



NCTVET ASSESSMENT IRREGULARITY POLICY

TABLE OF CONTENTS

	Page
Introduction	2
Assessment Irregularity	2
Types of irregularities and associated penalties.....	2
Procedures for handling irregularities.....	4
Procedure after a decision has been taken about irregularities	5
Appendix A: Assessment Irregularity Report	6

INTRODUCTION

The National Council on Technical and Vocational Education and Training (NCTVET) provides assessment services leading to the award of the National Vocational Qualification of Jamaica (NVQ-J) and the Caribbean Vocational Qualification (CVQ). Assessment services are provided to more than forty thousand (40,000) candidates each year and are administered in over two hundred (200) centres under the supervision of the Overseas Examinations Commission (OEC). This document is intended to outline the procedure on how assessment irregularities should be dealt with, ensuring that candidates involved do not gain advantage or suffer disadvantage from decisions taken.

ASSESSMENT IRREGULARITY

An assessment irregularity is any actual or alleged event, act or omission, which may compromise the integrity, credibility, security, or fairness of the NCTVET assessments. Candidates found guilty of an assessment irregularity may be disqualified from the assessment, have their assessment declared null and void or have other appropriate actions taken against them by the examining body. If the Assessment Centre is found guilty of assessment dishonesty or irregularity, the partnership arrangement for assessment services could be revoked, their students' results declared null and void or other appropriate actions taken against them.

TYPES OF IRREGULARITIES AND ASSOCIATED PENALITIES

There are several incidents or unacceptable behaviors if exhibited by candidates, invigilators or assessment centre personnel, which may impact on a candidate's performance in an assessment. Unacceptable behaviour and incidents may range from mild to severe. The penalty applied will be in accordance with the severity of the non-conformance. The following are irregularities and the related penalties:

	Irregularity Type	Actions to be taken	Penalty
1	Candidate who does not produce identification documents	Candidate may not be allowed to sit the assessment. Candidate may be allowed to retrieve identification document. However, he or she must return within 30 minutes of the start of the assessment and no additional time will be given to complete the assessment.	Not allowed to sit or time penalty
2	Candidate who presents fraudulent identification document or impersonate another candidate	Candidate will not be allowed to sit the assessment if discovered before start of the assessment. If fraudulent identification is discovered after the assessment,	Disqualification

		the results for the assessment will be declared null and void.	
3	Candidate who persistently cheats by looking at a neighboring candidate's work or assisting another candidate in the assessment	The results of the candidate caught cheating or assisting another candidate may be declared null and void.	Disqualification
4	Candidate who gains information about contents of the assessment prior to the date and time of the assessment	The candidate will be disqualified from the assessment.	Disqualification
5	Candidate who presents work (projects or portfolios) that is not his/hers or is a replica of other candidate(s).	The result will be declared null and void.	Disqualification
6	Candidate who removes his/her script from the assessment room and submits later	The script will not be accepted.	Disqualification
7	Candidate who commits or attempts to commit an act of bribery	The candidate's result will be declared null and void.	Disqualification
8	Invigilator offering assistance to candidates	Invigilator given formal warning and withdrawal from assessment centre.	Formal warning Withdrawal from assessment centre by OEC. Barred from future invigilation activities
9	Candidate who creates disturbance or fails to obey instructions given by the supervisor or invigilator	Candidate must first be given an oral warning by the supervisor or invigilator. If the behaviour persists, the candidate must be asked to leave the assessment room. Where the candidate has commenced or completed writing the assessment, the results will be graded downwards.	Downgrading of results depending on the gravity of the offence
10	Non-adherence to the <i>Assessment Administration and Security Guidelines for Principals - NCTVET Examinations</i>	Non-compliance may result in candidates' results being declared null and void, depending on the severity of the non-compliance. Partnership arrangement with institution may be revoked.	Disqualification Withdrawal of partnership arrangement with Assessment Centre for a

			period of one year
11	Assessment instruments leaked or stolen	All candidates affected by the theft or leakage will have their results declared null and void.	Disqualification Withdrawal of partnership arrangement with assessment centre.
12	Candidate whose script visibly has more than one handwriting	Script should be declared null and void.	Disqualification
13	Taking unauthorized tools, equipment, material textbooks, calculators, etc. into the assessment room	Cancellation of the results for the candidate.	Disqualification

PROCEDURES FOR HANDLING IRREGULARITIES

The following procedure should be observed when handling irregularities:

At the Assessment Centre:

1. Each case of irregularity should be brought to the attention of the Overseas Examinations Commission (OEC) that is contracted to administer assessments on behalf of the NCTVET.
2. Answer scripts containing identified irregularities should be clearly marked by the invigilator with the word 'IRREGULARITY' in ink, on the front cover of the package.
3. The package must be submitted to OEC with a report (refer to appendix A for report form) on the irregularity observed.
4. The OEC shall conduct an investigation by contacting the candidate(s) involved; the examination centre staff and or other candidates who may have pertinent details regarding the situation, to gain adequate background information in relation to the event.
5. Probes/investigations conducted shall be lawful, reasonable, timely and fair. The right of an individual will not be infringed upon. The probe will be conducted openly and transparently.
6. All hearing must be recorded (in writing or electronically) and stored as part of the record to be kept on file.
7. Upon completion, the OEC shall present the findings of the investigation in a report to the NCTVET which will make the relevant decision regarding the matter.

During Marking

1. Irregularities identified at the 'script marking' stage must be immediately reported to the NCTVET.
2. Answer scripts shall be clearly labelled in ink, with the word 'IRREGULARITY' inscribed on the front of the package.
3. The scripts, along with the Lead Marker's report must be submitted to the NCTVET.

4. The scores of the suspected candidate must be recorded on the relevant grade sheet with an indicator stating 'irregularity.'
5. If the Council or NCTVET Senior Management Team agrees with the marker regarding the irregularity, then an investigation will commence.
6. Should the Council or NCTVET Senior Management team not consider the case an irregularity, then the script and grades will be returned for final processing and the results released.

PROCEDURES AFTER DECISIONS HAVE BEEN TAKEN ABOUT IRREGULARITIES

The procedures do not represent a comprehensive or prescriptive list of the measures that may be taken when irregularities occur. The NCTVET reserves the right to make decisions in response to individual cases of irregularity or when unusual cases arise. In the absence of a sitting Council, the NCTVET Senior Management Team shall make the decision.

The decision of the NCTVET shall be sent to the OEC and/or candidate(s) concerned or the manager of the centre where the assessment was done or where the candidate was registered to sit the assessment. Should the candidates involved feel that he/she is unfairly treated based on the decision of the NCTVET, he/she should provide new or additional evidence within fourteen (14) calendar days, after the issuance of the notification.

The NCTVET shall revisit the case based on the new evidence provided and make further ruling as required. Should the appeal of the findings be unsuccessful, the original findings will stand, and no further appeal or request will be facilitated.

