Ngā Ture Whakamātautaunga Waiture | Examination Regulations

Mō wai me te whānuitanga | Audience and scope

These regulations apply to:

a) Examinations held at Unitec |Te Pūkenga and identified in the relevant current programme documentation.
b) Examinations which form part of the summative assessment requirements leading to academic credits.
c) Examiners, Academic Programme Managers, Heads of Schools, Examination Supervisors, Invigilators, and ākonga.

The Academic Programme Managers are responsible for ensuring compliance with these procedures and associated timeframes.

These regulations are to be read alongside Te Kawa Maiorooro, Te Pūkenga Assessment Policy, Te Pūkenga Moderation Policy, Unitec's Assessment and Grading Procedures, and related procedures.

Ngā Ihirangi | Table of Contents

1. Pūtake | Purpose

The purpose of these regulations is to govern the way examinations are managed at Unitec.

2. Waiture Tauaki | Regulation Statements

Examinations may include written, oral, digital, and/or practical assessments or events. The examiner(s) (Lecturer/Course Co-ordinator/Academic Programme Manager) decides on the type of examination within the bounds of the programme requirements.

Key principles of these Regulations are:

1.   Examinations will be carried out under fair and equitable conditions and ensure academic integrity.

2.   Examination questions will not be released to ākonga before the examination date.

3.   Ākonga answer examination questions with an invigilator present. (Note: Practical assessments or tests are not invigilated by the Examinations Office.)

4.   Ākonga will be given time to read their examination question papers, in either hard copy or digital format, before the examination begins. The examiner will note the reading time in the examination instructions. The invigilator will inform ākonga when they are allowed to start writing answers or notes. The examiner will be present for the first 15 minutes of the examination.

5.   Ākonga will not be allowed any extra time to read over their answers or make any amendments or additions to their answers unless special assistance or alternative arrangements for an examination have been approved by the Access4Success Team Leader before the time of the examination.

6.   The examination timetable must be followed. Ākonga can only sit an examination at any other time if prior approval has been granted via an *Assessment Concession* application and the examiner has made appropriate arrangements. In such cases, the examiner may allow ākonga to sit the examination at a different place and/or a different time within three weeks of the initial examination. The examiner is responsible for setting a different version of the examination questions and ensuring moderation of the examination assessment materials occurs to ensure it meets the required Learning Outcomes for the assessment, in line with the Course Descriptor.

       The Examination Rules, Processes, and Procedures listed below apply, as well as the principles above.

3. Nga Ture Whakamātautaunga, Tikanga me ngā Hatepe | Examination Rules, Processes, and Procedures

The rules, processes, and procedures listed here are necessary for examinations and quality assurance at Unitec. Failure of ākonga to follow any of these will lead to the disciplinary actions listed in Unitec Student Disciplinary Statute. Examinations set by external agencies will follow the relevant regulations.

Before the start of the Examination period

3.1 Examination types and methods

Examination types and methods may vary, and a range of approaches are encouraged. A list and description of commonly used examination methods are described below:

a) Open book: ākonga may be allowed to take into the examination room written or other resources, including books. The material should be physical copies; electronic copies are not usually allowed. Material prepared before the examination cannot be attached to the answer booklet and submitted.

   b) Restricted book: ākonga can only take into the examination room material allowed by the examiner. It must not be annotated, written, typed upon, or marked in any way;

   c) Restricted Open book: ākonga can take material allowed by the examiner into the examination room, which is annotated, written or typed upon, or otherwise marked in preparation for the examination.

b) Closed book: ākonga cannot take any written, printed, or electronic materials into the examination room.

c) Digital Open Book: examinations take place using a digital device and use of the internet is not restricted. This may or may not be set up via a Moodle course. Material used in the examination may be prepared in advance of the examination depending on the examination requirements.

d) Digital Closed book: examinations take place using a digital device but with restricted access to the internet using exam codes.

e) Digital Restricted book: examinations are hosted using exam codes, via Moodle, with no other access to the internet.

f) Other examination methods: These are approved by the examiner, in line with the programme approval requirements and relevant Unitec Policies and Procedures.

A check on the items taken into the examination room is carried out by the invigilator and/or the examiner.

3.2 Examination dates

a) Examination weeks are set and available to ākonga before the online enrolment portal opens.

b) The Academic Programme Manager will ensure ākonga are informed about course examination dates at least six weeks before the examination.

c) Dates will be communicated through course information documents and Moodle.

d) When the final examination dates are entered into the timetable management system, timetable staff will be alerted of any clashes. If a conflict is identified at this stage, it will be resolved before the timetable is published.

e) Ākonga should be warned to check for possible clashes. If a clash is found, ākonga must contact the examiner at least four weeks before the examination to determine a resolution.

3.3 Room bookings

The Examinations Office determines room bookings in consultation with the Timetabling Office and the Academic Programme Manager, confirming how many ākonga there are for each examination. Room booking requests must be made to Timetabling at least two months before examination dates.

3.4 Examination requirements may include:

a) use of graph or other paper in addition to the examination booklet

b) additional booklets or the number of sheets of additional paper likely to be required

c) the type of electronic device to be used

d) the use of Moodle

e) any additional material ākonga may bring into the examination room.

Information about the examination type and requirements should be communicated through course information documents and the Moodle course at least eight weeks before the examination. The examiner will give ākonga clear explanations before the examination takes place.

When the examination question paper is ready, the examiner will ensure the following:

i) it is moderated

ii) it is proofread

iii) it is formatted

iv) for non-digital examinations, the number of booklets required is communicated to the examination supervisor at least fifteen working days before the examination, along with any special instructions.

Examination papers (both digital and non-digital) must be kept under tight security, with limited staff access, through all stages including drafting and moderation, until examination day.

On the day of the examination, the examination supervisor and/or invigilator will take to the scheduled examination room(s):

i) the examination question papers and answer booklets for non-digital examinations;

ii) a printed class list and student IDs of the ākonga expected to sit the examination;

iii) any other information about the invigilation of the examination

3.5 Examination answer booklets

a) The examination supervisor orders answer booklets in preparation for the examinations when required.

b) Answer booklets ready for marking must be collected by examiners from the examination office within 24 hours of the examination, or alternative arrangements agreed.

3.6 Alternative examination arrangements

a) Ākonga with a disability/impairment who need alternative examination arrangements must be registered with Access4Success, providing proof of disability/impairment as part of the registration process. The Team Leader, Access4Success, can approve ākonga eligibility for alternative examination arrangements. Ākonga will be informed by Access4Success what alternative arrangements are available to them. These might include, but are not limited to, the following:

i) Additional time, usually not more than 15 minutes for each hour of the examination

ii) Reader and writer assistance

iii) Sign language interpreter assistance

iv) The use of a laptop and/or separate room

v) The use of special equipment, including allowed Assistive Technology

vi) Rest breaks

b) If ākonga want to use alternative examination arrangements they are entitled to, they must complete the relevant Access4Success form and submit it at least two weeks before the start of the examination period. Arrangements will be made in consultation with the examiner, the examination co-ordinator, Access4Success, and the examination supervisor. If an application is received late, Access4Success and Examination Office will determine whether the application can be actioned (i.e., depending on available resources.)

3.7 Learner illness

a) If an ākonga is ill before an examination and cannot attend on the day of the examination, they may apply for an *Assessment Concession* (previously known as an *Affected Performance Consideration (APC)*).

b) If an ākonga is ill before an examination and is unsure whether to attend the examination, they should contact the examiner for advice.

During the Examination period

3.8 Preparation of examination rooms

a) Examination invigilators must display a digital clock in examination rooms which all ākonga can see.

b) Any additional booklets or pages included with examination answer booklets must be attached securely.

c) The following information is to be visibly displayed and must be easy to read from all parts of the examination room:

i) the name of the examination(s)/course and any specific instructions

ii) the time the examination begins, including the start of reading time and the examination finish times

iii) an instruction that no one may leave the examination room in the last 15 minutes of the examination.

d) Invigilators must follow the instructions in the Examination Information provided by the examiner.

e) For digital examinations, the examiner, and IT support must prepare the computers and ensure all ākonga are able to access the exam.

3.9   Availability of Examiners

At least one examiner, normally the course co-ordinator, must be available during the examination to respond to any issues. Examiners must ensure the invigilator has their cellphone number in case of any issues during the examination.

3.10   Ākonga entering and leaving the examination room

a) Only ākonga sitting the named examination(s) and staff authorised by the examinations office are allowed to enter the examination room.

b) Ākonga are allowed into examination rooms no more than 15 minutes before the start time of the examination.

c) Ākonga will not be allowed to enter the examination room after halfway through the examination (not including reading time).

d) Ākonga will not be allowed to leave or return to the examination room before halfway through the examination (not including reading time) unless the invigilator gives permission and the learner hands in their answer booklet. If an ākonga requests a toilet break, the invigilator will accompany them but only if another invigilator is available to provide cover in the examination room.

e) Ākonga will not be allowed to leave the examination room in the last 15 minutes of the examination.

3.11   Ākonga identification and anonymous marking of examinations

Ākonga must:

a) bring their student ID card to the examination and display it on their desk.

b) complete the attendance slip and display it with their student ID card on their desk.

c) enter their student ID number on the examination answer booklets. No names should appear on the examination paper or digital submission, unless the digital platform prevents this option.

Ākonga without student ID cards may be allowed to sit the examination if their identity can be verified by either:

i)   providing other documents with their name and photo, e.g., driver's license

ii)   being verified by the examiner.

3.12 Examination room equipment, materials and devices

a) The invigilator will allocate space within the examination room for all books, papers, and any spare personal belongings unless these items have been approved for use in the examination by the examiner.

b) Materials, electronic devices, USBs, mobile technology, watches or any electronic device that can store, communicate and/or retrieve information of any kind will not be allowed in the examination room.

c) If specific materials, electronic devices, and instruction manuals *are* allowed in the examination room, they will be clearly and accurately outlined in the examination paper and rubric/marking schedule. The examiner must communicate this information to the ākonga and the examination supervisor before the day of the examination.

d) Any electronic devices taken into an examination room must be checked to make sure they are allowed by the examination requirements.

e) Any material on or near to an ākonga's desk, chair, or person, is considered to belong to the ākonga.

3.13 Expectations of ākonga during exams

a) Ākonga must:

   i) obey all directions given by the invigilators and all instructions set out in the examination materials or displayed in the examination room

   ii) behave in a way that does not disrupt the examination process, or disturb, distract, or adversely affect any other ākonga and must not show any behaviours referred to in the Student Disciplinary Statute.

b) Ākonga must not:

   i) verbally or non-verbally communicate with anyone except the invigilator

   ii) lend or borrow any materials during the examination from anyone but the invigilator

   iii) remove from the examination room any question papers, worked scripts or other resources provided for use during the examination or any other material that is the property of Unitec.

c) If an ākonga is suspected of contravening the examination regulations during an examination or causing any incident which may have negatively affected the examination process, the following steps will be taken:

   i) the ākonga is allowed to continue until the end of the examination

   ii) the invigilator writes an incident report while the ākonga is completing the examination

   iii) the incident report is sent to the examiner after the examination

d) If an ākonga does not obey any direct instructions from invigilators and/or is being disruptive during the examination, the ākonga will have to leave the examination room and will not be allowed back in.

e) Ākonga must stop writing when the invigilator announces the exam time has ended (unless an ākonga has been granted extra time as part of an approved Alternative Examination Arrangement application). If an ākonga carries on writing after the end of the examination has been announced, they will have a note made of this on their examination answer booklet by the invigilator, who will also complete an incident report which will be sent to the examiner.

f) All incident reports about ākonga disobeying the examination regulations will be dealt with in accordance with the Unitec Student Disciplinary Statute.

3.14   Illness during an examination

a) If an ākonga becomes ill during an examination and is unable to continue, they should let the invigilator know.

b) Ākonga may apply for an *Assessment Consideration* (formerly known as an *Affected Performance Consideration (APC)*) if illness affects their ability to complete the examination.

c) The invigilator must complete an incident report, which will be sent to the examiner along with the examination papers at the end of the examination.

3.15   Examination interruptions/incidents

a) If there is an interruption, such as a serious risk from assault or other danger, direct emergency contact will be made with campus Security.

b) If an examination is interrupted because of a serious incident (for example, a fire alarm), the invigilator will instruct ākonga to leave their examination answer booklets and question paper face-down on their desk, or, in the case of a digital examination, save their work, and evacuate the room.

c) The invigilator must inform ākonga that any material taken from the examination room will not be allowed back into the room.

d) The examination room will be locked when the last ākonga leaves.

e) The examination supervisor and the examiner will decide whether and how the examination will continue, and if so, if additional time is allowed for the disruption.

3.16   Invigilators needing assistance during an examination

All invigilators must have access to a cellphone and a list of emergency contact numbers, including the examiner and examination supervisor.

3.17   Collection and distribution of examination answer booklets

a) All ākonga must remain seated while the examination answer booklets and any collated additional booklets or pages are collected at the end of the examination or while the examiner and invigilators check that ākonga work for digital exams has been saved correctly.

b) Completed examination answer booklets are collected and counted by the invigilator at the end of the examination if they have been used. The invigilator should check that the number of examination

booklets collected is the same as the number of ākonga present according to the class list. The invigilator passes the class attendance list to the examination supervisor.

c) Examination answer submissions (booklets or digital) must not be left unattended in an examination room.

d) The examiner must collect from the Examination Office within one working day of the end of the examination a copy of the class attendance list and, scripts where hard copy/paper examinations are used.

After the Examination period

3.18   Check-marking examination papers

All marked examination papers must be check-marked in accordance with Unitec's Moderation Procedure (3.3.4)

3.19   Ākonga access to marked examination answers

When the PAQC has approved the marks, ākonga can ask to view their marked examination answers but may not take them away or otherwise make copies. Access to marked examinations will be in line with the programme handbook or course outline and will be supervised. There is no fee for viewing marked examination answers.

3.20   Re-count of examinations

a) Re-counts are available for examinations after grade publication. A re-count involves checking that the marks and grades are calculated correctly; this does not include re-marking. An administration fee will be charged per course for ākonga who request a re-count (unless a recount is an outcome of an Assessment Grade Reconsideration).

b) A re-count may lead to no change or either a raising or a lowering of the examination mark (unless the re-count is instigated by a staff member as part of an Assessment Grade Reconsideration, in which case the mark cannot be lowered).

c) The administrative fee will be refunded if the recount leads to a change of mark. The examiner must inform the examination co-ordinator of the change so the administrative fee can be refunded.

d) The process for requesting a re-count is as follows:

   i)   the ākonga completes the request form and sends the fee to Student Central within 15 working days of the date of the publication of the exam mark.

   ii) the examiner arranges for a recount of the marks.

   iii) the examiner confirms the outcome of the re-count and informs the ākonga within five working days.

e) The decision of the examiner is final.

3.21   Examination re-sits

a)   An ākonga who has failed a course and wants to re-sit the exam must apply in writing to the examiner within five working days from the results publication date.

b)   Programme Regulations must be checked to determine if a re-sit is allowed.

c)   If the re-sit request is approved, the examiner will confirm the date and time for the re-sit.

d)   The examiner will arrange and ensure moderation of a different version of the examination question paper for resits

e)   The examiner will provide a list of all ākonga who are re-sitting an examination to the examination supervisor. The list will include any with exceptional circumstances.

f)   The maximum mark or grade available for a resit is the minimum pass mark or grade unless the resit is due to an *Assessment Consideration.*

3.22   Ākonga access to previous exam questions

It is recommended that examiners post examples of past exam questions on the course Moodle page for ākonga to access.

a)   The examiner will indicate on the Exam Information form whether or not the exam questions can be made available to future ākonga via the library, after the exam results have been published. In exceptional circumstances, examiners may request permission from the Director Schools and Performance to withhold ākonga access to this material. Examiners must inform the Examinations Office of all such approvals via the Exam Information form.

b)   The examination supervisor will provide an electronic copy of the examination questions to the library if the examiner has indicated this is allowed.

c)   After grade ratification, the library must make the examination questions available for a period of five years.

3.23   Archiving of examination materials

a)   Prior to the next examination period, examiners must return to the Examinations Office all original marked examination answer booklets, question papers, marking schedules, and a selection of check-marked examination answer booklets to be retained securely. The selection must include an example of a high, medium and low mark.

b)   The marked examination booklets may be destroyed after a period of one year in accordance with the approved records disposal procedure which includes keeping a record of all destroyed materials and approval for destruction from the Examinations Office line manager.

c)   One electronic copy of the examination question paper along with moderated exam scripts will be retained for 7 years by the Examination Office.

4. Ngā Haepapa | Responsibilities

Role	Responsibilities
Academic Programme Manager	Ensures compliance with examination regulations, processes and timeframes Ensures the type of examination is within the bounds of the programme requirements Confirms timetabling requirements with the examinations office and examiners in accordance with the schedule advised by the examinations office Publishes the exam timetable for ākonga eight weeks before the examination date
Access4Success Team Leader	Approve the eligibility of ākonga who are registered with Access4Success for appropriate Alternative Arrangements for Examinations Delegate team members to work with the Exams team to ensure ākonga with disability/impairment requiring alternative examination arrangements are supported
Director Schools and Performance	Approve requests to withhold ākonga access to previous exam papers
Examiner	Determine the requirements of an examination according to the Course Descriptor Confirm timetable requirements with Academic Programme Manager for approval in accordance with the schedule advised by the examinations office Confirm the date, type, and requirements for all examinations and communicate to ākonga on the course Moodle page at least eight weeks before the examination date Communicate all examination-related details on the Examination Information form Write the examination paper; ensure proofreading, formatting & moderation of the examination Determine the duration of each examination and the time allowed for reading for each examination Forward formatted and moderated examination question papers to the Examination Team at least fifteen days prior to the examination period Liaise with exam supervisor to ensure ākonga with special accommodations are catered for according to the approval from Access4Success Inspect material where applicable before the start of the examination Identify any ākonga who do not provide any form of identification Help prepare technology for digital examinations and book IT Support to assist During the reading time attend the examination room and answer relevant questions Be available for the duration of the examination to respond to any issues that may arise; (provide cellphone number to invigilator)

	Make decisions surrounding the continuation of examinations following interruptions/incidents
	Collect completed examination answer booklets and incident reports from the Examination Supervisor within 24 hours of the examination taking place
	Ensure check-marking of all exam papers occurs before results are released to ākonga
	Before the next examination period, return all marked examination answer booklets, question papers, moderation & marking schedules to the exams office to be retained securely
	Provide samples of top, middle (two) and bottom examination booklets to be retained for moderation purposes as part of the course moderation cycle & exam archiving requirements
	Review requests for re-sits and communicate the decision and details of the re-sit examination to the ākonga
	Arrange a different (moderated) version of the examination question paper for resits and ākonga with alternate examination arrangements if necessary
	Indicate all re-sit information on the class list for the supervisor/invigilator
	Arrange, where necessary, examination re-counts or for ākonga to view marked exam scripts; inform the examinations co-ordinator if a re-count leads to a mark being changed and complete an online Change of Grade form.
	Communicate outcomes of re-counts to ākonga and the exam supervisor within five working days of receiving the application
	Upload past exam paper/s to Moodle page when appropriate
Examination Co-ordinator	Determine the number of ākonga for each examination
	Make appropriate room-bookings for examinations in consultation with Academic Programme Managers and the Timetabling Office
	Confirm timetable details with the Academic Programme Manager eight weeks prior to the start of the examination period
	Maintain incident report log
	Monitor the exams inbox and co-ordinate any requests for recounts and any requests to view marked scripts
	Upload examination papers to the library following the exam period
	If a recount leads to a change of mark/grade, arrange for the administrative fee to be refunded to the ākonga
	Download examination papers & information forms & save on H drive in a locked folder
	Liaise with Access4Success to ensure all registered akonga requiring examination arrangements are supported

Examination Supervisor	Assist examination co-ordinator with examination arrangements
	Liaise and train invigilators & maintain list of invigilator contact details
	Arrange and confirm availability of invigilators for each exam
	Send appropriate information to invigilators in a timely manner
	Make all arrangements for invigilators to conduct the invigilation; prepare examination instructions and class lists for invigilator use
	Work with Access4Success Team and examiners to ensure registered ākonga requiring alternative examination arrangements are supported
	Print sufficient copies of examination papers and answer booklets via the Copy Centre
	Ensure seating arrangements as appropriate
	Ensure resources are in place for the conduct of examinations
	Maintain appropriate records of ākonga who sit each exam
	Decide with examiner on strategies in the case of a disturbance or emergency
	Ensure examination question papers and answer booklets are never left unattended
	Arrange for answer booklet & class list collection by examiners
	Ensure incident reports are logged & forwarded to examiners
	Ensure ākonga applications are acknowledged and processed according to these regulations
	Ensure resits are carried out as required
	If requested arrange for appropriate times/dates for ākonga to view marked exam papers in consultation with examiners
	Archive examination materials according to these regulations
Examinations Invigilator	Prepare examination room (note: this does not include providing IT support for digital examinations)
	Supervise examinations in accordance with these regulations
	Complete check of learner IDs against the class list
	Display digital clock in examination room along with instructions for ākonga
	Where needed, prepare examination incident reports; make a note on ākonga's answer booklet if they have continued writing past the examination finish time
	Raise any concerns regarding the examination arrangements with the examination supervisor

	Collect completed examination answer booklets and tick off against class list
	Return examination booklets and box to Examination Supervisor at the end of the exam
Library	Make available past examination papers for a period of 5 years
Programme Academic Quality Committee (PAQC)/ Te Komiti o ngā Hotaka	Approve assessment types for each course within a Programme, in line with the programme approval requirements
Grade Approval Committee	Approve examination marks/grades
Student Central	Receive payments for applications for recounts
Timetabling	Allocate rooms

5. Ngā Tikanga | Definitions

Term	Definition
Academic Integrity	The expectation that all examinations will be conducted with honesty and fairness
ākonga	See *learner*
Annotated	Notes on an examination paper or related materials
Assessment Concession	Ākonga who are unable to complete a summative assessment or whose performance in or preparation for the assessment is affected by any circumstance or situation which could not have been reasonably prevented, are eligible to apply for an assessment concession for impaired performance
Credit	Assessment concessions may include any of the variations set out in provision 6.5 Te Kawa Maiorooro
Equitable	Fair
Examination	Written, oral and/or practical assessments or events as described in the Programme Documents and conducted under examination conditions. All assessments conducted under examination conditions will occur at a specified place and time, in invigilated settings and without access to any written or printed matter or any blank paper unless permitted by direction of the examiner or the type of examination requires it.
Examination answer booklet	A booklet provided to ākonga for recording (answering) responses to an examination question paper
Examination question paper	Document containing examination questions and instructions which is prepared by the examiner for a paper/course
Examination period	The period at the end of each semester during which final examinations are usually scheduled

Examiner	Kaimahi from the programme who are responsible for setting the examination and marking the examination
Kaiako	Academic staff member or lecturer
Learner	A person who is involved in learning and/or assessment (at an education and training provider or in the workplace)
Moodle	Online learning management system
Nomenclature	Specific names, terms or words used
PAQC	Programme Academic Quality Committee
Recount	Checking of the addition of marks or the calculation of the grade.
Re-sits	Opportunity to sit an examination again
Summative assessment	Assessment that contributes to the final result or grade which determines a learner's achievement of learning outcomes and ensures that the learner has met the requirements for progression and completion within a Programme

6. Ngā Hononga ki Tuhinga kē | Links to Other Documents

Student Disciplinary Statue
Unitec Assessment and Grading Procedures
Unitec Academic Integrity Procedure
Te Kawa Maiorooro
Moderation of Assessment Procedure

7. Mokamoka whakaaetanga | Approval details

Version number	1.10	Effective date	27 June 2024
Approval authority	Te Komiti Mātauranga | Academic Committee	Date of approval	27 June 2024
Policy sponsor (has authority to make minor amendments)	Director, Te Korowai Kahurangi	Policy owner	Te Komiti Mātauranga | Academic Committee
Category		Date of next review	
Contact person	Lead, Programme Development & Management		

8. Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	Dec 2008		First edition
1.1	2012		Unknown
1.2	July 2013		Unknown
1.3	Oct 2013		Formal review
1.4	Sept 2015		Minor update to remove/update references to the *Academic Management Policy* and complete version history
1.5	May 2016		Updated to reflect new structures
1.6	August 2018		Updated as part of the policy review project
1.7	Feb 2020		Formal review
1.8	20 Jan 2021		Update nomenclature
1.9	Oct 2023	Sue Crossan, Te Korowai Kahurangi	Update nomenclature; reflect Te Pūkenga policy format & style guide; update processes to reflect recent changes & roles within Te Korowai Kahurangi; align policy with Te Kawa Maiororoo
1.10	June 2024	Sue Crossan, Te Korowai Kahurangi	Updated to co-relate to Unitec's updated Moderation Procedure; add a new option for digital exam type