvps.org).

ISVPS online exams are remotely invigilated by Surpass proctoring system. Please refer to ISVPS Terms and Conditions and ISVPS Privacy Policy for information on privacy and data protection.

General Examination/Assessment Rules

You will only be permitted to enter the examination/submit an assessment if you have met the required eligibility criteria prior to the date of the examination. Please refer to your ISVPS enrolment booklet, on MyImprove Hub, for these requirements.

By entering the examination/submitting an assessment, you are confirming that you are physically and mentally able to take the exam/submit the assessment.

A valid form of government-issued photographic identification must be presented. This must have a clear expiry date, photo and the name must match the one within your MyImprove Hub.

Unless by prior arrangement, the examination must be taken in the language of the programme you completed. No on-screen translation is permitted.

All written assessments must be submitted in the language of the programme.

In the case of online remotely proctored examinations, it is not permitted for any third party to be in the same room when you are taking the exam.

It is important to select an area where to take your exam which is quiet so that you avoid interruptions or disturbances. The door to the room in which you are located should be closed.

You should avoid speaking out loud during the exam as this may appear as though you are talking to a third party.

Collecting, recording or sharing examination questions is not permitted and may be considered academic misconduct and result in disciplinary action such as disqualification from the exam, exclusion from future ISVPS assessments and/or removal of an ISVPS

award.

Academic Integrity

Cheating, plagiarism, or any form of dishonesty will be referred with respect to Academic Misconduct and may result in disqualification and disciplinary action.

Any attempt to copy, share, or discuss answers is strictly prohibited.

Impersonation or using another person's ID to take an exam is a serious offence.

Candidates must not use any form of artificial intelligence (AI) tools during online examinations or submit any written assessments containing work which has been AI-generated or adapted. All work submitted must be entirely that of the candidate, without assistance from AI systems. This includes use of AI to rewrite and/or translate text.

Permitted and prohibited items

Your desk space must be cleared of all items other than those which are permitted.

Permitted items:

Clear drinks bottle

Clear plastic bag for snacks

No notes can be taken away from the exam. If you wish to make notes, then an erasable whiteboard and pen/blackboard and chalk are permitted. This must be wiped clean and shown to the camera prior to finishing the online exam

Non permitted items:

Paper and pen/s, a whiteboard and whiteboard pen are permissible

Handheld calculator (this is available online via Surpass)

Dictionary (available on Surpass)

Smartwatches

Headphones/microphone ear pods

Non-religious head coverings must be removed

Unauthorised materials such as books, notes, papers are strictly prohibited

In the case of online exams **all third-party programs must be closed on your computer** and second monitors must be removed from the room or turned around and covered

Other requirements

In the case of online, remotely proctored examinations:

The examination session is recorded

You will be asked to scan the room using your monitor/webcam/mobile phone. You must also scan under your desk

Your mobile phone must be fully charged and securely positioned for invigilation. Notifications and screen blockers must be switched off. The camera must remain on, and you must remain visible throughout the entire examination. It is permissible for you to take a short break between examinations eg between OAKE and CBS.

Leave your phone on vibrate mode

Do not block the phone camera /webcam at any time

If you wish to raise any concerns immediately following the examination, email english@isvps.org within **five (5) working days** of the date of the exam, clearly outlining your points. Concerns raised after 5 working days date will not be considered with respect to mitigation.

Illness (directly before or during), or absence from Examinations

If a candidate is prevented, by illness or accident, from presenting themselves for the examination, or if they fall ill during the examination, then they should inform english@isvps.org as soon as possible. They should submit a completed ISVPS Mitigating Circumstances form found in the MyImprove Hub with accompanying medical evidence no more than **five (5) working days** after the examination date. If medical evidence is not immediately available, then ISVPS should be informed.

Correspondence regarding mitigating circumstances will only be discussed directly with individual students.

Extra time

ISVPS is committed to providing equal opportunities for all candidates. All requests for reasonable adjustments, such as extra time, must be made in writing using the 'ISVPS Examination/Assessments Reasonable Adjustment Application Form' which is available in the MyImprove Hub no later than 90 calendar days prior to your examination date. The form must be fully completed and returned with accompanying medical evidence.

Appeals

The ISVPS Appeals Policy and documents are available in the MyImprove Hub.

There are strictly three (3) grounds for appeal:

1. Material error or irregularity
2. Bias or reasonable perception of bias
3. Mitigating circumstances not known to ISVPS

Candidates may **not** appeal against the academic judgement of examiners.

Candidates are encouraged to raise any query (stage 1 appeal) as a matter of urgency, as a stage 1 appeal is required before a formal appeal (stage 2) can be made. A formal stage 2 appeal must be submitted within 30 working days of results release.