



لمباڠ ارڪيٽيڪ جوروترا فرؤفيسيونل دان جورواوكور باهن نڅارا بروني دارالسلام
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

GUIDELINE NO. 7

**ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS, ORDER 2011
AND
ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS, RULES 2016**

PART II – SECTION 6 (b)

GENERAL HANDBOOK FOR EXAMINATION PROCEDURE

QUALIFICATION AND EXAMINATION COMMITTEE
19th April 2017

1.0 EXAMINATION GUIDELINES

1.1 Examination Guidelines for Candidates

The aim of these guidelines is to clarify procedures with regard to examinations carried out. If candidates are unclear about any matter they should seek clarification from Q&E BAPEQS Secretariat.

- (a) Make sure that you are absolutely clear about the date, time and location of your examinations.
- (b) Arrive in good time for the examination. Allow plenty of time for travel.
- (c) If you arrive late for an examination you will not be given extra time. If you arrive after the first 1 hour you will not be admitted to the examination. You cannot leave the examination during the first 1 hour or during the last 30 minutes of the examination period.
- (d) Bring your IC to the examination so that you can be identified if necessary.
- (e) Take the absolute minimum of material into the examination. This will normally include, pens, pencils, ruler, eraser and permitted calculator. Do not take any loose papers into the examination. If a pencil case is taken into the examination it must be transparent, so that the invigilator can easily see its contents. **The following are strictly forbidden to be taken into the examination:**
 - Any electronic device capable of storing data of any kind. This includes programmable calculators, electronic dictionaries, PDAs, MP3 players, etc.
 - A bag of any kind
 - Any loose papers
 - Any books (unless it is an open-book examination, in which case detailed information should be given before the examination and in the instructions on the examination paper).
 - Mobile phones.

If, during an examination, you are found in possession of any of the above, then this will be treated as an examination offence. **The item will be confiscated pending investigation. This includes mobile phones.** Additionally, you will be issued with a new script to continue the examination. Your old script will be retained for marking as appropriate.

- (f) At the end of the examination, when instructed to stop writing, then stop writing immediately and sit quietly. Continuing to write your examination after this is an offence. At this point check that you have filled in your details correctly on the front of your script, if not, then please complete these as quickly as possible. Also, tie in any additional answer books, graphs, etc.
- (g) Wait until all the scripts have been collected and you are given instructions to leave. Please leave the examination room as quickly and quietly as possible. Remember, there may still be other examinations going on.

1.2 Guidelines for Invigilators

- (a) Before the Examination and Preparation of the Examination Room
 1. Make sure that you are clear when and where you will be invigilating and turn up in good time for the invigilation.
 2. There must be at least two invigilators for each examination room.
 3. Examination papers should be collected by the lead invigilator
 4. Set out the examination room before admitting the candidates. Make certain that the correct material is provided at each desk to include the examination paper, answer book, graph paper, supplementary material, etc., as indicated in the examination rubric. An attendance slip should also be provided at each desk.
 5. Admit the candidates to the examination room five minutes before the start of the examination.

(b) During the Examination

1. The Lead Invigilator should inform the candidates that they can start writing at the start of the examination period. Candidates are not allowed to start writing until this point.
2. Candidates can be admitted up to 1 hour after the start of the examination. Any candidate arriving after this time will not be admitted.
3. Candidates may not leave the examination during the first 1 hour.
4. Invigilators should collect the attendance slips from each desk and check off the candidate's attendance against the attendance list. Two copies of the attendance list should be completed. One is attached to the scripts at the end of the examination. The other, together with the attendance slips, is returned to the Q&E Secretariat after the end of the Examination.
5. During the examination the invigilators should regularly patrol the examination room.
6. If the invigilators suspect a case of cheating they should collect the evidence, issue the candidate with a new answer book to continue with the examination, and annotate the original answer book accordingly, to include the time when it was changed. After the examination the invigilators should write a short report and submit the report, with the evidence and candidate answer books, to the Q&E Secretariat for further action. See Appendix "Procedure for Dealing with Examination Offences".
7. The Lead Invigilator should announce when the last 30 minutes of the examination period starts and that no-one can leave the examination during the last 30 minutes.
8. At the end of the examination period the lead invigilator will announce that the examination period has ended and that candidates must stop writing and to stay in their places until the examination scripts have been collected. Candidates who continue to write their examination after this are committing an examination offence.
9. After the end of the examination and before the candidates are allowed to leave the room, the examination scripts and any other material which the candidates cannot keep, shall be collected by the invigilators. When this is completed the Lead Invigilator can announce that the candidates may leave the examination room.
10. The examination scripts and any other collected material, together with the copy of the attendance register and attendance slips, should be returned to the Q&E Secretariat.

1.3. Some Additional Guidance Points

1. The start time and end time for the examination must not be changed. If a serious problem arises affecting all of the candidates taking an examination, the invigilators should seek advice from the Q&E Secretariat.
2. If an candidate attends for the examination but is not on the attendance list, allow them to sit the examination. Make a note on the attendance register after the examination is complete. Do not refuse entry to anyone who attends for an examination. If for any reason the candidate should not have sat the examination, then this can be dealt with afterwards.
3. All invigilators must stay in the examination room unless they need to leave to accompany an candidates or to visit the toilet. There must always be one invigilator in the room under all circumstances.
4. Candidates who need to visit the toilet must be accompanied by an invigilator.
5. If a candidate reports that they are ill then they should be accompanied from the room by an invigilator. The invigilator should contact the Q&E Secretariat for assistance. Provided that reasonable security has been maintained the candidate can be re-admitted to the examination if they feel able to do so. No extra time can be given to the candidate concerned. The candidate should be encouraged to complete an "Extenuating Circumstances" form.
6. Invigilators have the right to check any items the candidate brings into the examination. In particular check inside pencil cases, dictionaries, etc., if they have been brought into the room.
7. If a question arises about the examination paper then this must be referred to the Q&E examiner. If they cannot be contacted then no other advice should be given, except that the candidate should attempt another question. The invigilator should make a short report about such an incident, which cannot be resolved during the examination.
8. Unless the Examination instructions state otherwise, candidates, whose first language is not English, are allowed to bring in a standard translation dictionary. There should be no notes of any kind written in the dictionary.
9. Unless the Examination instructions state otherwise, applicants are allowed to bring in a calculator with a single-line or dual-line display only. Calculators capable of storing text of any kind are not permitted.

2.0 GUIDELINES FOR THE APPOINTMENT OF EXTERNAL EXAMINERS/ MODERATOR/ REVIEWER

2.1 Introduction

The External Examiners (EE) for Architect, Professional Engineers and Quantity Surveyors Examinations shall be appointed by Brunei Darussalam's Board of Architect, Professional Engineers and Quantity Surveyors (BAPEQS or Board).

2.2 Appointment of EE

One EE each for the field of expertise will be recommended and shall be forwarded by the Qualification and Examination BAPEQS committee (Q&E) to the Board for endorsement so as to ensure that the right people are appointed for the job.

2.3 Criteria for Appointment of an EE

2.3.1 Qualifications:-

- a) Fully Registered with the BAPEQS.
- b) Post qualification working experience of at least ten (10) years.
- c) Minimum of five (5) years experience as a Practitioner in their field of expertise in a Consulting practice or in a Government Department or as an Academician (full time) at an accredited/recognized Institution of Higher Learning.

2.3.2 An EE should have appropriate standing, expertise and experience indicated by:-

- a) Present post and place of work;
- b) Range and scope of experience in higher education or professional practice; and
- c) Current and active involvement in academic activities, research or professional practice related to the field of study.

2.3.3 An academic EE should have recent external examining or comparable related experience in assessing candidates. A proposed examiner who has no previous EE experience at the appropriate level, should be supported by a co-examiner with substantial experience and have either:-

- a) Other external examining experience;
- b) Extensive internal examining experience; and
- c) Other relevant and recent experience likely to support the EE's role.

2.3.4 Appointments should be complementary in terms of experience and expertise.

2.4 Period of Appointment

The term of appointment will be three years.

2.5 Duties of EE

2.5.1 Assessment of Question Papers

This is to ensure that:-

- (a) The question papers are of an adequate standard level of the field area;
- (b) The standards of the questions are comparable to the international standards;
- (c) The question papers adequately cover the area of the subjects concerned;
- (d) The questions are understandable by the candidates, and can be answered within the stipulated time;
- (e) The number of questions to be answered and the marks allotted for the questions are fair and reflect the answers as expected for each question.

2.5.2 Scrutinizing Answers Scripts

This is to ensure that:-

- (a) The marks are fairly awarded.
- (b) The disparity in marking of the scripts is minimized.
- (c) The answers are of certain standard as expected in terms of presentation and illustrations.

2.5.3 Scrutinizing the Answer Schemes.

Proposed answer schemes to be scrutinized to ensure that:-

- (a) The answer schemes proposed are proper and adequate.
- (b) The allocation of the marks proposed in the answer schemes is fairly given.
- (c) To consider the proposed allocation of marks for Reports and Examinations.

2.5.4 Assessment of Candidate's Report, Presentation and Interview.

If necessary, the above to be assessed after they have been assessed by the panel of examiner from Q&E. To conduct the interview (if any) for the Reports they are required to submit.

2.5.5 Other Duties.

- (a) To be given the opportunity to comment on the Management, Development and Resourcing of the examinations.
- (b) To advise and assist in any possible way on matters deemed necessary for the betterment of the Q&E.
- (c) To submit a report to the Q&E concerning the standard of the examination, the assessment and the overall performance of the candidates concerned.
- (d) To make any other recommendations arising from the assessments of the examinations.

2.6 Fees and Expenses Payable to the EE

- (a) An allowance of BND\$150.00 per day.
- (b) Honorarium of BND\$1000.00 per duration of the visit.
- (c) Return business class air fare.
- (d) Local Hospitality (Transportation and Accommodation).

2.7 Termination of Appointment by Q&E

The Q&E reserves the right to terminate the services of the EE at any time during the period of tenure after notifying Chairperson of the Board, if such termination is deemed necessary, by giving one month written notice to the EE.

2.8 Termination of Appointment by EE.

The EE reserves the right to terminate his services at any time during the period of tenure after notifying Q&E, if he is satisfied that such termination is deemed necessary, by giving one month written notice to the Chairperson of the Board.

2.9 Re-Appointment of the EE.

- (a) The EE may be re-appointed by the Board on the recommendation of the Q&E after notifying the Board.
- (b) The EE shall not be re-appointed for more than three (3) consecutive terms.

2.10 Undertaking of the duties of the EE.

The EE may recommend a suitable person to undertake his duties during his tenure, if necessary, and this must be approved by Chairperson of the Board on the recommendation of Q&E and after notifying the Board.

2.11 Periodic Visits.

- (a) The EE shall be invited to visit the Q&E during the tenure of appointment and the visit may be for a period not exceeding 7 days (inclusive of public holidays) per visit per year.
- (b) The Q&E shall determine the dates of the visit that should be agreeable to the EE.
- (c) Notice must be given if any changes are made with reference to the dates of visit by either the EE or the Q&E concerned.

**QUALIFICATION AND EXAMINATION
BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS
BRUNEI DARUSSALAM**

Report of External Examiner/Moderator/Reviewer for Examinations and Assessments

Name of External Examiner	
Home Institution	
Address for Correspondence	
Examinations/Assessments Examined	
Date	

Comments to be provided by the External Examiner in the sections given below.

For External Examiners in the first year of their appointment, were you provided with sufficient information on the examinations or assessment to be examined, regulations of the Q&E and the role of the external examiner?

For External Examiners in second and subsequent years of appointment, were you provided with information on any changes to the examinations or assessment and regulations?

Were the examination papers delivered to you in sufficient time and in a suitable format for you to provide feedback?

Please comment on the overall standard and format of examination papers for the field of area examined

Were the arrangements and facilities for your visit(s) suitable and in-line with the information previously provided?

During your annual visit were you provided with sufficient examples of candidate's work and examination scripts for you to make an assessment of the standard of work?

Please comment on the standard of candidate work and examination scripts

Please comment on the interviews with candidates

Please provide comments on the following and, if appropriate, list any specific recommendations.

- **The structure of the examination paper**
- **The facilities provided to carry out the examination(s)**
- **The range and quality of assessments in the examination(s)**
- **The benchmark overall standard and quality of the examination(s) with international standards**

Please comment on the how the Q&E has addressed any recommendations made in your previous report (if applicable)

Please provide any other relevant comments

Signed:

Date:

3.0 DEALING WITH CIRCUMSTANCES AFFECTING CANDIDATE'S PERFORMANCE IN ASSESSMENTS

Introduction

Situations can arise that significantly impair a candidate's performance during an assessment. The assessment could be an examination or interview. The most frequent circumstances encountered are related to illness, but there are a number of other situations that may occur. It is necessary, therefore, to have a formal system that is able to deal with such circumstances in a fair and uniform way, and to try, as far as possible, to ensure that the candidate is not disadvantaged.

It should be noted that the circumstances must be significant in nature in order that any remedial action is taken. Minor illness, feeling slightly unwell, nervous before an examination, or just not feeling at your best are part of normal life and would not be considered under this policy. Candidates must also understand that they have a duty to attend at all times except for vacations and public holidays and, therefore, any arrangements they make to contravene this would not be seen as extenuating circumstances, for example, family holidays and occasions. Even during vacations, candidates may need to be present examinations or interview, and, providing they have been properly informed, they will have to make sure they attend.

Bearing in mind the above, the required evidence to support a claim for extenuating circumstances must be of an acceptable standard. For example, a standard medical certificate simply stating that the candidate was "unfit for work" for that day would not be sufficient. The impact on the candidate's performance must be able to be properly judged from the evidence provided. Examples are given below.

This procedure does not apply to candidates who miss a formal examination. There is a separate procedure for this, see Appendix "Procedure for dealing with Absence from an Examination". It does apply to all other assessments which may have been missed, or completed and submitted after the deadline, or completed and submitted in circumstances, which may be deemed as extenuating. The latter case applies particularly to an examination which has been attempted when the candidate feels their performance was affected by the circumstances.

This procedure cannot operate in isolation. It must form part of the total provision for ensuring the welfare and support of candidates. Communication with the candidates is vital so that they understand the procedures, their own responsibilities and where they can go for help and assistance.

Circumstances that may be accepted as extenuating

Below are listed circumstances that may be accepted as extenuating. The evidence normally required is also provided. Occasionally, a situation may occur that is not listed below. In this case, candidates should still be encouraged to submit an “Extenuating Circumstances Form”.

- **Illness:** A medical certificate or letter from an appropriate medical professional which confirms the nature of the illness and its duration, so that the impact it has on the candidate’s ability to undertake an assessment can be determined.
- **Hospitalisation:** A medical certificate or letter from the hospital confirming the dates of the hospital stay. Note, it is sometimes possible for a candidate to complete assessments whilst in hospital and the candidate should be made aware of this possibility, if appropriate.
- **Family illness:** A medical certificate or letter from an appropriate medical professional confirming the nature and severity of the illness. The impact it would have on the candidate’s ability to undertake an assessment needs to be determined and the candidate will need to explain this as part of the evidence.
- **Bereavement:** This applies where there was a close relationship between the candidate and the deceased. A copy of the death certificate, or appropriate letter, will be required.
- **Acute Personal or Emotional Circumstances:** A medical certificate or letter would be required to support these cases. A report from Counseling Service will be necessary. These are difficult cases that require careful and sensitive handling.
- **Victim of Crime:** A copy of the police report would normally be required. Other supporting evidence could be a medical report indicating any effects on the candidate which would impact on their ability to undertake assessments or a report from Counseling Service.
- **Others:** Dealt with on a case-by-case basis. For a circumstance not listed above, candidates should be encouraged, where possible, to give as much notice as possible for their claim to be dealt with.

Circumstances which are not acceptable

- **Transport Issues.** Candidates must make arrangements to ensure that they arrive for assessments, such as examinations, in good time. They should also make certain they arrive in time to hand in coursework assessments.
- **Family holidays and occasions.** These would not normally be considered as extenuating circumstances. Exceptions may be given on a case-by-case basis for important events involving close family (parents and siblings), which cannot be arranged at any other time. In this case the candidate must apply in good time for the case to be considered (at least one month in advance).

Procedure

In order for a candidate to make a claim for extenuating circumstances the following procedure should be followed. A copy of the “Extenuating Circumstances” form is appended.

1. The candidate should complete an “Extenuating Circumstances” form. Forms are available from Q&E Secretariat. If the candidate is unsure about any aspects of completing the form they should consult Q&E Secretariat. The form is then submitted to the Q&E Secretariat for processing by the Quality Assurance Unit, in its capacity as Examinations Office.
2. The Quality Assurance Unit makes two copies of the form, one is given to the candidate, and the other is sent to the Examination being undertaken by the candidate.
3. The Q&E Secretariat consults with the examiner concerned and then writes the recommendations on the form and returns the form to the Quality Assurance Unit.
4. The Quality Assurance Unit makes a copy of the completed form, and emails the candidate to come and collect the copy. If the candidate requires any explanation of the decision they should see their Q&E Secretariat.
5. The Quality Assurance Unit keeps a copy of the completed Extenuating Form on file for consideration at the next Q&E meeting.

Normally, the process should take no more than one to two days. For more difficult cases it may be necessary to ask for further information or to involve the candidate counseling service. In this case the process will take longer.

**QUALIFICATION AND EXAMINATION
BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS
BRUNEI DARUSSALAM**

Extenuating Circumstances Form

Candidate name:

IC Number:

Examination or Assessment Taken:

Claimed Extenuating Circumstance (delete as appropriate):

Illness; Hospitalisation; Family Illness; Bereavement; Personal/Emotional Circumstances;

Victim of Crime; Other

Period of Study affected

(provide inclusive dates)

Provide a brief description outlining the nature of the extenuating circumstances

Details of Evidence Supplied

(eg, medical certificate, letter from doctor/hospital, death certificate, police report, letter from counseling service, etc)

CANDIDATE SIGNATURE:

DATE:

NAME AND SIGNATURE OF RECEIVING Q&E SECRETARIAT PERSONNEL:

DATE:

4.0 PROCEDURE FOR DEALING WITH EXAMINATION OFFENCES

Introduction

Cheating in order to gain an advantage is unacceptable in any situation. An examination offence is where a candidate cheats in order to gain or attempt to gain an advantage, normally in order to gain a higher mark or award for an assessment. Cheating comes in a number of forms and some description and guidance on this is given below.

Cheating in Examinations includes, but is not limited to:

- deliberately acquiring advance knowledge of the detailed content of an examination;
- copying or attempting to copy from the script of another candidate;
- allowing a candidate to copy from his or her script;
- obtaining assistance from any other candidate;
- introducing any unauthorized material into an examination, such as loose notes, manuscripts, books, tables, unauthorized notes written in allowed material, notes written on the person or clothing, etc;
- obtaining help from others in a manner not explicitly permitted by the regulations for the examination, including the use of mobile telephones, pagers, or any other electronic device capable of sending or receiving text etc;
- supplying help to others in a manner not explicitly permitted by the regulations for the examinations or allowing work to be copied;
- impersonating another person in an examination and allowing yourself to be impersonated;
- writing the examination before being instructed to start or after being instructed to stop.

Fabrication of results is where the candidate falsely reports information, results or conclusions from projects, studies, observations, field work, interviews or work placement reports which have not actually been obtained. This can range from, for example, a candidate who fabricates results for a laboratory experiment report which forms only a small part of the assessment to a very major issue related to fabrication of research results in a thesis or major project.

Plagiarism is where someone attempts to pass off another person's work as their own. For the purposes of dealing with academic offences the following guidance is given.

- Copying, and claiming it to be your own work, is always an offence. This includes: copying from another candidate's work; a candidate allowing their work to be copied; copying from a book, article, or similar; and copying from the internet or other electronic media.
- Insufficient, poor or no referencing of work carried out by others, leading to the belief that this is the candidate's work needs to be treated with care on a case-by-case basis.

Procedures

Examination Offences

This offences will be dealt with by the *Ad Hoc* Board of Inquiry for Examination Offence. The Board consists of the following:

1. Q&E Chairperson or Nominated by chair
2. Members of Q&E
3. Q&E Secretariat

The relevant examiner and Invigilator and any other witness, where appropriate may be invited to attend but will have no vote.

The procedure for dealing with an examination offence is as follows:

Suspected Cheating in an Examination

1. When an invigilator suspects a candidate of cheating they should immediately notify the candidate and confiscate and suitably annotate the candidate's answer book. They should re-issue the candidate with another answer book, again suitably annotated, and allow the candidate to continue with the examination. If the candidate is in possession of any unauthorized material, as described above, this must be confiscated and retained as evidence. Where the candidate has written notes on their person, then this needs to be confirmed by another invigilator, photographed, if possible (eg using a hand phone), and then the candidate will have to be accompanied to the washroom to remove it before being allowed to continue the examination with a new answer book.
2. The invigilator shall make a written report of the incident and submit this, together with any confiscated material or other evidence, and all of the candidate's answer books to the Q&E Secretariat within 1 working day of the incident taking place.
3. The Q&E Secretariat will report the case to the Chair of Q&E, who will in turn instruct the meeting of the *Ad Hoc* Board of Inquiry.
4. The meeting of the *Ad Hoc* Board of Inquiry is arranged in order to consider the alleged offence.

Fabrication of Results or Plagiarism or Falsifying Documents

1. The examiner concerned shall make a written report of the incident and submit this, together with the work concerned and any other evidence, to Q&E Secretariat, within 5 working days of the incident coming to light.
2. The Q&E Secretariat will report the case to the Chair of Q&E, who will in turn instruct the meeting of the *Ad Hoc* Board of Inquiry.
3. The meeting of the *Ad Hoc* Board of Inquiry is arranged in order to consider the alleged offence.

The Meeting of the *Ad Hoc* Board of Inquiry

1. The Q&E Secretariat must write to the candidate concerned giving details of the alleged offence and notification of when the hearing will take place. The candidate must be informed of the date, time and place of the hearing with at least 4 working days' notice. The candidate must be informed that they have the right to be accompanied by another person. The candidate should be provided with a copy of the "Procedure for Dealing with Academic Offences".
2. The appointed members of the *Ad Hoc* Board of Inquiry should be notified of the meeting and provided with copies of the report and evidence.
3. The examiner of the candidate concerned should also be informed that a hearing is to take place and provided with outline details of the incident.
4. The invigilator, who reported the alleged incident of cheating in an examination, case of fabrication of results, copying or plagiarism, together with any other material witnesses, should also be informed that they will be required to be present at the hearing.
5. The procedure during the hearing will be as follows.
 - a. Present during the hearing will be the members of the *Ad Hoc* Board of Inquiry, the candidate and the person accompanying them, and the candidate's Examiner. Other witnesses should be available and will be called as required.
 - b. The Chair of the meeting will:
 - i. ensure that the candidate understands what is meant by an examination offence;
 - ii. inform the candidate of the nature of the alleged offence and show them the evidence;
 - iii. ask the candidate if they require any clarification;
 - iv. ask the candidate if they plead guilty or not guilty;
 - v. if the candidate wishes to call witnesses, who are not present, or provide other evidence, then the meeting should be adjourned and a new hearing date arranged, no later than 4 working days from the current date;
 - vi. if the candidate pleads guilty then they should be asked if they want to make a statement about the offence and if there are any mitigating circumstances;
 - vii. if the candidate pleads not guilty they will be asked to present their case and the *Ad Hoc* Board of Inquiry will then decide whether or not the candidate is guilty of the offence or not;
 - viii. once the candidate has presented their case, either at the initial meeting or the adjourned meeting, all those present will be asked to leave the meeting except for the members of the *Ad Hoc* Board of Inquiry. The candidate will be told that the outcome will be informed in writing, after the case is presented at the Board;
 - ix. the Committee will then recommend the penalty to be applied;

6. The Chair of the *Ad Hoc* Board of Inquiry will report the case, including the recommended penalty to the Board for endorsement.
7. The Q&E Secretariat will be responsible for communicating, in writing, the penalty, as endorsed by the Board to the candidate which will be duly filed in the QAU office.

Penalties for Examination Offence

The penalties that can be applied are as follows, but are not limited to:

1. A warning letter
2. An award of zero and failed the examination concerned

Right of Appeal

A candidate can appeal against the decision of Board by writing to the Q&E Secretariat within 5 working days of receiving the decision. Grounds for appeal can only be on the grounds of procedural irregularity, in which case, if found in favour of the candidate, will result in a new hearing of the *Ad Hoc* Board of Inquiry, or on the grounds that the decision was manifestly unreasonable. In the latter case the candidate must produce significant evidence to support the assertion that the decision was manifestly unreasonable.

5.0 PROCEDURE FOR DEALING WITH ABSENCE FROM AN EXAMINATION

Introduction

Absence from an Examination is a serious matter and candidates need to be aware that they must attend examinations. If a candidate misses an examination then the mark awarded will always be zero. However, if the candidate can show that they missed the examination with good cause, then the Board of Examiners can award a retake examination. In this case the mark obtained at the retake will replace the mark of zero, initially awarded.

It should be noted that the circumstances must be significant in nature in order that a retake is recommended. Minor illness, feeling slightly unwell, nervous before an examination, or just not feeling at your best are part of normal life and would not be considered under this policy, and the required evidence to support a claim for missing an examination with good cause must be of an acceptable standard.

It is vital that candidates inform Q&E Secretariat as soon as possible, preferably before the examination or as soon as possible after the missed examination. This is to ensure that the candidate can be advised and helped as much as possible.

Circumstances that may be accepted as good cause

Circumstances are listed below that may be accepted to show that the examination was missed with good cause. The evidence normally required is also provided.

- **Illness:** A medical certificate or letter from an appropriate medical professional which confirms the nature of the illness and its duration, so that the impact it has on the candidate's ability to undertake the examination can be determined.
- **Hospitalisation:** A medical certificate or letter from the hospital confirming the dates of the hospital stay.
- **Family illness:** A medical certificate or letter from an appropriate medical professional confirming the nature and severity of the illness. The impact it would have on the candidate's ability to undertake the examination needs to be determined and the candidate will need to explain this as part of the evidence.
- **Bereavement:** This applies where there is a close relationship between the candidate and the deceased. A copy of the death certificate, or appropriate letter, will be required.
- **Acute Personal or Emotional Circumstances:** A medical certificate or letter would be required to support these cases. A report from the Counseling Service will be necessary. These are difficult cases that require careful and sensitive handling.
- **Victim of Crime:** A copy of the police report would normally be required. Other supporting evidence could be a medical report indicating any effects on the candidate that would impact on their ability to undertake an examination or a report from the Counseling Service.
- **Others:** Dealt with on a case-by-case basis. For a circumstance not listed above, candidates should be encouraged, where possible, to give as much notice as possible for their claim to be dealt with.

Circumstances which are not acceptable

- **Transport Issues.** Candidates must make arrangements to ensure that they arrive for examinations in good time.
- **Family holidays and occasions.** These would not normally be considered as good cause for missing an examination. The examination periods are known well in advance for such plans to be made.

Procedure

In order for a candidate to make a claim for missing an examination with good cause the following procedure should be followed. A copy of the "Absence from Examination" form is appended.

1. The candidate, or their representative, should complete an "Absence from Examination" form. Forms are available from the Q&E Secretariat. If the candidate is unsure about any aspects of completing the form they should consult Q&E Secretariat. The form is then submitted to the Q&E Secretariat for processing by the Quality Assurance Unit, in its capacity as Examinations Office. **The form must be submitted within one week after the missed examination. Forms submitted after this will not be considered in exceptional circumstances.**
2. The Quality Assurance Unit makes two copies of the form, one is given to the candidate, and the other is sent to the examiner of by the candidate.
3. The Q&E Secretariat consults with the examiner concerned and then writes the recommendations on the form and returns the form to the Quality Assurance Unit. The recommendation is either that the candidate has missed the examination with or without good cause.
4. The Quality Assurance Unit makes a copy of the completed form, and emails the candidate to come and collect the copy. If the candidate requires any explanation of the decision they should see their Q&E Secretariat.
5. The Quality Assurance Unit keeps a copy of the completed Form on file for consideration at the next Q&E meeting.
6. The candidate is informed of the decision when given details of the retake examinations.

**QUALIFICATION AND EXAMINATION
BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS
BRUNEI DARUSSALAM**

Absence from an Examination Form

***THIS FORM MUST BE RETURNED TO THE Q&E SECRETARIAT NO MORE THAN ONE
WEEK AFTER THE MISSED EXAMINATION***

Candidate name:

IC Number:

Programme of Study:

Claimed Cause (delete as appropriate):

Illness; Hospitalisation; Family Illness; Bereavement; Personal/Emotional Circumstances;

Victim of Crime; Other

Provide a brief description outlining the nature of the circumstances

Details of Evidence Supplied

(eg, medical certificate, letter from doctor/hospital, death certificate, police report, letter from counseling service, etc)

STUDENT SIGNATURE:

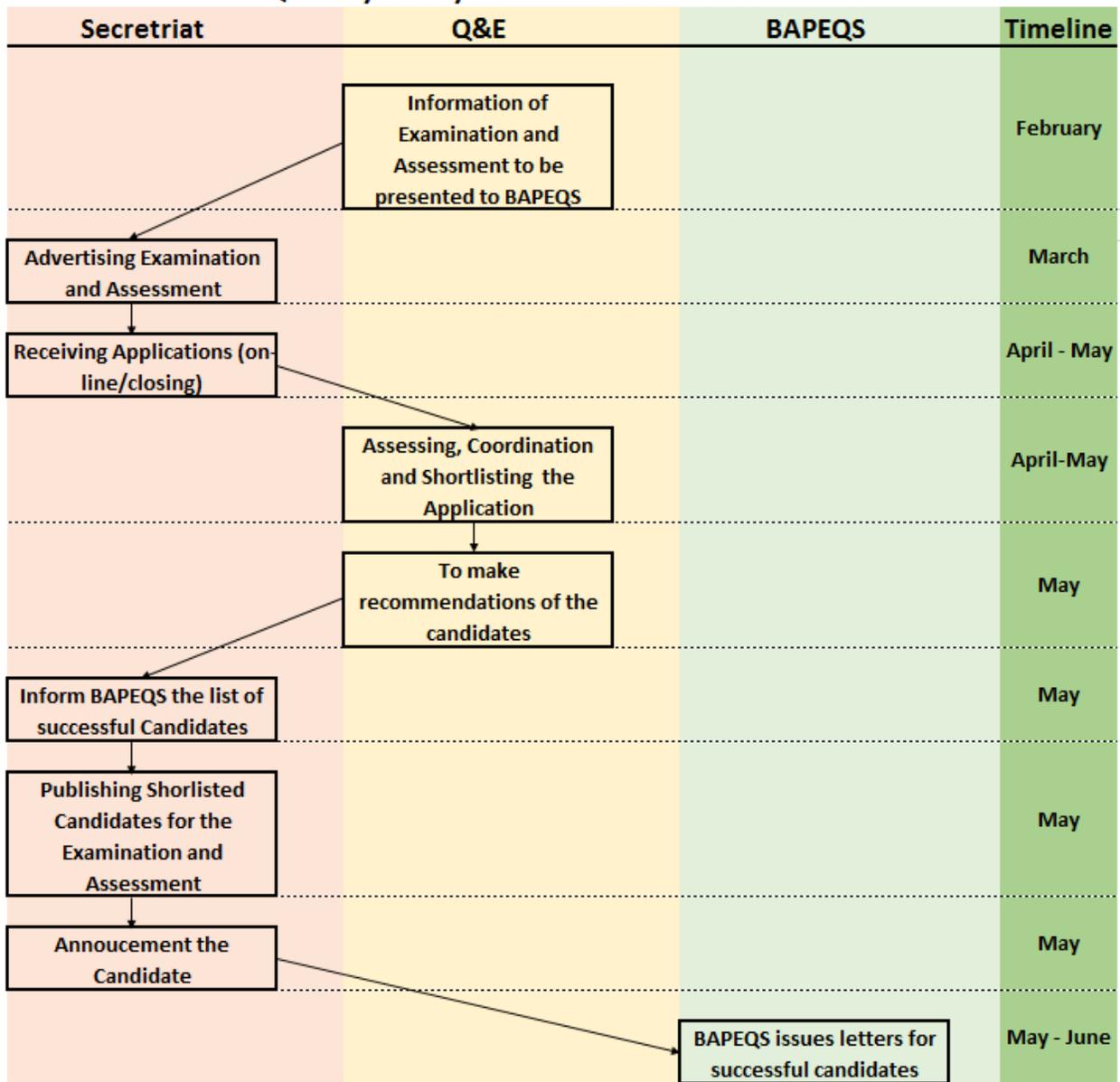
DATE:

NAME AND SIGNATURE OF RECEIVING Q&E SECRETARIAT PERSONNEL:

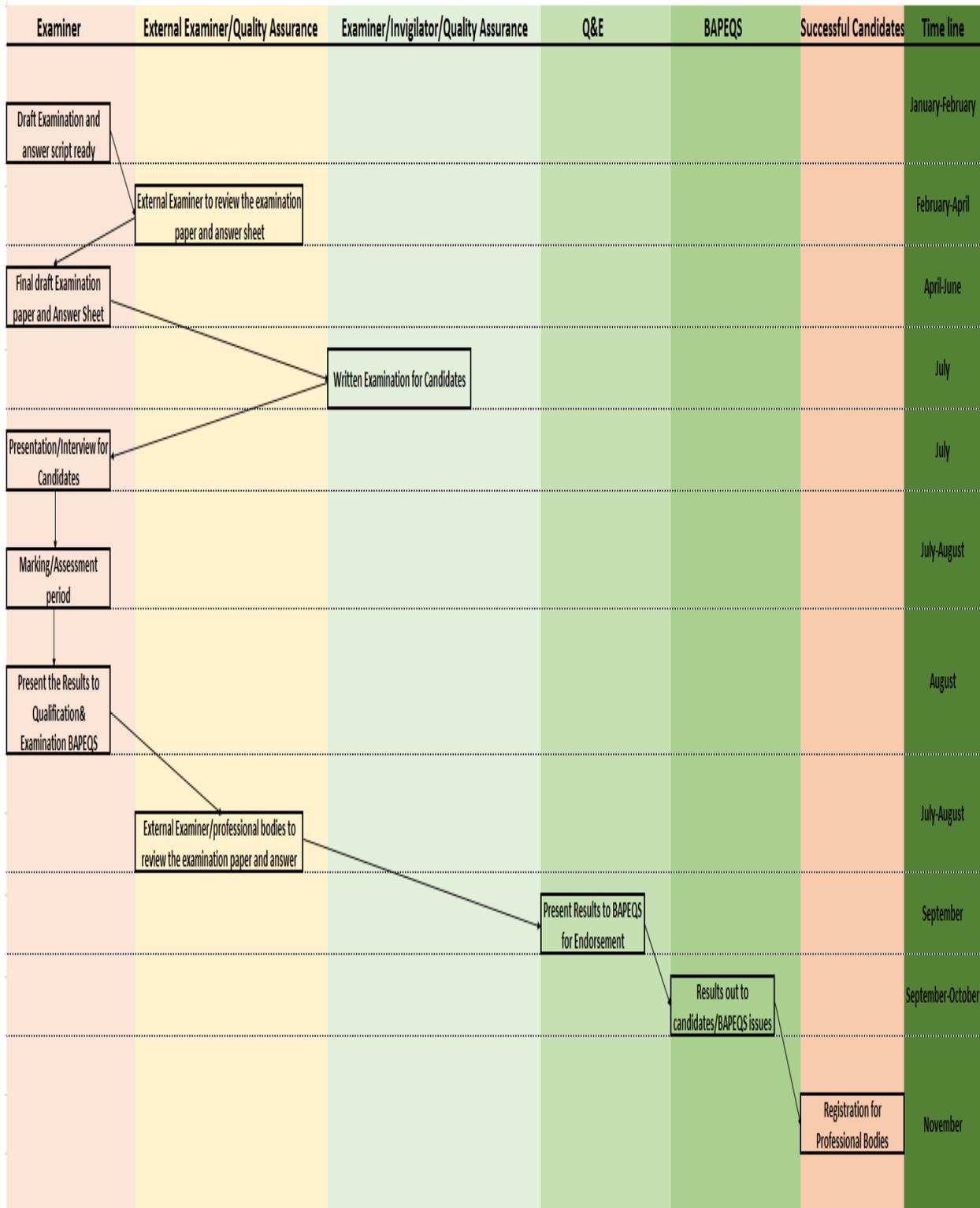
DATE:

6.0 STANDARD OPERATING PROCEDURE

Advertising and Admission Process Flow for Architect, Professional Engineers and Quantity Surveyor Examination and Assessment



Process Flow for Architect, Professional Engineers and Quantity Surveyor Examination & Assessment



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