



**INSTITUTE OF BANKING AND FINANCE OF TRINIDAD AND TOBAGO
CONDUCT OF EXAMINATIONS AND ASSESSMENTS GUIDELINES FOR STUDENTS**

Take-Home Assessment:

Behaviour During the Period of the Take-Home Assessment

Although invigilators do not supervise the assessments, normal examination rules apply.

You must read and abide by the following regulations:

- You must know and have a record of your membership number.
- You must type your membership/student number and **not your name** on the answers. Do not use your name anywhere on the assessment/examination documents.
- This assessment is “open book,” which means you are allowed to use any study materials, text book(s), and other learning resources.
- Students must complete their assessments and submit to IBF by the stipulated time.
- Submissions received after the deadline time may not be accepted and the student will therefore receive zero (0) in the final assessment or marks maybe deducted for late submission.
- This Code is supplemented by the Frequently Asked Questions (FAQ) for Take-Home Assessments, please refer to the same.

Integrity of the Assessment

- The Institute is committed to ensuring the academic integrity of our programmes and by extension its assessments. As a student of IBF, when you submit work for assessment, you must adhere to the values of honesty, trust, fairness and responsibility. Engaging in acts of plagiarism and collusion is unacceptable.
- Prior to sitting your assessment, you must review and adhere to this Conduct of Examinations and Assessments Guidelines for Students, which guides your conduct during your assessment. Additionally each student must complete the plagiarism and collusion declaration form and attach this form to your submission which supports this Code of Conduct for Assessments and Examinations.
- If a student does not adhere to the Institute’s plagiarism and collusion declaration, his/her assessment will not be marked and the actions of this student will be referred to the Academic and Quality Assurance Sub-Committee for review where further action will be taken, as per the Conduct of Examinations and Assessments Guidelines for Students. These actions can range from varying possible outcomes (e.g. such as non-marking of the Student’s Script, disqualification of the assessment, suspension or being removed from the programme and unable to complete the course).

Guidelines to Maintain Integrity of the Assessment

- **The assessment is an individual one and must be taken completely alone.** The assessment is designed to test the Student based on his or her knowledge and understanding of the course. Students must not engage in acts, which compromises the integrity and authenticity of their assessment, which includes acts of plagiarism and/or collusion.
- **Collusion** is defined as “the act of collaborating with someone else on an assessment exercise which is intended to be wholly your own work, or the act of assisting someone else to commit plagiarism” (Maguire, 2003). Any acts whereby a student discusses or consults with anyone regarding any element of the assessment question paper can be deemed as Collusion. Therefore, sharing, showing and/or discussing any element of the assessment question paper and answers, with anyone is strictly forbidden.
- **Plagiarism** is defined as “the practice of using or copying someone else's idea or work and pretending that you thought of it or created it” (Collins Dictionary, 2020). Whether it is intentional or not, the use of another person’s thoughts, ideas or words, without providing proper credit to the original author or referencing the original author, and thereby presenting the information as solely your thoughts, ideas and words is deemed as plagiarism. Plagiarism can take the form of words/text, images, diagrams and graphs, just to name a few.

Plagiarism is not allowed and any such acts will not be accepted. Students, if wishing to **support their answers** by quoting another author’s thoughts, words, feedback or comments, must do so by referencing the author’s works. Referencing can be done in any format (e.g. MLA, APA, etc.). Students are not allowed to state or reference another author’s work as their only response to a question as this will demonstrate the student’s lack of understanding of the material and they will not be awarded any marks.

Any Student’s Assessment, which contains plagiarized material, will be penalized based on the opinions of the Examiner and Academic and Quality Assurance Sub-Committee based on the level of plagiarism.

Calculators

Non-programmable calculators may be used for the take-home assessment.

Malpractice/Misconduct

Students undertaking the take-home assessments will be subject to the rules and regulations of the Institute and as outlined by this Code of Conduct. Any complaints against students for any form of misconduct and non-adherence to the Code will be referred to the Institute's Chief Executive Officer, who may refer the matter to an investigating committee. The incident must be reported on the Institute's Incident Report Form after the assessment.

Acts of malpractice/misconduct and breaches of this Code conduct by students who are sponsored by their employer will be reported to their employer.

Any student found guilty of misconduct may be suspended or debarred from membership or from participating in any Institute activity. Students may also have previous examination passes withdrawn.

All work is to be the unaided work of the student. Any breach of regulations resulting in a student's work not being his/her own is considered to be malpractice by the person[s] involved.

Question Papers

Students are not permitted to share the Question/Assessment Papers with anyone.

Marking

Papers will be marked by the Examiner, reviewed by a Moderator and the final grading reviewed by the Examination Review Committee.

In marking essay based assessment/exam papers, the Examiners may take into account not only content, but also the general presentation of the paper, such as, spelling, clarity of thought. Students are well advised to pay particular attention to these points.

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