

IRRV Examinations: June 2024 and December 2024

Examinations and Assessment Regulations



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INSTITUTE OF REVENUES
RATING & VALUATION

IRRV Examinations: June 2024 and December 2024

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1. Eligibility

- 1.1 The eligibility to sit the Institute's examinations are set out in the syllabi for both Certificate and Diploma; these can be found at:
 - Diploma
https://www.irrv.net/documents/6/files/Syllabus/Diploma_Syllabus_2024.pdf
 - Certificate
https://www.irrv.net/documents/6/files/Syllabus/Certificate_Syllabus_2024.pdf
- 1.2 A candidate must be a member of the Institute when they submit an application to sit an examination. It will not be possible to submit an application, unless the candidate has their membership number.
- 1.3 Upon completion of the online application form, candidates are required to provide invoicing information. Once the online order has been completed, an invoice will be automatically emailed to the person/department names on the invoice, i.e. the person who is responsible for authorizing / making the payment.
- 1.4 It will be the responsibility of the candidate to ensure all examination and membership fees are paid before they sit an examination. If payment has not been made, the candidate will be prevented from sitting an examination.

2. Application

- 2.1 Institute examinations are held in June and December each year. Applications must be submitted by **31st March** for the **June** session and **30th September** for the **December** session. A late entry fee will be payable, if received after this date.
- 2.2 Applications must be submitted through the Examination portal on the IRRV Website. This can be found at https://www.irrv.net/examinations_apply/index.php.
- 2.3 It is the responsibility of individual candidates to submit their entry, or to ensure that it has been submitted on their behalf.
- 2.4 The Examination Timetable for all sittings is available on the IRRV Website. These can be found at:
 - June 2024 <https://www.irrv.net/homenew/item.php?iid=26797&wid=6&did=18>.
 - December 2024 <https://www.irrv.net/homenew/item.php?iid=26937&wid=6&did=18>.

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3. Fees

3.1 The examination fees for 2024 (agreed by the Institute's National Council) are as follows:.

Candidate Fee – Level 3 Certificate (England and Wales) Technician Certificate (Scotland)	(£)
Examination (per subject)	90
Assignment (per subject)	90
Examiner's review	65
Appeal	65
Deferral per subject	45
Cancellation (per session)	35
Late entry	55
Candidate Fees – Diploma	
Examination (per subject)	90
Assignment (per subject)	90
Examiner's review	65
Appeal	65
Deferral per subject	45
Cancellation (per session)	35
Late entry	55
Candidate Fees – Honours	
Candidate fee (Proposal, Dissertation Submission and Viva Voce)	500
Appeal	70
Honours dissertation re-submission	110

Note: All fees exclude VAT

- 3.2 Applications submitted after the closing date to sit an examination will be subject to payment of the late entry fee.
- 3.3 Deferrals and cancellations can be made, without charge, up to the closing date for submitting an application to sit an examination.
- 3.4 Deferrals and cancellations can be made after the closing date for submitting an application to sit an examination, although will be subject to payment of a deferral or cancellation fee.
- 3.5 There will be no refund if a candidate is absent at an examination sitting.
- 3.6 The Examinations Officer has discretion to waive payment of a fee in exceptional circumstances (i.e. letter from a medical practitioner setting out the medical reason or an employer supporting the personal circumstances of a candidate). Applications will be considered on a case-by-case basis.

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4. Conduct at Examination Centres

- 4.1 The conduct for an examination is set out in the Invigilators Instructions that are produced for each sitting. These will be sent to invigilators and students, two weeks before the examination.
- 4.2 All assessments will take place in English.

5. Disciplinary Procedure in the Event of Irregular Behaviour

- 5.1 An overview of the disciplinary process, and definitions of 'irregular behaviour', can be found in **Appendix A**.

6. Arrangements for Candidates with Special Requirements

- 6.1 Guidance for candidates who have special requirements, (for example, specific learning difficulties, medical conditions or disabilities) can be found in **Appendix B**.

7. Results

- 7.1 Examination results will be published on the IRRV Web Site in August (June session) and February (December session). Candidates will be advised of the date, following an examination sitting.
- 7.2 Candidates will be able to access their own results by inputting their membership and candidate numbers. Candidates receive exact marks along with their grades for the examinations. (Note: in terms of an assignment, exact marks will not be issued)
- 7.3 The breakdown of examination grades is shown below. The overall mark will be classified as follows:
 - Exam
 - Unclassified: 0 to 49 marks
 - Fail: 50 to 134 marks
 - Marginal Fail: 135 to 149 marks
 - Pass: 150 to 224 marks
 - Distinction: 225 to 300 marks
 - Assignment
 - Unclassified: 0 to 16 marks
 - Fail: 17 to 44 marks
 - Marginal Fail: 45 to 49 marks
 - Pass: 50 to 74 marks
 - Distinction: 75 to 100 marks

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- 7.4 A certificate will be issued to successful candidates on achieving the qualification. Letters of Credit are issued to holders of the Certificate and Diploma qualifications, who have passed additional subjects.

8. Review of Scripts and Appeals

- 8.1 The Review and Appeals procedure provides a formal two-stage mechanism if a candidate seeks a review of their exam script and / or intends to appeal.
- 8.2 Candidates are advised of their right of Review and Appeal when they receive their results. This requires them to complete and return a form to initiate the process. A fee for a Review and Appeal would apply.
- 8.3 Upon receipt of a review request (and payment of the fee), the examiner is asked to scrutinise the candidate's exam script and submit a report on performance and marking. If the examiner recommends an upgrading of the result to a Pass, the report will be referred to the Qualifications Management Board (QMB). If the examiner's recommendation is confirmed, the candidate's record will be amended, the candidate informed and the fee refunded.
- 8.4 If the candidate is not upgraded to a pass, the examiner's report (which will highlight areas of weakness and give guidance on improvement) will be sent to the candidate.
- 8.5 A candidate may query the outcome of a review by submitting an appeal to the QMB, upon payment of a fee. An appeal may not be made until the review process has been completed. Under the appeal process, a QMB member will examine the script (and a sample of others) and report back to the QMB. If the QMB decides to upgrade the result to a Pass, the candidate's record will be amended, the candidate informed, and the total fee (for review and appeal) will be refunded. The QMB's decision is the end of this process and will be final.
- 8.6 In terms of an assignment, a candidate that receives a mark between 17 and 49 will be able to request a review of their assignment by the examiner. There will be no fee payable. The examiner will provide a short report that is then sent to the candidate; they can then re-submit the assignment at the next sitting. If the candidate is unhappy with the mark awarded having received the short report, they would then need to follow the appeal procedure, set out in paragraph 8.5 above. A fee is payable for an appeal.

9. Further Information

Further information and application forms are available from the Institute. Please contact:

Vaishali Patel, Education Officer
Email: vaishali.patel@irrv.org.uk
Telephone: 020 7691 8995

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Appendix A: Disciplinary Procedure in the Event of Irregular Behaviour

General

Irregular behaviour is deemed to 'cover cheating, attempts to cheat, plagiarism, collusion and any other attempts to gain an unfair advantage in assessments'. Assessment includes 'all forms of written work, presentations, demonstrations, viva voces, accreditation of prior learning portfolios and all forms of examination'.

The Institute emphasises to candidates, the seriousness of all forms of misconduct. It is the responsibility of the candidate to be aware that irregular behaviour in any form, constitutes a serious offence. Penalties can range from a warning to exclusion from the Institute. It is the responsibility of the candidate to take reasonable precautions to guard against unauthorised access by others to his / her work, both before and after assessment.

The following definitions are presented for guidance, but should not be considered exhaustive:

- Any form of communication with, or copying from any other source, during an examination.
- Communicating during an examination with any person other than an authorised member of staff.
- Introducing any written, printed or other material into an examination (including electronically stored information) other than that specified in the examination paper.
- Gaining access to unauthorised material during or before an assessment; this is to include access by any electronic, radio, telephonic or satellite communication.
- Use of mobile telephones during an assessment or examination.
- Submission of false claims of previously gained qualifications, research or experience, in order to gain exemptions.

Procedure

The procedure to be followed in cases of suspected cheating is as follows:

- All cases of suspected cheating must be referred to the Examinations Officer in the first instance and then to the Qualifications Management Board (QMB).
- In the case of examinations, an invigilator suspecting a candidate or candidates of cheating or attempting to gain an unfair advantage in an examination, must clearly mark the script of the suspected candidate(s) at the point when attempts to communicate with another candidate or using unfair means are noticed. The script should be signed by the invigilator. The candidate will be allowed to complete the examination unless his / her continued presence in the examination room is having a negative effect on other candidates. Any extended discussion between a candidate and an invigilator must take place outside the examination room.
- The invigilator must attach a full report to the script, which has to be submitted to the Chair of the QMB.
- The Board must establish an Investigatory Panel, consisting of three of its members.

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- The Examinations Officer must inform the suspected candidate(s) of its investigation and of the nature of the allegation and give the candidate the opportunity to state his / her case orally and / or in writing, at the candidate's choice, to the panel. The candidate must be told to make all evidence available to the panel. If the candidate chooses to present his / her case orally, she / he must be given the opportunity to do so in the presence of a friend. The candidate may choose not to attend a hearing.
- The investigatory panel must normally have met and reported prior to the meeting of the QMB. Where investigations are not completed in time for the meeting of the Board, a decision must be deferred, pending completion of the investigations. Where evidence of cheating becomes available subsequent to a meeting of the Board, the Institute has the right to reopen the matter and to determine the outcome(s) according to the evidence.
- The panel must decide whether the cheating is proven or not and must make a report in writing, including all evidence, to the QMB. The report must indicate whether the decision was unanimous, must advise on any mitigating circumstances and must advise the QMB on the seriousness of the incident.
- The panel must advise the candidate of its decision and of the substance of their report to the QMB. The candidate must be informed that he / she may, if he / she wishes, make a written statement to the Board.
- It is the panel's responsibility to establish whether cheating has taken place, and, if so, to decide what penalty, if any, should be imposed and what marks, if any, be given to the candidate. This panel has the power to rule that candidates have failed part or all of the examinations concerned and to determine whether or not the candidate should be allowed a further examination opportunity.
- In all cases, the panel should inform the Institute's Chief Executive of its decision. If the incident is deemed by the panel to require more wide ranging action, the matter must be reported to the Chief Executive, who may initiate disciplinary proceedings. The discretion available to the QMB shall include the right to recommend to the Chief Executive that his / her Institute membership be terminated. This will then be referred to the Institute's Professional Conduct Committee for a decision.
- Pending the outcome of any investigation, the examination scripts must still be marked but the QMB will not consider the marks until it has been adjudged whether or not an offence has been committed. Any discussion of the suspicion with the candidates or anyone else must be avoided except as provided in the IRRV's procedures.

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Appendix B: Arrangements for Candidates with Special Requirements

IRRV examinations will be taken at the examination centres / venues designated by the Institute. The Institute must recognise that there will be occasions where a candidate is unable to attend a designated centre; alternatively, where it would be inappropriate for them to attend such a centre.

Candidates may only sit examinations at remote locations with the express permission of the QMB. Examinations taken at a remote location shall be supervised by a person deemed by the Institute, to be a fit and proper person, for such purpose.

Candidates with known disabilities who require special arrangements for assessment purposes are required to submit a written statement to the Examinations Officer at the time of application to sit an examination. Medical confirmation will be required. The request will be considered by the Examinations Officer and if necessary, the QMB.

While every effort will be made to meet the particular needs of candidates with disabilities, it should be noted that support may be constrained by such factors as timetable scheduling and access to particular buildings. Candidates who are granted extra time, and who do not require an amanuensis, a laptop or other permitted device, may elect to sit the examination in the standard venue. However, due to the constraints of timetabling schedules, a maximum extension of only 45 minutes in total in the finishing time for examinations held in the same room can normally be permitted. The starting time of all examinations in the room must be the same.

Specific provision may include:

- **Amanuenses:** An amanuensis is a scribe or assistant who writes from a candidate's dictation. Visually handicapped, physically disabled and in some cases dyslexic candidates may wish to use an amanuensis. The amanuensis should be someone who is able to write legibly and at reasonable speed and ideally should have a working knowledge of the subject being examined but not someone who is too closely involved with the particular paper or candidate (e.g. a research assistant may be suitable provided he / she does not teach on the option being examined). In the case of a candidate with severe physical disabilities (e.g. a student with cerebral palsy whose speech may be difficult to understand), a regular volunteer or teacher would be acceptable.

Such candidates need to be invigilated in a separate room. A candidate who is recently disabled or temporarily unable to write will experience greater difficulties than a candidate who is used to working with an amanuensis, and this should be taken into account in the assessment. If possible, practice sessions with the amanuensis should be arranged.

- **Extra Time:** Extra time may be given to candidates with physical disabilities, dyslexia and / or a student using a laptop or other permitted device. Dictation creates the need to check punctuation and grammar and reading back what has been written. Individual arrangements per candidate will be made in the light of individual circumstances. As a general guide an extra fifteen minutes per hour is thought appropriate, although longer may be granted if the amanuensis is not familiar with terminology appropriate to the examination.
- **Aids and Equipment:** In an examination a candidate with a disability will be allowed to use equipment or aids which he / she normally uses in day-to-day study (e.g., personal computer).

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- **Separate Invigilation Arrangements:** Any special arrangements will aim to minimise stress for candidates undertaking assessment.
- **Alternative Papers:** The following may be provided where required: Braille papers, Large Print papers, Coloured Papers (for candidates with scotopic sensitivity syndrome, as examinations printed on coloured paper alleviate this problem), Tape Recordings (Tape recordings may be made and typed up immediately after the examination by an approved secretary).

The following conditions may be catered for:

- **Dyslexia:** Dyslexia can be identified, and candidates with dyslexia must produce evidence of the condition if they wish special consideration to be given to their assessment. Dyslexic candidates have different needs, and different difficulties (e.g. reading (accuracy and speed), spelling, written presentation (legibility, speed, fluency)). These will be identified, and the means by which the candidate normally studies (e.g. use of tapes to take in information or to present answers, use of a laptop etc.), may be arranged as applicable for formal assessment.
- **Hearing Impairment:** Hearing impaired candidates can take exams in the same room as other candidates but may be placed near to the invigilator so that if necessary they may lip read any oral instructions etc. It may be necessary to support the invigilator with a person able to communicate with the student using the appropriate sign language.
- **Sudden Illness or Disability:** Where sudden illness or disability occurs during the assessment period, medical certificates must be provided. Where necessary full details will be presented to the QMB, and full consideration given to the case in the light of available options (deferral, withdrawal and refund, marks allowance etc.).
- **Religious observances:** Candidates whose religious observances clash with scheduled assessments should submit a written request which will be considered by the Examinations Officer. A minimum of four weeks advance notice must be given by the candidate. Appropriate supporting evidence may be required.

While every effort will be made to meet the particular needs of candidates' religious devotions, it must be noted that support may be constrained by such factors as scheduling, staffing and the timing of examinations. Possible arrangements could include deferral to the next available opportunity. The advice and the agreement of the QMB will be sought.