Examination Policy (For Hospitality Programme)

It is the policy of LCCI GQ's Hospitality Programme Quality Assured by Qualifications Scotland to adhere to the final examination schedule as published in the Exam Time Table. The following guidelines should be followed by all faculty members and administrators in order to assure fairness and the best possible educational experience for students.

1. The final examination in a course should be given as scheduled and not at other times, even if the faculty member and all students in a course agree to such a change. Final Examination policy and Schedule will be notified by LCCI GQ to Registered Training Centers from time to time
2. Individual students may be granted a variance from standard policies, provided the instructor is satisfied that the exception is based on good and sufficient reasons, and that such an exception for an early or late examination will not prejudice the interests of other students in the course
3. This policy applies to all Students
4. A student absent from a final examination without a satisfactory explanation will receive a grade of 0. Students unable to take a final examination because of illness or other reason over which they have no control should notify the Centre Coordinator *immediately* and Centre Coordinator must inform LCCI GQ's concerned personnel immediately.

Exam Regulations and Rules of Conduct

1. Exam Center staff monitors all the examination. Candidate must follow instructions of test center staff throughout the examination. Failure to do so may result in a determination of irregular behavior
2. Exam Center staff is not authorized to answer questions for candidates regarding examination content, testing software, or scoring
3. If exam invigilator observes candidates violating test administration rules or engaging in other forms of irregular behavior during the examination, the center staff will not necessarily tell candidate of the observation at the time of the examination
4. Candidate should not bring any personal belongings to the Exam Room. If students bring any personal belongings to the test center, candidates must store them outside the testing area
5. Personal items and their contents may be subject to inspection. Any materials that reasonably appear to be reproductions of any LCCI GQ's QS Hospitality examination materials will be confiscated
6. Making notes of any kind during the examination, except on the materials provided by the test center for this purpose is not permitted. Removal of those materials from the secure Exam Room is prohibited.

Re-Examination

Candidate's failure to secure minimum pass marks in either theory or practical will be consider as fail in the subject. The re-examination shall be permitted to the student up to maximum of 3 attempts or within maximum duration of three years with re-examination fee.