Instructions for Conducting Time Constrained Assessments

STC Policy Document - OEP Last updated September 2020

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1. OVERVIEW

This document contains all necessary instructions for students to understand how time constrained assessments (examinations) will take place in September 2020, securely and efficiently. This system has been developed by NCC Education to assure that students are not disadvantaged throughout the COVID19 pandemic.

The time constrained assessments will from now onwards be referred as TCAs.
These instructions describe the procedures for the following NCC Education qualifications.

- Level 4 MQF 5 Diploma in Business
- Level 4 MQF 5 Diploma in Computing
- Level 5 MQF 5 Diploma in Business
- Level 5 MQF 5 Diploma in Computing

Separate arrangements are in place for NCC Education Level 3 (MQF 4) International Foundation Diploma. Please contact STC for further information on examination arrangements for these qualifications.

2. REQUIREMENTS

In the days before the exam (latest 24h before the exam) the students will be added to the Team (on Microsoft Teams) named by the module they are assessed on. This applies for each exam.

At precisely the time of the exam, the exam paper will be released on that Team.

Each student will receive two files:

- The TCA question paper in soft copy.

- The answer booklet in soft copy. Please note that a new answer booklet frontpage has been created for use with TCAs.

Before the deadline expires (4 hours) candidates must submit their TCA answers in one of the following document types, through Microsoft Teams:

- Microsoft Word document (.doc or .docx)

- Abode PDF (.pdf)

Documents submitted in any other format will not be accepted for marking. All images, graphs, code or other non-text portions of assignments need to be embedded in the document as images. This applies for students sitting for ABM, FM and ITF exams. Students are expected to type out all answers that require text.

It will be the responsibility of the students to have graph paper where required. Failure to use graph paper when required may have complete loss of marks for that question.

Candidates must have a camera and microphone and be able to be contacted through Microsoft Teams at any time. Failure to do so will mean disqualification from the exam.

3. EXAM DATES AND TIMES

Level 4 Diploma in Computing (L4DC)			
Examination	**Unit**	**Date**	**Time**
Global	Skills for Computing	1 September 2020	9:00am – 1:00pm
Global	Databases	2 September 2020	9:00am – 1:00pm
Global	Software Development Techniques	3 September 2020	9:00am – 1:00pm

Level 4 Diploma in Business (L4DB)			
Examination	**Unit**	**Date**	**Time**
Global	Introduction to Finance	1 September 2020	9:00am – 1:00pm
Global	Business Mathematics		2:00pm – 6:00pm

Level 5 Diploma in Business (L5DB)			
Examination	**Unit**	**Date**	**Time**
Global	Financial Management	1 September 2020	9:00am – 1:00pm
Global	Advanced Business Mathematics		2:00pm – 6:00pm

If a student is geographically dispersed, then the timing must fall in line with the Malta time. Please ensure that your PC is set at CET (Malta time).

4. GUIDELINES DURING THE EXAM

Once the exam begins, the following guidelines must be followed:

- Candidates are to be given 4 hours to complete and submit the TCA answers to STC by the stated deadline.

- Candidates who submit their TCA answers after the deadline should be marked as 'Absent'.

- Candidates are not allowed to communicate with each other in any way whatsoever during assessment period.

5. MALPRACTICE

If there is suspected malpractice during an examination, the candidate will be permitted to continue with the exam. However, STC will immediately submit an Irregularities Report to NCC following the exam deadline. The candidate will be notified by STC that the Irregularities Report has been sent to NCC. The candidate has the right to send an explanation to the Head of Quality and Compliance at NCC by email to quality@nccedu.com within 24 hours of receiving the notification.

6. REFERENCING

Candidates are advised to rely on their own knowledge when answering the TCA questions and that using other sources is not expected. If any content from other sources is used, a reference list must be added at the end of the answer booklet. Candidates are not expected to follow the Harvard Referencing System strictly by citing intext.