

# Assessment Regulations

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## Purpose

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the global professional body for public finance professionals and recognises practitioners at every level, from those starting out in their career to those innovating and leading the profession. CIPFA organises, sets and runs professional assessments to enable our members to attain high levels of competence in the field of public finance.

## Scope

This document sets out the regulations pertaining to, and procedures for members who are sitting, or intending to sit CIPFA assessments. This document also serves to signpost members and staff to more detailed policies in specific areas.

## Associated Policies

Assessment Appeals Policy  
Invigilation Policy  
Reasonable Adjustments and Extenuating Circumstances Policy  
Recognition of Prior Learning & Exemptions Policy  
Special Consideration Policy

## CIPFA Procedures before assessments

### Eligibility to register for assessments

CIPFA runs 2 main assessment sessions in December and June, with 2 additional assessment sessions, for re-sits or first sits, in September and March.

To be eligible to sit CIPFA assessments students must:

- Hold current and active student membership with CIPFA
- Register for the assessment before the published registration deadline. Late entries may be allowed in exceptional circumstances but will incur additional fees.
- Have access to a computer, internet connection, suitable room, and approved invigilation arrangements as appropriate.

Students who are part of a programme run by an Accredited Training Provider (ATP) must complete the agreed registration process before the registration deadline.

The times of UK assessments are set by Greenwich Mean Time (March and December) and British Summer Time (June and September). The timetable for overseas sitting of assessments will be set to the local time and confirmed by CIPFA.

### Assessment delivery

All CIPFA assessments are delivered online through an e-assessment platform. Students are expected to take their assessments using a remote invigilator through the e-assessment platform. Local invigilation will only be permitted for exceptional circumstances set out in the Reasonable Adjustments and Extenuating Circumstances Policy.

## Remote invigilation (flexible location)

- Online assessments are supervised by a remote invigilation service provided by the e-assessment platform. The assessment is completed on a computer with a stable and continuous internet connection. The computer can be in any suitable quiet location, including the student's home or a workplace. It requires a private room, web camera and functioning audio (microphone and speakers).
- CIPFA's assessment sites will only work with Google Chrome and Microsoft Edge.
- Those using work computers/laptops for their live assessments can find the administrative security settings blocking the downloads required for a successful remote invigilation experience.
- Chromebooks and computers linked to virtual machines are not compatible with the remote invigilation system. TalkTalk & Virgin Media customers may find that they are blocked from fully accessing the remote invigilation system and will need to ask them to either whitelist or remove Scam Protection.
- The full details of the e-assessment and remote invigilation system requirements link can be found on the login page of CIPFA Assessment.

## Local invigilation

- This option is only available to students with extenuating circumstances and needs with prior approval granted by CIPFA.
- This route requires an invigilator to be present in the room and does not use a remote invigilator.
- The invigilator must be a line manager from another department or a member of the HR team. CIPFA will need to approve the invigilator in advance of the assessment.
- The local invigilator route uses the e-assessment software and Google Chrome and Microsoft Edge web browser. Students can sit their assessments at work or any other educational recognised establishment. Those students taking the assessment at work, will have to find an invigilator who is not their direct report or is not directly reporting into them.
- If approved to use a local invigilator, students must make all arrangements for an assessment centre and an invigilator for the assessments. British Council offices are recommended wherever available; local colleges, universities or other educational organisations can be used in the absence of a British Council office. All information including the location of the assessment, invigilator name and email address must be updated on the student's MyCIPFA page and Rogo. All arrangements are subject to CIPFA's approval.

## Reasonable Adjustments and Extenuating Circumstances

CIPFA recognises that there are students who are able to cope with the learning demands of a course and can demonstrate attainment in the skills and knowledge being assessed, but for whom the standard arrangements for the assessment of their attainment may present an unnecessary barrier which could be removed without affecting the validity of the assessment.

This can apply to students who have long-term learning problems but also to students who are affected nearer the time of the assessment.

Categories of Reasonable Adjustment vary according to the category and type of impairment but are typically spread across four areas:

- Cognition and learning needs
- Communication and interaction need
- Sensory and physical needs
- Social, mental and emotional needs

Students are responsible for notifying CIPFA of any Reasonable Adjustment requests. Applications for Reasonable Adjustments are open at least one month before the registration deadline on the CIPFA website (Assessments page). Each submission must be accompanied by appropriate and relevant evidence. Applications will be considered only on the merit of the evidence supplied. CIPFA's decision thereon is final.

Only those arrangements considered and approved by CIPFA in advance of the summative or End-point assessment will be honoured.

CIPFA also recognises that students may have particular assessment accessibility needs leading to invigilation requirements which fall within extenuating circumstances.

Students are advised to submit an application in line with CIPFA's Reasonable Adjustments and Extenuating Circumstances Policy. Only applications that meet the criteria and provide sufficient evidence will be approved. Please refer to our Reasonable Adjustments and Extenuating Circumstances Policy for full details <https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>.

If students have been granted reasonable adjustments or extenuating circumstances, the confirmation letter from CIPFA will be provided in advance of the exam.

Full details, including example arrangements and how to apply, can be found in the Reasonable Adjustment and Extenuating Circumstances Policy on the MyCIPFA website.

## Assessment refunds and deferrals

### Assessment registration fees refunds

A full or partial refund of assessment fees will be made in the following circumstances;

- Where the exam booking window is open and a student requests to cancel their assessment, a 100% refund will be offered in this circumstance. The student needs to contact Student Support to inform CIPFA of their decision to withdraw from the assessment.
- Where the exam booking window is closed and the student is prevented from attending the assessment due to medical circumstances, bereavement, or local emergency, a 50% refund will be offered. If the student does not meet any of the referenced criteria, a refund will not be offered.

The Assessment Deferrals Application process procedure (~~section 6.3 onwards~~) should be followed in order for a refund to be considered.

### Assessment deferrals

Once a deferral is applied, if this subsequent assessment booking is then cancelled, no refund or further transfer is permitted unless a new deferral application is approved.

A student may defer each module, up to a maximum of two attempts. Once the second deferral has been applied, no refund or further transfer is permitted.

#### Criteria for deferral

- Assessment deferrals will be considered if the student is prevented from attending the assessment and an application is received after the assessment booking window closes and before the date of the assessment.
- Applications will only be considered if received after the assessment booking window closes and before the assessment date.
- If the application is made more than 5 days prior to the assessment date then no evidence is required, If the application is made 5 days or less prior to the assessment, supporting evidence must be attached.

For full details please refer to Deferrals policy.

## Exemptions

Exemptions from CIPFA assessment may be awarded in recognition of previous academic achievement. Students are not required to complete the assessment for any assessment from which they have been granted exemption. An exemption will not be granted if the student has previously attempted an assessment and not been successful.

Full details on the most up to date exemption process can be found on the CIPFA website

## Assessment conduct requirements

### During the assessment

- Plagiarism involves presenting someone else's work or ideas as the student's own without proper attribution and is a breach of academic integrity. Any work presented in the examination must be the student's **own** work. Any unauthorised materials, use of Artificial Intelligence or collusion with other individuals is strictly prohibited. It is the responsibility of the student to read and be familiar with CIPFA's Assessment Offences and Generative Artificial Intelligence policies. Any breach of academic regulations or misconduct during an examination will be managed through CIPFA's Assessment Offences process. Cases may be referred to the Disciplinary scheme.
- Any student failing to comply with CIPFA requirements, or with any given by the invigilator, may be liable for disqualification.
- Invigilators will report any perceived breach of these rules to CIPFA. Where the circumstances of any potential breach of these rules reveal that there may be an Assessment Offence or a breach of Byelaw 23 of the CIPFA Byelaws, the matter will be dealt with pursuant to the Assessment Offence Policy and/or the Disciplinary Scheme.

## ID Verification

Students must bring a valid photo ID (passport, driving license, national ID card or work access card) to the assessment at each session and show it to the invigilator when required.

If students have been granted Reasonable Adjustments, the confirmation letter from CIPFA will be provided in advance of the assessment. Invigilators will also have a copy of the letter.

Please note, any specific details provided will be treated as confidential and will not be included in the letter.

Female students covering their face with religious garments will be escorted to a private room with a female invigilator or female staff member at the assessment venue to check their identity at the end of the assessment.

Students sitting their assessment via online invigilation that require a female invigilator to check their identification must notify CIPFA 15 working days in advance of the assessment.

## Conduct during the assessment

All students must conduct themselves appropriately throughout e-assessment in accordance with the CIPFA Assessment Regulations. Failure to abide by assessment regulations may lead to the student being referred to the Disciplinary Scheme and may involve disqualification. CIPFA will not tolerate any action which compromises assessment security. Both students and invigilators should be familiar with guidance listed below;

- Complete silence must be observed throughout the assessment.
- Remote invigilators can only be contacted through the provided chat box on the remote invigilation system. If an assessment is being locally invigilated, students who wish to attract the attention of the invigilator must do so by raising their hand. Students must not call out.
- Students must not communicate with anyone or talk out loud except for the reasons of communicating with the invigilator as part of the assessment.
- Students must ensure that they are in quiet and private room where they (and if relevant, their approved local invigilator) are the only occupant and will be free from interruption.
- The assessment room should be well-lit.
- If students perceive an error or some other issue with an assessment question, they should make an appropriate assumption, state it in their script, and carry on. In such circumstances, students should not seek the advice of the invigilator. Students should submit a Special Consideration application after their examination. Full details on the Special Considerations Policy and the relevant form are published on the CIPFA website - <https://www.cipfa.org/qualifications/student-policies-procedures-and-forms>
- Background sounds such as from music, television or other people are not permitted.
- Other computers or similar technology must not be operating in the background, this also includes smartphones.
- Students must only access webpages and applications that are approved for their CIPFA assessment. No other webpages or applications should be accessed, open or running immediately before or during their assessment.
- Mobile phones must be switched off and out of reach during the assessment, it is not sufficient to place it on silent or vibrate.

- Students must not attempt to copy any of the assessment materials shared with them during the live online assessment, nor are they permitted to audio or video record parts of the assessment.
- Students being remotely invigilated must face the computer screen in clear view of the webcam during the assessment – nothing must cover the webcam at any time during the assessment.
- Students being remotely invigilated must have their webcam and microphone enabled and running at all times throughout the assessment.
- At all times students are required to act in a professional manner in the same way as they would be expected to if undertaking assessment in a traditional setting. For example; no smoking (including the use of e-cigarettes or electronic vapes), eating or drinking (unless from a clear bottle of water, with labels removed).
- Students must follow invigilators instructions at the start, during and at the end of the assessment session.
- Invigilators will have discretion to remove students from the assessment for unreasonable or disruptive behaviour.

CIPFA staff may access the online assessment without prior notification.

## Leaving the assessment room and breaks

For the purpose of these Assessment Regulations, an 'Assessment room' is any space in which a student is undertaking a formal assessment. This includes spaces being used for local and/or remote invigilation.

- Toilet breaks should be avoided if possible. Any toilet break, including its duration, will be reported by the invigilator. The assessment time will not stop on the computer during any break.
- Locally invigilated students may not leave the assessment room during the first 30 minutes or the last 15 minutes of the assessment's writing time.
- If students need to leave the room during an assessment for any reason, they should attract the invigilator's attention by raising their hand. Students sitting remotely will need to send a message to their invigilator via the chat box.
- If students do not intend to return to the assessment room, they must hand their assessment script and any supplementary sheets to the invigilator before leaving. Students must not leave the room with any documentation and any documentation should be destroyed in the presence of the remote or local invigilator.
- When leaving the assessment room after the finish time, students should consider other students (some of them may have extra time) and leave in silence.
- If for any reason the assessment room must be evacuated, students must follow the invigilator's instructions. Students must leave all assessment materials in the assessment room.

## Permitted and unpermitted materials during the assessment

### Calculators

Students may use either their built-in computers calculator, or a handheld device (scientific or non-scientific). Students may bring more than one calculator into the exam. The following requirements apply:

Calculators *must* be:

- of a size suitable for use on the desk
- either battery or solar powered



- noiseless and cordless

Calculators must *NOT* be designed or adapted to offer any of these facilities:

- language translators
- communication with other machines or the internet
- be borrowed from another student during an assessment for any reason
- be the calculator function on a mobile telephone, smart-watch, tablet, or other computing device
- programmable

Students are responsible for their calculator's power supply and working condition. Calculator cases and any instruction leaflet are not allowed in the assessment.

The decision of the invigilator on any matter to do with the use of calculators or other aids is final.

### Mobile phones

Students must switch off mobile phones and place these in their bags or coats for the duration of the assessment. If a student is found to be using a mobile phone during the assessment, it will be confiscated by the invigilator for the duration of the assessment (local sittings) and returned to the student once the assessment has finished.

- The invigilator will record the full details of the incident and time of the incident.
- The student will be allowed to continue taking the assessment.
- Students who are found using a mobile phone during the assessment will be referred to CIPFA's Disciplinary Committee.

### Food and drink

Food is not allowed in the assessment room unless for medical reasons and permission has been given by CIPFA in advance – please see details of Reasonable Adjustments. All students may bring a small clear bottle of water to the desk, but the label must be removed.

### Authorised materials and software

- Students are allowed to bring into the exam:
- 4 clean sheets of blank paper (8 pages)
- Pens, pencils and an eraser
- Calculators that are not programmable and do not have internet access
- Advanced Materials (if applicable)

### Unauthorised materials and software

The items that are strictly not permitted during the exams are listed below:

- Hats, caps and sunglasses with the exception of religious headwear
- Mobile phones, tablets, smart watches or headphones
- Screens that are not attached to the assessment are allowed in the room but must be switched off and out of arms reach.
- Any laptops or computer devices that are not authorised for use within the live exam
- Unauthorised materials such as books, CIPFA workbooks, dictionaries, notepads, magazines and post it notes.
- Unauthorised web pages (search engines etc..) web extensions or software.
- CIPFA Learning or VLE pages must not be open during the exam.

- Smoking, including the use of e-cigarettes or electronic vapes, is always strictly forbidden in the assessment room.

## Post-assessment procedures

### Special Consideration

Special Consideration applies to the mitigating circumstances that happened very close to or on the day of the assessment when a student could not be aware of the possible complications.

In cases when, closer to the assessment date, the student feels unable to make a reasonable attempt on the assessment day, they should consider deferring the attempt.

If the student decides to take the assessment, they may be asked for their reasons for not deferring the attempt.

If extenuating circumstances occur immediately prior to or during the assessment, an application for Special Consideration can be made within 10 days of the assessment.

Full details on the CIPFA Special Consideration Policy and the relevant form are published on the CIPFA website.

### CIPFA Liability

CIPFA is not liable for any loss of, theft of, or damage to personal belongings left in or outside the assessment room. Any personal items brought to the assessment are held at owner's risk.

### Results release

Student's completed answers are the property of CIPFA. Once students have finished their assessment and submitted answers for marking, they do not have any rights to the answers. Assessment scripts will not be returned to students under any circumstances.

Assessment questions transcripts cannot be externally published after assessments – these are CIPFA's intellectual property.

The dates of results release are published on the CIPFA website. On results day, students will be able to view their grades by logging on to either their MYCIPFA account or the e-assessment platform. Only nominated employers will have access to results through the employer portal.

Students who do not wish their results to be published or released to their nominated employer should write to [studentsupport@cipfa.org](mailto:studentsupport@cipfa.org) a minimum of 5 working days before results day.

## Assessment Appeals submission

Consideration of an appeal does not normally involve the review of a student's work.

Assessment scripts will **not** be sent out as part of these services.

CIPFA do not offer re-marks, as robust quality assurance processes are employed throughout the assessment process.

Students must be able to provide clear evidence that the decision against which they are appealing meets at least one of the following criteria:

1. There is evidence of bias, prejudice or discrimination as defined by the UK Equality Act 2010.
2. New evidence exists of extenuating circumstances which, for valid reasons, the student could not disclose to CIPFA in line with the published timetable for Special Considerations applications.
3. There is evidence of a substantial procedural irregularity with respect to an aspect of the conduct of the assessments and/or determination of results.

The completed appeal form must be submitted within 10 working days from the day the assessment results are released.

A fee of £75 must be paid and proof of payment included with the appeal form.

Full details on CIPFA Assessment Appeals Policy and the relevant form are published on the CIPFA website.

## Policy version and owner

Policy owner	Head of Qualifications & Membership
Version	1.3
Update	September 2023
Approval	SMB 05 September 2023
Policy review date	September 2024

## Regulatory references

<b>Ofqual General Conditions of Recognition</b>
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Condition G8: Completion of the assessment under the required conditions
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Condition G9: Delivering the assessment
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Additional links to Conditions G4, G6 and G7
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