



**SORINTEQ**  
ACADEMY

## **Sorinteq Academy Limited: Academic Examination Policy**

**Policy Statement:** Sorinteq Academy Limited is committed to maintaining the highest standards of academic integrity and fairness in the conduct and administration of examinations. This Academic Examination Policy outlines the principles and procedures that guide the creation, administration, and evaluation of examinations to ensure a consistent and equitable assessment process for all students.

**Scope:** This policy applies to all students, faculty members, and staff involved in the administration and evaluation of examinations at Sorinteq Academy Limited.

### **Key Principles:**

1. **Fairness and Equity:** Examinations will be designed and administered in a manner that ensures fairness and equity for all students. Special consideration will be given to accommodate the needs of students with documented disabilities or other special requirements.
2. **Academic Integrity:** Sorinteq Academy Limited maintains a zero-tolerance policy for academic dishonesty. All examinations will be conducted under conditions that discourage and detect cheating, plagiarism, and other forms of academic misconduct.
3. **Examination Security:** Sorinteq Academy Limited will implement strict security measures to safeguard the confidentiality of examination papers, prevent unauthorised access, and maintain the integrity of the assessment process.
4. **Standardised Procedures:** The institution will establish standardized procedures for the creation, distribution, and collection of examination papers. These procedures will be communicated clearly to faculty members, students, and any other relevant stakeholders.
5. **Access to Exam Results:** Students will have timely and secure access to their examination results. Any concerns or disputes regarding grades will be addressed through established procedures for academic appeals.
6. **Special Considerations and Accommodations:** Sorinteq Academy Limited is committed to providing reasonable accommodations for students with documented disabilities or other special needs. Faculty members and relevant staff will work collaboratively to ensure that these accommodations are implemented effectively.

#### Examination Administration:

1. **Timeliness:** Examinations will be administered in a timely manner, and schedules will be communicated well in advance to allow students ample time for preparation.
2. **Supervision:** All examinations will be conducted under appropriate supervision to prevent and detect any form of academic misconduct. Invigilators will be trained to maintain a secure and controlled environment.
3. **Question Clarity:** Examination questions will be clear, unambiguous, and directly aligned with the learning objectives of the course. Ambiguities will be avoided to ensure a fair assessment of students' knowledge and skills.

**Review and Update:** This Academic Examination Policy will be regularly reviewed and updated to align with changes in educational practices, legal requirements, and industry standards.

*Effective Date: 1<sup>st</sup> January 2024]*

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*Version: V3.*