



**Examination committee regulations
Inter College Business School
2019-2020**

Regulations ICBS 2019-2020

Version	1.0
Confirmed	August 31, 2019
Confirmed by	Management ICBS
Duplicate to	Examination committee ICBS

Article 1. Examination committee

1. The Examination committee operates as only Examination committee for all degree programmes of Inter College Business School.
2. The Examination committee's task is to determine if a student has the knowledge, insight and skills necessary for obtaining a degree, which they base on the Education and Exam Regulations (OER in Dutch).
3. The examination committee records its decisions in writing and ensures that it receives reports about the execution/implementation of the tasks and/or authority mandated by it.
4. The examination committee remains completely responsible for the tasks and/or authority mandated by it.
5. The examination committee has the authority to advise the management about all matters related to quality of the education.
6. Management ensures that the independent and expert functioning of the examination committee is sufficiently safeguarded and that it can do its work without interference and prior consultation.

Article 2. Composition and work method examination committee

1. The examination committee consists of at least three members, including:
 - a chairperson, as well as a replacement chairperson.
 - at least one teacher from the institution;
 - preferably at least one external member.External members, including examiners and test experts, can also take part. The management of ICBS is excluded from membership of the examination committee.
2. The examination committee is supported by a secretary. This person may be an official secretary without voting rights or a committee member with voting rights. The examination committee will make a decision about this in consultation with management.
3. The exam committee has the authority to be given access to all information it has for the purposes of forming its own judgement regarding the matters from art. 7 of the Education and exam regulations.

The examination committee may possibly receive support for meetings from employees involved with the degree programme, such as teachers, coaches, examiners or assessors, and a review committee. They have an advising vote in the meetings. The examination committee is also authorised to hear from the mentioned parties or request from them information about decisions they have made or advice they have given. The mentioned parties are obligated to provide the examination committee with the documents they requested. If requested, examiners need to provide the examination committee with materials that can be used to assess the exam quality and method of grading (including: learning objectives, exam plan, exam blueprint, answers, assessment scheme, assessment criteria for assignments and exams, the exam and/or the assignment(s) themselves, exam results and the analysis of the results.
4. The examination committee's chairperson and secretary, henceforth referred to as the day-to-day management, are authorised to take care of day-to-day matters based on a general mandate.

In case the examination committee's chairperson has to make a decision on an urgent matter, it will be immediately reported to the entire examination committee.

In case the examination committee's chairperson cannot make a decision in a particular situation, the decision will be postponed to the next meeting. If urgent decision making

is desired and postponement is not an option, the examination committee's chairperson will hold an extra plenary meeting with the entire examination committee.

5. If one of the examination committee's members is absent for longer than two months, the examination committee will request that the management appoints a (temporary) replacement member. The examination committee may make a proposal for the replacement, with or without being asked. Before appointing a (temporary) replacement member, the management will hear what the exam committee's members have to say.
6. In cases in which plagiarism has been clearly proven, the degree programme will give the student(s) in question a mark of 1, and the management is authorised to employ the measurement in accordance with the education and exam regulations.
7. If the day-to-day management has confirmed that plagiarism has taken place in accordance with the previous subsection, appeal to the entire examination committee is only possible if, according to the day-to-day management, the student has presented new, relevant facts or considerations.

Article 3. Appointment, reappointment and suspension of examination committee members.

1. The examination committee's members, including the official secretary, are appointed by ICBS' management, in compliance with article 2. The chairperson and replacement chairperson are appointed by the management of ICBS. For all other matters, the management will consult with the members of the examination committee before appointing a member.
2. ICBS' management ensures that the exam committee is composed in such a way that expertise is safeguarded for the following fields:
 - relevant regulations and legal frameworks based on the WHW (higher education and research act);
 - quality assurance and policy related to exams and tests including all aspects of tests;
 - knowledge of the final level to be attained of the degree programme(s) as well as relevant degree programme documents (curriculum, structure of the programme, structure diagrams, learning plan diagrams, etc.).
3. For the purposes of nomination and appointment of the members of the examination committee, a profile is used which describes the requirements/criteria with regard to the required competencies. This profile is confirmed by the management.
4. The appointment of examination committee members is for the period of one year.
5. The membership of the examination committee ends in accordance with the schedule of resignation. Reappointment is possible. After the first appointment (for the period of one year), a member can be reappointed four more times for that period, meaning that a member can be on the examination committee for a maximum of five years. Before appointing a (temporary) replacement member, the management will hear what the exam committee's members have to say, and the expertise requirements/criteria described in subsection 2 and three of this article, will be expressly considered.
6. When the tasks of the examination committee are not satisfactorily carried out, the management can suspend the member(s) in question or terminate the appointment as member of the examination committee.
7. Termination of the appointment of examination committee members by the management takes place:
 - a. After the appointment period in accordance with subsection 4 of this article has ended, unless there is a reappointment based on subsection 5 of this article, in which the

- maximum membership period of five years is not exceeded.
- b. At the request of the member at the end of the membership period in accordance with subsection 4 of this article, or before the membership period has ended in case of the first appointment or reappointment(s) based on subsection 5 of this article. In the case of early termination, a reasonable time frame will be used in consultation with the management.
- c. Early termination as decided by the management. In the case of early termination as decided by the management, the decision will be formalised in writing, including the reason(s) for the decision, as well as the effective date of the appointment's termination.

Article 4. Tasks and authority of the examination committee

1. In addition to the task as described in Article 1, the examination committee has the following tasks and authority:
- Safeguarding the quality of exams, tests and examinations and determining further (operational) regulations regarding;
 - Determining the guidelines and instructions within the framework of the education and exam regulations for assessing and determining the results of exams, tests and examinations, including determining further (operational) regulations regarding;
 - Appointing examiners for the purposes of administering the exams and tests and determining the results thereof;
 - Terminating the appointment as examiner;
 - Determining further rules regarding possible fraud from (future) students or external students and the related measures to be taken;
 - Making proposals to the management and terminating the enrolment of a student in case of serious academic fraud;
 - Making a decision in case a student is suspected of committing an infraction and if necessary, taking measures, all in accordance with the executive regulations regarding exams as determined by the examination committee;
 - Advising the management and degree programme management in relation to ending a student's enrolment as a result of his behaviour in relation to the future profession.
 - Making, in as far as it falls under its authority, decisions about appeals submitted by students;
 - Making decisions about exemption requests by students and groups of students and determining further (operational) regulations regarding;
 - Deciding if a student's request for an extra opportunity take an exam or test;
 - Enable students with physical or sensory disabilities to take tests and exams in a modified way;
 - Deciding not to make a student's request for an oral exam or test public;
 - Distributing evidence and statements;
 - Helping to shape the exam policy of the degree programme;
 - Advising the management on the Education and exam regulations and possibly related operational regulations;
 - The awarding of a certificate as proof that an exam was successfully completed, after the management has stated that all procedural requirements for the awarding were met;

- These requirements are:
 - for awarding a degree, the student needs to be enrolled at the ICBS;
 - the tuition fee has to have been paid;
 - the obligations stated in the Education and exam regulations relating final attainment levels need to have been met.
 - in ICBS' student information it is finally and formally recorded that all exams have been successfully completed.
 - Making a decision about the student's request to postpone the actual awarding of the certificate;
 - If requested – to the person who has successfully completed more than one exam or test, but who cannot be awarded a certificate as meant in article 7.11 subsection 2 WHW – provide a statement that mentions at least the tests and/or exams that were successfully completed;
 - An annual report of its activities.
 - An annual plan of tasks for the purposes of quality assurance by the examination committee with specific, well-argued priorities.
2. The examination committee has the authority to request all information from management it needs to come to a decision regarding the matters mentioned above from art. 7.2 subsection 1.
 3. The examination committee has the authority to advise the management on all issues that are part of its tasks.
 4. The institution's management ensures that the examination committee can do its work, as described in art. 7.2 subsection one, without interference and consultation.
 5. The examination committee will be given a list of examiners by the education management for their approval. This list needs to be delivered every year, during the first meeting of the examination committee of the academic year.
 6. If new examiners are appointed in the meantime, the education management needs to notify the examination committee before their next meeting.
 7. The chairperson/day-to-day management of the examination committee or their replacement is authorised to handle matters in the purview of the examination committee that, according to his/her judgement, cannot be delayed.
 8. At the next meeting of the examination committee, the chairperson/day-to-day management (article 7) will give account about this to the examination committee. With regard to the tasks that have been delegated by the examination committee, we refer you to Appendix I of these regulations.

Article 5. Official secretary tasks

The (official) secretary of the examination committee has at least the following tasks:

- preparing the meetings, in consultation with the (replacement) chairperson;
- determining the urgency of received requests and notifying the chairperson of the examination committee about them right away;
- Reporting for each meeting;
- ensures that all examination committee members as well as the management will receive a copy of the final report in a timely fashion;
- make available for inspection the final reports (if preferred, anonymously), including the examination committee's annual report, exclusively for the examination committee members and the management. Inspection by other interested parties than mentioned above can only be allowed after approval of the entire exam committee;

- safeguards what has been decided in meetings and records this in decision and agreement lists;
- has the responsibility for archiving written requests sent to the examination committee, written decisions by the examination committee as well as final reports. Archiving takes place at the secretariat of ICBS.

Article 6. Examination committee meetings

1. The examination committee meets at least five times a year to discuss ongoing matters. For (occasional) urgent matters the chairperson of the examination committee is authorised to take care of ongoing matters himself, with the understanding that the entire examination committee will be informed forthwith. If desired, the chairperson of the examination committee may schedule one or more extra meetings.
2. Examination committee members are announced on the student website in a timely fashion and preferably match the planning cycle of the exam rounds.
3. If the presence of a student is preferable for the handling of a matter, the examination committee may invite the student to take part in the meeting of the examination committee.
4. If a student wants to be present at an examination committee meeting for a personal matter/affair to provide additional information to the examination committee before it comes to a decision, the examination committee will grant that request, in compliance with article 2 subsection 6 and 7 of these regulations.
5. If a student has to be present at a meeting at the request of the examination committee or at their own request, this is briefly recorded in the minutes of the meeting.
6. The examination committee decides with simple majority of the votes cast. The official secretary of the examination committee has no voting rights. If the votes are equal, the judgement of the chairperson of the examination committee will decide.
7. At the next meeting, the examination committee formally ratifies the decisions, the day-to-day business handled by the chairperson of the examination committee based on its general mandate in the meantime, as well as any other decisions that have been made based on mandate tasks/authority.
8. If the examination committee receives an appeal, intended for the Appeals Committee (Commissie van Beroep voor Examens van de NRTO), it will immediately be forwarded to the CvBE.
Even an appeal for the Appeals Committee for Exams that has been erroneously addressed (for instance sent to the examination committee by mistake), will be forwarded to the CvBE of the NRTO.
9. For the consideration of a request, complaint or objection by a student that involves a member of the examination committee, the member in question will not take part in the consideration of the request, objection or complaint, and will recuse himself from voting on a decision.

Article 7. Annual report examination committee

1. The examination committee gives account to ICBS management every year in November with a written report about the policy it conducted during the previous academic year that always ends in August. The final report is available for exceptions for only the members of the examination committee and the management. Inspection by other interested parties than mentioned above can only be allowed after approval of the entire exam committee;
2. The report includes at least the following topics:

- appointment of examiners as well as confirming and safeguarding the expertise of the examiners;
- safeguarding the quality of the exams, assessments and final products (final papers or closing assessment_ as well as the use of the Internal Handout Tests and Testing Policy (Interne Handreiking Toetsen en Toetsbeleid));
- determining guidelines and instructions within the framework of the Education and Exam Regulations to mark the results of exams and assessments (marking norm);
- determining if the created guidelines and procedures (as included in the Education and Exam Regulations) or correctly carried out by ICBS;
- the number of awarded certificates and exemptions;
- handling complaints and objections;
- verdicts by the Appeals committee regarding appeals about exams (including assessments etc.) that have been discussed by the examination committee;
- determining the implementation rules regarding exemptions;
- determining the implementation rules regarding admission requirements;
- recording the examination committee decisions (appendix decisions list)
- cheating on exams, including the number of cases of academic fraud as well as the decisions made by the examination committee (and if necessary, measures taken);
- changes in the composition of the examination committee, including new appointees and terminated memberships;
- using the profiles as mentioned in article 3 subsection 3;
- expertise improvement attended by members;
- a self-evaluation about its own performance;
- its involvement with accreditations.

Article 8. Facilities

1. Management provides the examination committee with sufficient facilities, including a meeting room, facilities for copying and distributing meeting documents, an official secretary, etc.
2. In accordance with article 1, subsection 3, the examination committee may employ one or more experts in the fields mentioned in article 3, subsection 2, in consultation with the management.
3. After approval by management, there are opportunities provided for members of the examination committee for training, advice and support.

Article 9. Complaint, objection and appeal

1. ICBS has included the procedure regarding questions, complaints, objections and appeals both on its intranet and in the Education and Examination Regulations (Dutch: OER). The examination committee will follow the established procedure in accordance with the created guidelines with due consideration of what has been included in article 6, subsection 9.
2. The examination committee may appoint a third examiner/assessor for reassessment in the case of an objection related to (oral) assessments (including exams and final products) or in cases where the examiner and assessor could not come to an agreement about a joint mark. The appointed examiner/assessor gives a recommendation to the examination committee regarding the reassessment. The examination committee will award the final mark.

Article 10. Irregularity, plagiarism and academic fraud

With regard to measures the examination committee can impose in the case of irregularities, plagiarism and fraud, please consult the Education and Exam Regulations, as well as article 2, subsection 6 and 7 of these Regulations.

Article 11. Protection

Management ensures that the members of the examination committee are not harmed by their membership or work for the examination committee when it comes to their position related to ICBS.

Article 12. Unforeseen circumstances

In cases where these regulations do not provide an answer and that require an immediate decision, the chairperson of the examination committee – in as far as it falls within the purview of the examination committee – will decide. The chair person of the examination committee will share his/her decision(s) with the other members of the examination committee forthwith.

Article 13. Other provisions

These regulations are evaluated by the examination committee each year before the start of the academic year, and if necessary, a request for a change will be made to management.

Article 14. Effective date

These updated regulations become effective per September 1, 2016 and were confirmed by the management in August 2016.

APPENDIX I Delegated tasks and authority of the examination committee.

Delegated tasks of the examination committee

Part of the regulations of the ICBS examination committee 2016-2017

Task	Delegated to	Condition	Process	Confirmation or audit via
Awarding extra time for people with dyslexia, allowing computer use for answers	Day-to-day management examination committee	Dyslexia statement of official body present	Include copy in student file at next meeting as accounting by the secretary	Next meeting ratify decisions using letters and proof
Disabled: sensory or physically different way of taking exam	Day-to-day management examination committee, secretary	Underlying medical documents present	Include copy in student file at next meeting as accounting by the secretary	Next meeting ratify decisions using letters and proof
Request different exam in accordance with Education and Exam Regulations	Day-to-day management examination committee, secretary		Include copy in student file at next meeting as accounting by the secretary	Next meeting ratify decisions using letters and proof

Exemptions for modules	Examination committee decides, recommendation regarding exemption delegated to teacher/expert.	The teacher/expert gives a recommendation after comparing the module description, literature etc, proof for comparison present	Request via, they will send request to teacher/expert for recommendation, examination office will receive recommendation, communicates this to committee	Committee decides during meeting
Diploma production and check, graduation ceremony, issuance	Management and administration (operational)	If complied with sufficient EC total degree programme, mandatory parts		Signing of diploma by examination committee chairperson
Intake for admission of students and 21+ test or foreign diploma	Management	Test meets degree programme requirements in accordance with Education and Exam Regulations, certified copy of diploma	Include in student file	
Appointing examiners	Management	List of examiners		Annual confirmation of list by examination committee during meeting
Fraud and plagiarism, assessment for invalid declaration	Report by examiner or invigilator,	Proof sufficient and indisputable	Examination committee will investigate and complete file, secretary will send letter to student that investigation has started, after which the day-to-day management of the examination committee will determine the final sanction.	Next meeting ratify decisions using letters and proof determine sanction in accordance with Education and Exam Regulations

Determining marks for assessments and registration	examiner	Appearing on list of examiners as confirmed by the committee	Examiner determines mark, administration enters it, direction tacitly confirms after the objection period has passed	Annual confirmation of list by examination committee during meeting
Confirming the time slots for the exam cycle (conditions and exam moments),	Management	Meeting requirements in accordance with Education and Exam Regulations	Confirmation of annual plan by management	Examination committee, annual plan distribution in accordance with Education and Exam Regulations
Determining rules regarding proper conduct during the exam	Management		Invigilator procedure present	Random test in the field by examination committee
Issuance of statements, certificates regarding passed modules	Administration	In case degree programme was not completed in a normal way.	Request through examination committee, admin. composes documents, secretary or member examination committee signs	
For cases that require a quick decision, the chairperson and secretary have been mandated.	Day-to-day management examination committee		Compose letter by secretary committee, cc in student file and compose list	Input and decision list examination committee meeting
Compose guidelines and instructions regarding composing assessments	Examination committee		Annual revision	Testing via Education and Exam regulations confirmation and via meeting examination committee
Returning insufficient marks to sufficient marks after questions are withdrawn as a result of a committee decision	Academic records	Provided the rules and guidelines as determined by examination committee are met	Secretary	Overview list during examination committee meeting via secretary

Safeguarding level of modules and exams	Examiners	Meet the competency profile, as validated by the examination committee	Assessed if meets the competency profile Examination committee will randomly assess module descriptions and exams four times per year	Discussion in a meeting
---	-----------	--	--	-------------------------