



# **INSTITUTE OF DEMOLITION ENGINEERS**

## **EXAMINATION PROCEDURES**

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## **A) EXAMINATION PROCEDURES**

### **EXAMINATION REGULATIONS**

#### **1. REGISTRATION FOR MEMBERSHIP**

Since April 1999 the Institute has required applicants for Membership of the *Institute of Demolition Engineers*, after initial acceptance as an Enrolled Member, to take the two-part entry examination in accordance with procedures published by the National Secretary of the Institute.

By registering for Entrant Membership an applicant is also deemed to have entered him/herself for the Institute's examination.

##### **1.1 General conditions for admission to the Institute**

1.1.1 In order to be admitted as a member of the Institute, an applicant must:

- (a) normally, have 3 years experience in demolition and dismantling
- (b) be demonstrably proficient and experienced in demolition and dismantling
- (c) pay the current/appropriate membership subscription

1.1.2 Admission to the Institute gives Enrolled Members the right to attend Institute meetings, (including the AGM), Seminars and other Institute events, to receive newsletters and other Institute Notices and have access to relevant Institute programmes and facilities.

1.1.3 It is a condition of membership that applicants agree to abide by and submit to the Institute Rules and Regulations, as amended from time to time by the Council of Management. Failure to comply may result in the termination of their membership with the Institute.

#### **2. REGISTRATION FOR THE INSTITUTE'S EXAMINATION**

##### **2.1 Registration**

2.1.1 To be eligible for registration for the Institute's examinations, a candidate must have applied for and been formally admitted as an Entrant Member of the Institute. Communications sent from the National Secretary of the Institute to an individual member/candidate must be regarded as applying to that individual only.

##### **2.2 Enrolment**

2.2.1 Candidates must enroll by the dates issued, and in accordance with procedures published by the National Secretary of the Institute, by

paying or making arrangements acceptable to the Institute to pay, the examination/assessment fees and any outstanding debts and by completing and signing an enrolment form.

2.2.2 Candidates who register or enroll later than the advertised dates without prior approval and in the absence of medical or other good cause may be liable for a late registration charge.

2.2.3 Payment of the examination fees will entitle the candidate to attend the examination preparation day.

**NB:** candidates who do not attend the preparation day or examinations cannot be reimbursed their fee or any part thereof.

### **3. EXAMINATION ASSESSMENT**

#### **3.1 *Methods and conduct of assessment***

3.1.1 Methods of marking will be determined by the Council of Management and results will be communicated to candidates.

3.1.2 Special arrangements may be made in order for candidates with disabilities and/or specific injuries or conditions to undertake assessment in accordance with the *Special Examination Requirements*.

3.1.3 Save for the provisions of 3.1.2 above, candidates may consult or use, during an examination, only those materials listed in the specification for the examination.

3.1.4 Allegations of examination offences will be investigated as detailed in 7.2

3.1.5 All examination papers must be written in English (except where provision may be made for other nationals as detailed in 6.2). Dictionaries may not normally be used in formal examinations for the purposes of enabling candidates to overcome any deficiencies in their command of English language.

3.1.6 Candidates will be offered a choice of assessment centre's in which to sit the examinations (the number of centre's available will be dependant on the number and location of candidates sitting). Those candidates who prefer to use a laptop will be offered one venue only, of which the location will be advised by the National Secretary.

3.1.7 All work submitted, and any materials confiscated during an examination, will remain the property of the Institute.

## **4.2 Outcome of examinations**

4.2.1 The Council of Management will determine an outcome and a percentage mark recorded as an integer between 0% and 100% inclusive.

## **4.3 Release of examination results**

4.3.1 Notification of examination results will be issued to candidates by the National Secretary after they have been determined by the Council of Management at the earliest opportunity. Formal confirmation of results will not be given for candidates deemed to be in debt to the Institute.

## **5. APPEALS AND REPRESENTATIONS**

### **5.1 *Representations against the outcomes of examination***

5.1.1 A candidate may request a formal investigation into the outcome of his/her examinations on one or more of the following grounds:

(a) that there had been circumstances affecting the candidate's performance which the candidate could not, for valid reasons, divulge before a decision had been reached;

(b) that there had been irregularities in the conduct of the examination that clearly disadvantaged the candidate. (including alleged administrative error of such a nature as to cause reasonable doubt as to whether the Council of Management would have reached the same conclusion if the alleged error had not been made).

5.1.2 There is no provision for appeal against the academic judgment of examiners.

5.1.3 To request an investigation, a candidate must write to the National Secretary within two weeks of the formal publication of the results (i.e. within two weeks of the date of postage of the Notification of Results). The candidate will be sent a letter of acknowledgement and a guide to the process.

5.1.4 The candidate must submit a formal case to the National Secretary which states the grounds on which the investigation is to be based and which includes supporting documentary evidence, within two weeks from the date on which the letter of acknowledgement was sent. Any

information or documentation which is received after this deadline, or which in the view of the National Secretary or his/her nominee does not satisfy the grounds for appeal as defined in 5.1.1 above, will not be considered.

- 5.1.5 In conducting an investigation under 5.1.1 above, the National Secretary, or his/her nominee, in consultation with the President, or nominee, of the Institute, shall investigate the matter. If an error is found, the National Secretary shall, in consultation with the President require the Council of Management to reconsider the matter by reconvening or by written report and communication to all members of the Council of Management. After such consultation or determination, the President has authority to confirm whether or not a pass has been granted.

## **6. SPECIAL ASSESSMENT ARRANGEMENTS**

These arrangements set out the procedure by which the Institute will consider applications from Members for special assessment arrangements on grounds of physical disability, specific learning difficulty, illness and or nationality.

### **6.1 Submission of Applications**

- 6.1.1 Special arrangements may be made in order for candidates with disabilities and/or specific injuries or conditions to undertake assessment in accordance with the *Special Examination Arrangements* detailed in section B.
- 6.1.2 Candidate's must complete the 'Special Arrangements' form and submit it to the National Secretary of the Institute with the completed registration form for assessment, (including any certificates, reports or documentation alluding to the specific difficulties), unless the student's condition arose after that date, in which case the application and relevant documentary evidence should be submitted as soon as possible after the event.
- 6.1.3 Special examination arrangements normally involve the provision of extra time, the use of an amanuensis or the use of technological aids (such as a specifically adapted word processor or electronic spell checker and always providing the use of such technological aids do not affect the security of the examination). Extra time may be given for writing, resting at the examination desk, or resting away from the examination desk as appropriate to the candidate's needs.
- 6.1.4 When determining whether special arrangements should be made account will always be taken of:

- (a) the candidate's normal working practice;

- (b) any implications for the security of the examination;
- (c) the principle that the arrangements must not give the student an unfair advantage over others, or give rise to a misleading impression of his/her attainment.

6.1.5 Save for the provisions above, candidates may consult or use during an examination only those materials, texts, and instruments listed in the rubric for the examination. Candidates are required to use materials provided by the Institute. Candidates shall be required to answer all examination questions on Institute examination paper. To ease marking, candidates shall be requested to use only *one side of the paper which shall bear either the IDE logo in its heading or have it as a watermark. **Note:** scrap paper containing calculations, notes, scribbling or jottings must be marked with the relevant exam question prefix if submitted for scrutiny by the examiners. Unidentified scrap paper will not be acceptable.*

## **6.2 Foreign Nationals**

6.2.1 New Entrant Members whose first language is not 'English' will be offered an opportunity to sit the examinations in their own language at a place and time suitable to the needs of the candidate and that of the Institute. Modest changes to Paper 1 may be effected to draw attention to the European Directives as opposed to UK Legislation. Paper 2 shall not be altered.

6.2.2 Foreign Nationals with a good command of the English language and written skills ability shall not be deemed to be applicable for 'special arrangements' unless they meet one or more of the requirements listed in section B.

6.2.3 A translation service, converting all text to English, shall be provided for the examiners benefit.

6.2.4 A candidate may request a formal investigation into the outcome of his/her examinations on one or more of the grounds as outlined in 5.1. only.

## **7. EXAMINATION OFFENCES**

Any candidate accused of an offence to which the following offences apply shall be presumed innocent until proved guilty. Examination Offences procedures should be read in conjunction with the Institute's Disciplinary and Appeal Regulations

### **7.1 Examination offences**

7.1.1 In these regulations, an examination offence will be any irregularity affecting the security or integrity of an examination or assessment

including;

- (a) failure to comply with the *Instruction to Candidates*, or to follow instructions given by the Examiners, Invigilators or officers of the Institute responsible for the conduct of examination including;
- (b) cheating, collusion, fraud, copying from other candidates, passing information or materials from one to another without express authorization, use of unauthorized materials in an examination (including notes or texts), or any activity which may lead to one or more candidates having an unfair advantage over others.
- (c) Leaving the examination room without the express knowledge or permission of the invigilator.

## **7.2 Procedure for investigations into examination offences**

7.2.1 A written report shall immediately be submitted to the National Secretary specifying the grounds on which the allegation is made, supported by evidence where this is available.

7.2.2 The National Secretary shall provide the candidate with:

- (a) a letter inviting him/her to respond to the allegation both in person, at a meeting to take place not less than seven days later, and in writing, providing by the date of the meeting documentary evidence of any mitigating factors which s/he feels should be taken into account;
- (b) a copy of the written report which sets out the allegation.

7.2.3 The purpose of the meeting will be to ensure that the candidate:

- (a) understands the allegation;
- (b) is aware of these regulations and of the process to be followed;
- (c) is given a fair opportunity to respond to the allegation.

7.2.4 If the candidate does not respond to the allegation in writing, or attend the meeting with the National Secretary, it will be assumed that s/he does not wish to contest the allegation.

7.2.5 The National Secretary may also interview or request written evidence from any other person that s/he deems appropriate in order to establish the facts of the matter.

7.2.6 Examination/assessment marks may not be finalized and released whilst an allegation against him/her remains unresolved.



- 7.2.7 Based on the evidence gathered by the National Secretary and any further material submitted by the candidate, the President of the Institute will decide either:
- (a) to conduct a further investigation, which may include a hearing with the candidate;
  - (b) to reach a decision based on the evidence already available.
- 7.2.8 If it is decided that a hearing should be held, the National Secretary shall convene a Hearing Committee comprising the President in the Chair, and two members of the Council of Management. The National Secretary shall act as Secretary to the Hearing Committee.
- 7.2.9 The National Secretary will inform the candidate of the decision in writing as soon as possible.
- 7.2.10 If it is decided that an examination offence has not occurred, the National Secretary will inform the candidate of this decision in writing as soon as possible.

## **8. Appeals**

### **8.1 Grounds for Appeal**

- 8.1.1 A candidate may appeal against the decision made under these regulations on one or more of the following grounds, by writing to the National Secretary within two weeks of the date on which notification of the decision was sent:
- (a) that there is evidence of a failure to follow the procedures set out in these regulations, which casts reasonable doubt on the reliability of the decision;
  - (b) that fresh evidence can be presented, which could not reasonably have been made available before the decision was made; and which casts reasonable doubt on the reliability of the decision;
  - (c) that the decision was unreasonable or irrational given the evidence which was available at the time.
- 8.1.2 The National Secretary, in association with the President, shall consider all appeals and either:
- (a) dismiss any which do not satisfy the requirements of 8.1.1 above and inform the appellant in writing; or
  - (b) arrange for the case to be reviewed by a member of the Council of Management who was not party to the original decision.
- 8.1.3 An Appeals Committee will be set up if the National Secretary, in association with the President, decides that a hearing is necessary.

The Committee will comprise the President of the Institute and two members of the Council of Management not involved in reaching the original decision. The National Secretary shall act as Secretary to the Committee. After reviewing the case the Institute President will determine one of the following outcomes:

- (a) confirm the original decision;
- (b) decide that an offence has not occurred and remove the original penalty.

8.1.4 The National Secretary will inform the appellant of the outcome in writing as soon as possible.

## **B) SPECIAL EXAMINATION REQUIREMENTS**

This section gives information on arrangements which may be made for candidates with special needs or requirements during the formal examinations/assessments. The purpose of special examination arrangements is to help those with special needs or requirements perform to their full ability.

*What special requirements are covered?*

The following list indicates a broad range of disabilities and conditions for which special arrangements may be made:

- Joint, limb and back conditions affecting the ability to sit comfortably for prolonged periods;
- Conditions affecting the writing arm or hand, including cases where a candidate is required to use the non-dominant hand;
- Neurological conditions (lack of co-ordination, tremor, paralysis, nerve injury and epilepsy);
- Fatigue, debilitation or clinical anxiety;
- Effects of medication treating other conditions;
- Accidents shortly before or during the examination period;
- Learning disabilities and dyslexia;
- Behavioral conditions;
- Other chronic or acute medical conditions.
- Language difficulties

*What arrangements are available?*

Special examination arrangements normally involve the provision of extra time, the use of an amanuensis or the use of technological aids (such as a word processor or electronic spell checker). Extra time may be given for writing, resting at the examination desk, or resting away from the examination desk as appropriate to the needs. Permission to use technological aids will only be given if the requisite equipment can be provided without jeopardizing the security of the examination. Candidates with other languages will be offered alternative examination protocols.

*How do I apply for special examination arrangements?*

Write to the National Secretary briefly describing the type of arrangement(s) you would find useful. (It is advisable to inform the National Secretary as early as possible of special requirements). The Institute Secretary will send you a Special Requirements Form for completion)

## **C) DISCIPLINARY AND APPEAL PROCEDURE**

Any candidate accused of an offence to which these procedures apply shall be presumed innocent until that offence can be proved. All formal notices shall be in writing and shall be handed to the student personally or sent to his or her last known address by recorded delivery post.

A Disciplinary Committee shall be assembled and chaired by the President of the Institute and shall comprise of no more than four members of the Institute. The Secretary of the disciplinary committee shall be the National Secretary to the Council of Management. At least three days before the hearing the candidate shall be supplied with a copy of the complaint. The Disciplinary Committee shall be provided with a copy of any written representations by or on behalf of the candidate, provided that such representations are made available by the candidate at least three days in advance of the hearing itself. The candidate may represent him/herself, or may be represented by any other person of his or her own choosing. A copy of the decision of the Disciplinary Committee's decision shall be sent to the Council of Management unless the candidate appeals against the decision.

An appeal shall be made available to any candidate who has had a disciplinary penalty imposed on him or her. The candidate shall lodge written notice of appeal with the National Secretary within seven days of receiving notification of the decision of the Discipline Committee. An appeals committee shall be set up by the President of the Institute and shall comprise of two other members of the Council of Management. The Secretary of the appeals committee shall be the National Secretary to the Council of Management. The appeals hearing will be in private.

The grounds of appeal may be one or more of the following:

- That the finding was against the weight of the evidence
- That the penalty is too severe or is otherwise inappropriate
- That the hearing was not in accordance with the principles and procedures set out in these regulations or was contrary to natural justice
- That fresh evidence can be presented which was not and could not reasonably have been available to the disciplinary committee.

The decision of the Disciplinary Committee shall be on a simple majority with a second or casting vote to the Chair in the event of a tie. There shall not be any disclosure of information regarding the way in which any member has voted or on whether the decision was arrived at unanimously or by a majority vote.

The National Secretary will inform the candidate of the decision in writing as soon as possible.