



Guidance

for the Online Open Book
Non- Invigilated Exam for the
Learners/ Prospective Learners



INTRODUCTION







Proftech Leading Institute is pleased to announce Online Open Book Non- Invigilated exams for “International Diploma in Safety Engineering” for the candidates who may not attend physical closed book exam at selected centres either due to the mobility issues owing to the current Pandemic or unavailability of exam centres in their respective cities/countries.



Open Book Non Invigilated Vs Closed Book Invigilated Exams

Both type of exams is considered Valid and Reliable in forming the judgement about a candidate’s knowledge and skill for the learning outcomes of the respective syllabus. However, the major difference is that for non- invigilated open book exams, the candidates are not required to memorize the contents and instead they could access books/ internet to confirm their understanding and apply them in a given scenario. However, it is a common misunderstanding that Open Book Non invigilated exams are easy as one just need to copy paste from digital books/ internet while this is not the case in actual Open Book Exams.

There are following 6 cognitive levels which are often used as criteria while developing assessments/ question papers:

-  **Remember**
-  **Understand**
-  **Apply**
-  **Analyse**
-  **Evaluate**
-  **Create**

“International Diploma in Safety Engineering” open book exams will require to assess the following cognitive levels from the learners i.e. Apply, Analyse, Evaluate and Create

For the first 2 cognitive levels, open book exam may not serve well but for the rest of the cognitive levels, the candidates must have skill and knowledge to perfectly respond.

We have answered to the queries of candidates with respect to open book exam for the understanding of learners/prospective learners

Q Will there still be 2 unit exams for IDSE?

Yes, there will be 2 unit exams which will be separately assessed. Both units are mandatory

Q Can I write exam in language other than English?

No, all candidates must submit their answer sheets in English Language.

Q Can I submit hand written answer sheets?

No. It must be typed in English only.

Q Can I seek help from a friend for typing?

No. You cannot seek help for typing or any other query related to the exam once your exam time starts.

Q What will be the structure of the exams?

There will be 2 unit online exams which will be separately assessed. The details of each unit exam is as follows;-

Unit 1

- Total Marks: 150
- Passing Marks: 75 (50%)

Note: A candidate who scores minimum 70 marks in each unit will be given 5 additional marks to cater for error of judgement of the examiner for a subjective type assessment and the communication barriers inherent with the assessment. The benefit of error is thus provided to the candidate. The result for such candidates will be issued as $70+5^*=75^*$ (5 Grace Marks)

There will be 2 sections in Unit 1 exam i.e. Section "A" and Section "B".

- Section "A" will be a long scenario and at the end of scenario, there will be 5 questions related to the scenario. Each question will carry 10 marks. So overall Section "A" will carry 50 Marks.
- Section "B" will be a 5 short scenarios and at the end of scenario, there will be 1 or 2 questions related to the scenario. Each question will carry 20 or 10 marks. So overall Section "B" will carry 100 Marks.
- The candidate will need to overall pass in each unit exam and cumulative marks in Section "A" and "B" will be counted for overall marks in each unit.

Unit 2

- Total Marks: 150
- Passing Marks: 75 (50%)

Note: A candidate who scores minimum 70 marks in each unit will be given 5 additional marks to cater for error of judgement of the examiner for a subjective type assessment and the communication barriers inherent with the assessment. The benefit of error is thus provided to the candidate. The result for such candidates will be issued as $70+5^*=75^*$ (5 Grace Marks).

There will be 2 sections in Unit 1 exam i.e. Section "A" and Section "B".

- Section "A" will be a long scenario and at the end of scenario, there will be 5 questions related to the scenario. Each question will carry 10 marks. So overall Section "A" will carry 50 Marks.
- Section "B" will be a 5 short scenarios and at the end of scenario, there will be 2 questions related to the scenario. Each question will carry 10 marks. So overall Section "B" will carry 100 Marks.

- The candidate will need to overall pass in each unit exam and cumulative marks in Section "A" and "B" will be counted for overall marks in each unit.

Note: The candidate must pass Unit 1 and Unit 2 separately.

Q How much time will be given to complete each unit exam?

Total time for each unit exam will be 24 hours. An additional 2 hours will be given as cushion for sending the exam scripts to Proftech Leading Institute either through whatsapp/email ID. Question papers will be sent from 9:00 am to 10:00 am time (Pakistan Standard Time) to all candidates on the exam day. The deadline for the submission will be sharp 11:59 am the next day (Total 26 hours approximately; Pakistan Standard Time). Answer sheets received after 11:59 will be rejected and an intimation to the candidates will be given in this respect.

Q How much is the course duration?

Total Qualification Time is 370 Hours. You can study at your own pace and once ready, you should get register for the online exams.

Q Can I register for Unit 1 and Unit 2 exams with a gap of 2 months or more.

Yes, you can.

Q What will be the frequency of Online Exams

The online exams will be conducted 6 times a year on regular basis. The dates for online exams for the whole year will be communicated/ published for prospective learners. Unit 1 and Unit 2 exams will be offered with a gap of 24 hours only.

The frequency of exam will be increased/decreased based on the trend for initial 6 months after the launch of 1st online exam.

Q Where can I take the classes for International Diploma in Safety Engineering

There is no formal lecturing for International Diploma in Safety Engineering. It is offered via distance learning mode with online trainer support. The trainer can only provide direction and guidance whereas theme of the qualification is self study and research. If you are not comfortable with self study then International Diploma in Safety Engineering is not a qualification intended for you.

Q Can I seek guidance/ support from a friend during the exam

No. You cannot take help in any form from any person during the course of your exams. You'll need to sign a declaration as part of your registration that you the work submitted is 100% your own without any external support by any person in any manner. Please carefully read our Malpractice Policy.

Q What if I do not understand a question? Can I seek help from any person just to confirm my understanding with the question.

No. You cannot take help related to the exams from any person. Please read our Malpractice policy.

Q Can I simply google for answers and copy paste them?

No. As "International Diploma in Safety Engineering" exams will assess the cognitive levels i.e. Apply, Analyse, Evaluate and Create; it'll be very unlikely for you to get relevant full answers from google or any other books keeping in view the questions' requirements in a given scenario. And even if there is some relevant text found on google which can be added in your answer, one cannot directly copy/paste it. The candidate must write their answer in their own words. Any identical content identified through plagiarism software will be dealt as per Malpractice policy.

Q It is open book exam so still do I need to get prepared?

Yes, Open book exams are neither easy nor difficult than closed book invigilated exams but these are somehow different. You cannot simply copy/ paste from books/ internet sources as you ll need to answer in a specific given scenario and your answer must be practical, relevant, Clear, Complete and must have logical progression without conflicting ideas within different answers. So you must have full understanding of the syllabus and all learning outcomes as you ll be required to apply your knowledge in a given scenarios, analyse a situation or data, evaluate various alternatives and create system, process, procedure, and /or controls for a given problem. It is very unlikely that you ll get relevant answer from the books/ internet sources. It is therefore recommended that you get yourself prepared well before the exams.

Q Are open book non–invigilated exams difficult than closed book invigilated exams?

“Different” is the right word when comparing various exam types. For a given level of study, the exam difficulty level remains the same irrespective of the type of exams however, one may feel comfortable with open book exams while other for closed book exams. You need to decide yourself which exam type is good for you.

Q How will I get the question paper on exam day?

You ll be sent question paper at your given email ID/ Whatsapp Number between 9:00 am to 10:00 am on exam day.

Q Can I print Question paper?

Yes you can but it is your responsibility to maintain the confidentiality of question paper untill you submit your work. No candidate is allowed to share the question paper in either soft/hard format to any other individual/ organization or other entity.

Q How will I submit my Answers?

All registered learners will be provided details for submission of answer sheets.

Q What if my internet connection is not working and I am unable to receive/ send the exam materials?

It is solely your responsibility to arrange for a suitable internet connection. No excuse related to technology failure will be entertained.

Q Can I refer to books, notes, internet or digital books during the exams?

You can refer any materials you have access to but you cannot directly copy/paste from those materials. You ll need to write your answers in your own words.

Q Is there any word count for the exam?

Yes, the word count will be mentioned for each unit exam. Overall you must write between 250 to 350 words to answer a question of 10 marks and similarly 500 to 700 words for a question of 20 marks and so on.

Q Can I get a sample Assessment for both units?

Sample assessments are not yet prepared. These will be made available soon

Q What if some other person completes my answers on my behalf? How can it be detected?

We have following measures in place to ensure that no case of malpractice goes unnoticed;

- Using plagiarism software to ensure all candidates have unique answers with respect to other candidates from the same exam day
- Examiners are well experienced who can detect if the submitted work has been done by 2 or more persons
- Online Interviews will ensure that the candidates are asked relevant questions from the respective unit exams and syllabus to ensure the work submitted tallies with the knowledge and understanding of the candidate.

Q Will my interview be recorded?

Yes. Your interview will be video recorded for quality assurance purpose.

Q What if I am unable to connect a video call but can do an audio call?

You must be connected with a video call with the examiner during the whole part of your interview. Audio interview answers will not be accepted.

Q Can I get the whole process details from start till issuance of the certificates?

The process has been explained in the following PFD (Process Flow Diagram)

Step 1:

Candidates apply for registration (Directly or through Marketing Partners)

Step 2:

Your credentials are assessed against eligibility criteria.

Step 3:

You are advised if you are eligible or Not

Step 4:

In case you are eligible, you are asked to pay the fee and sign registration and related forms.

Step 5:

Books and related resource materials are issued to you accordingly

Step 6:

You carry out self study and seek support for online trainer (As required)

Step 7:

Once you are ready, you request an exam date from upcoming exam dates. You can appear in single or both unit exam as per your choice.

Step 8:

You sit for online exam and submit your answers online as per the given instructions.

Step 9:

your work is assessed by examiner/ quality assurance to ensure it is your own work without the help of any other individuals/entities etc.

Step 10:

You'll be given a suitable time for interview to ensure that work submitted is your own

Step 11:

Upon satisfaction by the examiners and quality assurance, your result will be issued. In case you qualify both unit exams, your certificates will be processed with the awarding body. In case you fail one or both units, you can resit the respective units exams as per your convenience after the payment of resit fee.

Note: In case malpractice is identified at any stage (Marking, interview), a formal letter of suspected malpractice will be sent to the candidate. Malpractice investigation will be carried out as per the policy in vogue.

Q Will I compulsorily be interviewed for each unit separately?

Interviews will be called for only those candidates who score minimum passing marks in each unit and plagiarism or malpractice have not been suspected. If you score above minimum passing criteria for both unit exams together, you will be interviewed once. If you appear in single unit in one exam date and second unit in next exam date (1-2 months gap) then you will be interviewed twice separately for each unit. Those candidates whose score is lower than required passing score will not be interviewed and instead their result notification "Fail" will be issued.

Q I have good writing skills in English language but cannot speak English well and it is very unlikely for the examiner to interpret my verbal responses.

Well in that case, Open book exams followed by an online interview is not a right choice for you. You must look for other options like NVQ diploma etc. For "International Diploma in Safety Engineering" open book exams, you must have English Speaking skills at IELTS 6 or higher (or equivalent in PTE Academics, Toefl etc.) in Speaking.

Q Are there any score/marks for the Interview?

No. The interviews will be conducted to ensure there have been no malpractices. If examiners are satisfied, you will be issued with the result notification. If examiners believe that submitted work by the candidate does not seem to be his/her own then notification of suspected malpractice will be issued.

Q Do I need to be worry about the Interviews?

We understand that interviews can be stressful. But you definitely not need to worry if the work submitted was your own without any help/ support from other person/s. We will ensure that these are as pleasant as they could be. Our purpose is to ensure that examination system is credible and we require the support of our candidates to let us reach to the conclusion.

Q What if I miss the interviews?

You will not be given a result notification unless you appear for the interviews at given date and time. In case you miss the interview date and time, you will be charged 50\$ (Or equivalent amount) for re-arranging your interview. In case you miss again, your result notification will be issued with a "VOID Result"

Q Can I choose interview date and time myself?

No. It will be practically impossible for us to let choose all the candidates with the date and time of their choice. However, we will give 5 working days advance notice to all candidates regarding their interview date and time.

Q Do I need to study whole syllabus again for my interview?

No. You will not need to memorize anything for the interview. The interviewer will just check your concepts (80% from the specific unit exam content you submitted and 20% from overall understanding about syllabus). You can have your submitted work in printed format with you during the interview and examiner may ask you to explain some of the points you wrote as part of your answers. The examiner may ask the trailing questions to make his/her opinion about the work you submitted is either your own or not.

Q Will I be notified about the outcome at the end of the interview?

No. The examiner will collect evidences to form his opinion and will relate those evidences with the submitted work after the interview is finished. You will get formal intimation within 10 working days after the interview.

Q What do I need to have for the interview?

- Print hard copy of your submitted work with page numbers
- A suitable internet connection which should allow a video call.
- Zoom or Skype downloaded on your smart phone/ Laptop and you have your user account made already. You must test your Zoom or skype account on the network to ensure it does not create any disruptions.

Malpractice & Plagiarism Policy

for Online Open Book
Non Invigilated Exams



PROFTECH
LEADING INSTITUTE

Work centre: All Deptt	PROFTECH LEADING INSTITUTE	No. MPP-031
	STANDARD OPERATING PROCEDURE	Revision No. 0
	Title: – Malpractice and Plagiarism Policy for Online Non Invigilated Open Book Exams	Revision Date: N/A
		Issue Date: 01.02.2021

Purpose:

1. To outlines the procedure to identify and take suitable disciplinary action against the cases of malpractice and/ or plagiarism.

Scope / Applications:

2. It is applicable for the online open book non invigilated exams of International Diploma in Safety Engineering.

Responsibility:

3. CEO, Manager Training, Manager Quality Assurance, Examiners are responsible for compliance.

Definition:

4. (a) PLI :Proftech Leading Institute
 (b) MQA: Manager Quality Assurance

Procedure:

5. Following procedure will be followed: -

Introduction

This policy covers malpractice, and/ or Plagiarism by registered learners during the exams. All reported and identified cases of malpractice, and/or plagiarism will be investigated by Manager quality Assurance and his team in a fair, transparent and timely manner.

What is malpractice in an open book non invigilated exam?

Any attempt to gain unfair advantage during the exams for oneself or for another constitutes malpractice, including the breach of examination rules. Examples of malpractices and plagiarism include but not limited to:-

- A learner copying directly from the book or internet and identical content is submitted which is detected by the plagiarism software or the examiner or both.
- A learner seeking help from any other person in getting answer/s and the work submitted was directly or indirectly not the candidates' own work.
- A learner using same ideas and similar words/phrases as for anyother candidate for the same exam date.
- A candidate let other candidate/s copy from his/her work. If 2 candidates have identical work, they both will be investigated as per Malpractice and Plagiarism Policy irrespective of the fact that one has produced original work of his own and the other one copied in part or full. It is the responsibility of each candidate to ensure their work is confidential and not shared with other candidates (Intentional or unintentional).
- A candidate is unable to explain his submitted work during the interview and the examiner can easily establish the fact that work submitted is not the candidate's own work. The examiners must be satisfied for 70% of the answers of the candidates during the interviews.

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- The submitted work by the candidate has many anomalies which may establish the fact that it was prepared by 2 or more persons.

It should be noteworthy that there is no percentage of identical work defined in this policy. It is the sole discretion of Internal Quality Assurance department to investigate any such cases where there has been sufficient evidence that the learner has copied the idea/ words from another candidates' work and does not seem to have students' own work. The quality assurance department however will remain fair and transparent and the judgments will purely be made on facts and not the opinions. The benefit of doubt will be given to the learner in case there is not enough evidence/ facts to prove the malpractice.

Investigation

On identification/ report/ complaint by Examiners, Internal Quality Assurance, other member of team or any member of public of any acts of malpractices, and plagiarism; Proftech Leading Institute will look into the matter and will decide if the matter requires an investigation to be held to ensure the credibility of exams for the qualification is not affected. The respective learners will immediately be apprised via registered email address about the call of investigation and asking them to assist the investigation team in an unbiased and truthful manner. Initial investigation will last for 28 days and if there is enough evidence, then a suspected malpractice case will be initiated against the learner. The learners will be required to provide a written response within 14 days of receipt of the suspected malpractice notification. The Learners will present the evidences in their support to nullify the malpractice evidences. The investigation team will look into the evidences provided by the learners and will decide the outcome of investigation within 14 days of the receipt of answer/ clarification from the respective learner/s. If the learner/s do not respond to the investigation team then the judgment will be made by investigation team in light of available facts and evidences.

Outcome of Investigation

An investigation may have following outcomes depending on the nature and gravity of malpractices and or plagiarism;

- A learner being disqualified from the qualification from 1 to 5 years and all the previous results for same qualification being declared void. The registration for the qualification and exams for all such learners will be cancelled.
- A learner is asked to retake the assignment and current assignment is declared as void without any other disqualification.
- The result is declared where there is enough evidence provided by the candidate to wipe out the suspicions of malpractice and or plagiarism
- Any decision which is a mix of any or all of above mentioned outcomes.

Right to appeal

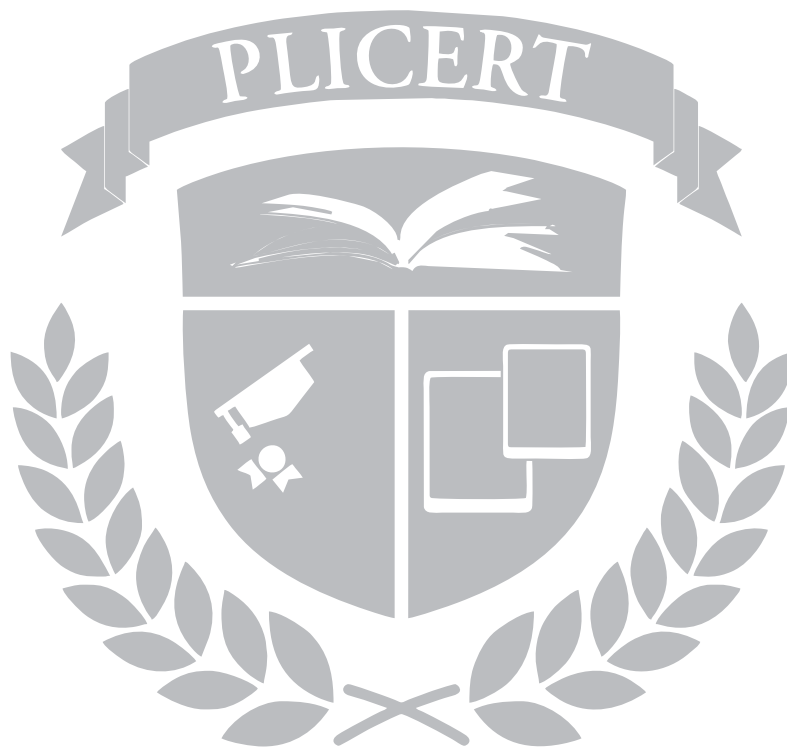
The learner/s have the right to appeal against the decision made by the investigation team of Proftech Leading Institute. However, there is certain fee that may apply (Currently it is 100\$). The appeal committee does not investigate the matter but it ensures that a transparent and unbiased approach was used in investigation process without any conflict of interest and the decisions were based on facts and not just opinions.

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The learner/s may apply for the appeal within 14 days of the communication of investigation results at their registered email addresses. The Proftech Leading Institute, on its sole discretion, may not accept any cases of appeal/ clarifications after the due date.

Notifying local/ international qualification regulators, Awarding Bodies and Approved Centres

Proftech Leading Institute may notify the outcome of investigation against the learners to local and international qualification regulators, awarding bodies and other approved satellite centres.



Proftech Leading Institute

Thank You!