

Online Examination Policy

1. Purpose and Scope

- This Policy sets out the regulations for all online (remote) examinations at CNM. The purpose is to ensure fairness, integrity, and consistency across all assessments.

2. Examination Arrangements

- Examinations must be attended at the specified date and time. Non-compliance results in the exam being capped at 40%, unless an alternative arrangement has been approved via the Extenuating Circumstances process at least two weeks in advance.
- Candidates failing to achieve a pass mark must re-sit at the next available opportunity.
- Diploma students: Two re-sits permitted before a fee is payable. Refer to the Additional Student Fees document.
- Degree students: One re-sit permitted before a fee is payable. Refer to the Additional Student Fees document.
- All re-sits are capped at the pass mark (40%). This includes module and end of semester exams.
- Candidates who have not met the required academic level will be discussed at an Exam/Progression Board and may not be able to progress. Additional fees may apply.
- All marks remain provisional until ratified by the CNM Examination Board.
- Online exams are monitored by an external invigilation software and human reviewer.

3. Candidate Conduct

- CNM operates a strict Academic Integrity Policy. Any suspected cheating or misconduct will be referred under the Academic Misconduct Policy and may result in penalties as outlined in the policy.
- Candidates must not share, copy, reproduce, or disclose any part of the examination in any format (including social media).
- Candidates must follow all instructions issued by CNM, as outlined below.

4. Examination Environment

The candidate's environment must meet the following requirements:

- Quiet, private space with no other people present.
- Desk clear except for permitted items: computer/laptop, webcam.
- Adequate lighting; candidate's face must be visible to camera at all times.
- No background noise (TV, music, conversations).
- Only one device permitted (PC or laptop).
- No mobile phones, smart watches, tablets, or headphones/earplugs are allowed in the vicinity.
- No additional screens or desktop sharing software.

Before starting the exam, candidates must:

- Complete Exam Set Up and have Google Chrome installed.
- Complete a 360° room and desk scan using the webcam, as instructed

5. Examination Rules

During the exam, candidates must:

- Stay in full view of the camera and remain facing the screen.
- Not communicate with others. Communication with others is allowed only in case of emergency, or for contacting the CNM websites team in case of technical disturbances.
- Not use collaborative platforms (e.g. Teams, Zoom, Slack).
- Not use external resources (books, notes, paper, internet, translation tools, spellcheckers, dictionaries), unless explicitly authorised for an open book exam.
- Not take screenshots, record, or photograph the exam.
- Not leave full screen or use additional monitors.
- Not leave the room. Toilet breaks must be brief, not in first/last 15 minutes of the exam, with students strongly advised to use the toilet before starting the exam. You must email your course tutor upon completion of the exam to inform them of your absence and reason.

6. Sanctions for Misconduct

Breaches of this policy will be investigated under CNM's Academic Misconduct Policy. Sanctions may include:

- Capping of the assessment component: Failure in the assessment component, with an opportunity to resit. The assessment component mark for the resit will be capped at the pass mark.
- Capping of the module mark: Failure in the assessment component, with an opportunity to resit. The mark for the module will be capped at the pass mark.

7. Appeals

Candidates have the right to appeal decisions in line with the Appeals Procedure. Grounds for appeal may include:

- Procedural irregularity.
- New evidence not previously available.