

General regulations & rules for assessments

By registering for the course you agree to abide by this ScotPIL policy document.

Course Attendance

100% attendance is expected for this course.

It is acknowledged that in some exceptional circumstances a student may miss elements of the course. If this occurs, completion of the course and sitting of the assessment will be at the discretion of the ScotPIL course coordinator.

Reasonable Adjustment

Refers to any action that helps to reduce the effect of a disability or difficulty, which places the student at a substantial disadvantage in the assessment situation.

A student does not have to be disabled (as defined by the Disability Discrimination Act) to qualify for reasonable adjustment; nor will every student who is disabled be entitled to reasonable adjustment. The student must declare this requirement **in advance** and the ScotPIL committee will assess the application and agree the adjustment required.

Invigilation arrangements

- All bags, phones, books, notes & electronic devices must be switched off and away from the working area
- Students should arrive on time for the assessment.
If you arrive late you may still be allowed to take the assessment, provided other students are not disturbed and time restrictions are not breached.
- Students who have finished their work early can hand in the assessment and leave the room but will not be allowed back into the room.
- If a student needs to leave the assessment room temporarily during the assessment because he/she is unwell or needs to go to the toilet, then he/she must be accompanied by an invigilator who must ensure that he/she does not speak to anyone else, consult any notes (in the case of closed book), make a telephone call or otherwise breach the security of the assessment while he/she is out of the room. Those students may be allowed, extra time to compensate for their temporary absence.
- Mobile phones/laptops/any electronic device [e.g. smart watches], which would give any student an unfair advantage in the written assessment process, must be switched off during the exam

Malpractice

Malpractice is non-compliance with the regulations pertaining to the assessment process (including the conduct of examinations), which may adversely affect the integrity of a qualification, and the validity of a student certificate.

Malpractice includes, but is not restricted to:

- Collusion
- **Under closed book conditions** inappropriate use of electronic aids (for example, programmable calculators or using a mobile phone in an examination)

- To copy another students work
- Failing to act on the instruction of staff during an assessment or on matters of animal welfare or health and safety

Investigating a complaint

Following a complaint from the centre regarding student malpractice, the complaint will be investigated by the ScotPIL Board; they will consider all factors highlighted in the investigation. If malpractice is established ScotPIL will approach the supervisor/student with the information and may apply one or more of the following sanctions:

- certificates will not be issued
- learner will be disqualified from the assessment
- disqualification from the whole qualification
- barred from entering ScotPIL qualifications

Pass Grade / Appeal Process

The pass mark for the examination is 70%.

If your mark is below this but above 50% you will be entitled to re-sit the examination at a date not later than 4 weeks after the course, this will be arranged at your Establishment where possible. Failure to pass the resit means you will have to attend the full course again.

An initial grade below 50% means you will have to re-sit the whole course at a later date and will not be offered a resit.

If you wish to appeal your mark, after internal re-marking by another ScotPIL centre it will be examined by an independent party

Special Consideration

A special consideration refers to any allowance that is applied in the event of an unexpected or unavoidable situation, which in probability caused a lowering of the student's performance.

Special considerations include, but are not restricted to:

- illness, injury or indisposition that occurred at the time of assessment
- significant disruption to the assessment (for example evacuation for fire or bomb scare)
- English as a second language, this should be declared on the registration form.

Any special consideration granted will generally be an extension of the time allowed for the assessment. It will not alter the degree of difficulty of the assessment, and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised.