



INSTITUTE OF PROJECT PROFESSIONALS

Examination Conduct and Integrity

Sitting conditions, adjustments, malpractice, technical failure and defective questions

This standard governs how an examination of the Institute of Project Professionals (IPP) is sat and what happens when something goes wrong with it: the conditions a sitting is taken under, the adjustments a candidate may have, what counts as malpractice and who decides it, what happens when the technology fails, and what IPP does when one of its own questions turns out to be defective.

1. Scope

This standard sets the conduct of a sitting and the integrity of a result. It does not set the assessment design, which is IPP-ASM-001, and every figure below that belongs to that standard is referenced rather than restated. A timescale or a pass mark typed into two documents is one that will eventually disagree with itself.

Question	Set by
Paper size, duration, pass mark, fees, the resit interval	IPP-ASM-001
How a result is challenged, and the appeal fee	IPP-ASM-001 section 4.6
Intake, independence and timescales for any challenge	IPP-GOV-006
How a sitting is conducted and what invalidates it	This standard
Adjustments to how a candidate sits	This standard, Section 4
Malpractice, its findings and its consequences	This standard, Sections 5 to 7
Professional conduct of a member, as distinct from a candidate	IPP-GOV-001

2. Identity and the conditions of a sitting

- An examination is taken under the candidate's own authenticated IPP account. Sitting an examination for somebody else, or allowing somebody to sit yours, is the most serious form of malpractice in Section 5 and is treated as such.
- The online multiple-choice assessments are not proctored and IPP does not claim otherwise, on this document or anywhere else. IPP-ASM-001 section 10.1 states the position and keeps it under review; the controls that do apply are a random draw from a live bank kept separate from the practice bank, one attempt per registration, and a fixed clock.
- The clock is set when the paper is first drawn and does not restart. Closing the browser, losing connection or reloading does not buy time, and does not lose the paper either: the same sitting is returned with the time that remains.
- A submission after the time limit is always marked and never discarded, because a network stall must not cost somebody their paper. Lateness is recorded against the sitting so it can be seen rather than silently tolerated.
- Where a qualification is assessed by an invigilated written paper under IPP-ASM-001 section 10.2, this standard applies to it in full from the first sitting of it.

3. What a candidate must not do

- Have somebody else sit the paper, or sit it for somebody else.

- Use notes, another person, a search engine, a language model or any other assistance during a sitting, unless it has been agreed as an adjustment under Section 4.
- Record, copy, photograph, transcribe or share any live examination question, before or after sitting, whether or not it is shared for money.
- Obtain or use live questions from any source outside the examination itself, including from another candidate.
- Interfere with the examination system, or attempt to obtain a result other than by answering the paper.

Practice material exists to be used, discussed and shared. The prohibition is on the live bank, and the two are deliberately kept separate so that a candidate can revise freely without coming near this section.

4. Reasonable adjustments

An assessment should measure competence, not the speed at which somebody reads a screen. A candidate who needs the examination arranged differently may ask for it, and IPP publishes the standard adjustment rather than making everybody negotiate from nothing.

Adjustment	What it means	Evidence
Additional time, standard	50 per cent more time on the paper. Applied to the sitting, not requested again each time.	A letter, report or assessment from a suitable professional, or an existing arrangement from an employer or education provider.
Additional time, more than standard	More than 50 per cent where the evidence supports it.	As above, stating what is needed and why.
Rest breaks	Time out of the clock rather than added to it.	As above.
Alternative arrangements	Anything else that removes a barrier without changing what is being assessed.	As above, and discussed before the request is decided.

- An adjustment is requested through governance@ipp.pro before the sitting, and IPP-GOV-006 sets the timescale for the decision. Requesting one is not an application for special treatment and is not recorded on any certificate, transcript or public record.
- An adjustment is granted once and applies to every subsequent sitting of any IPP examination, including resits. Asking somebody to re-evidence a permanent condition before each paper is a barrier of its own.
- IPP does not adjust the pass mark, the number of questions, or what the paper assesses. An adjustment changes how a candidate sits, never what a pass means.
- A refusal is given in writing with reasons and may be challenged under IPP-GOV-006.

4.1 The candidate's own set-up

The online assessments are taken on the candidate's own device, in a place of their choosing. IPP places no restriction on the assistive technology a candidate normally uses to read and work: a screen reader, magnification, a change of contrast or colour, a different font size, or dictation and other input tools. None of that needs to be requested or declared, and using it is not malpractice under Section 3.

That is not a substitute for this section. Where a candidate's own arrangements do not remove the barrier, the request route above covers it, and it is not limited to time: an adjustment is anything that removes a barrier without changing what is being assessed. A candidate who is unsure what to ask for should ask, and IPP will discuss it before the request is decided.

Evidence is read for the barrier it describes and is not retained beyond the decision and the record of what was agreed. MS-LEG-004 owns retention; nothing in this section requires a candidate to disclose a diagnosis to obtain an arrangement that follows from it.

5. Malpractice

Malpractice is any act that gives or attempts to give a candidate an advantage they have not earned, or that damages the integrity of an IPP assessment. It covers the acts in Section 3, and it also covers conduct by anybody else, including a training provider, an employer or an IPP reviewer.

- A concern may be raised by anybody, through IPP-GOV-006, or may arise from IPP's own monitoring of sittings and results.
- Suspicion is not a finding. A result is not withheld indefinitely while a matter is looked at, and a candidate is told within the timescales in IPP-GOV-006 what is being considered and what it means for their result.
- A candidate is told the substance of what is alleged and has a fair opportunity to respond before any finding is made. This is the same requirement IPP-GOV-006 section 8 places on a conduct matter, for the same reason.

6. Who decides

- A finding of malpractice is made by two named reviewers, neither of whom raised the concern. One may investigate and recommend; the finding does not take effect until the second agrees it.
- Any outcome that ends a credential, meaning withdrawal of an awarded qualification or a bar on sitting, is taken by the Governance Board. IPP-GOV-004 section 5 already reserves revocation of membership to the Board, and withdrawing a qualification is the same act on the other half of a person's standing.
- Nobody decides a matter concerning themselves, a person they report to or who reports to them, or anyone with whom they have a personal, financial or recent working relationship.
- Every finding is recorded with the evidence considered, the reasons, both decision-makers, and the outcome, and is given to the candidate in writing.

7. Outcomes

Outcome	When it applies
No finding	The concern is not made out. The result stands and nothing is recorded against the candidate.
Warning	A first, minor matter where no advantage was obtained. The result stands.
Sitting voided	The integrity of that sitting cannot be relied on. The attempt is void, the fee is not refunded, and the resit interval in IPP-ASM-001 runs from the void.
Bar on sitting	A period during which the candidate may not sit any IPP examination. Board decision.
Qualification withdrawn	An award obtained by malpractice. The verification record is withdrawn under IPP-ASM-001 and the certificate is void. Board decision.
Referred to conduct	Where the person is a member, the matter also goes to IPP-GOV-001, under which dishonesty is already a breach of the Code.

- Every outcome may be challenged under IPP-GOV-006, and a challenge is decided by people who took no part in the finding.
- A withdrawn qualification is recorded permanently, so that an award obtained by malpractice cannot be quietly re-earned into the same record.

8. When the technology fails

A candidate is not penalised for a failure that is not theirs. The default in every case below is that the candidate keeps the paper they were sitting.

- A lost connection or a closed browser returns the same sitting, with the same questions and the time that remains.
- Where IPP's own systems prevented a candidate from completing a paper, the sitting is voided at no cost, the attempt does not count, and the resit interval does not apply.
- Where the failure is at the candidate's end and prevented completion, the candidate may ask for the same treatment and IPP decides on what it can see of the sitting. A refusal is given with reasons.
- A candidate must report a failure during or immediately after the sitting rather than after seeing the result, because a paper cannot be re-run once the outcome is known.

9. Defective questions

IPP writes the questions, so a defective question is IPP's fault and not the candidate's. This section says what happens to the people who already sat it.

- A question may be found defective through a candidate's challenge, through statistical review of how it performs, or through IPP's own item review.
- A defective item is voided. Marking divides by the number of markable questions, so voiding reduces the denominator rather than counting against anybody. The pass mark is a percentage and stays one, which is what makes this safe: a pass expressed as a fixed count of correct answers would get harder every time an item was voided.
- **Every past sitting containing the item is re-marked.** A result may move from fail to pass. A result never moves from pass to fail, whatever the re-mark shows, because a candidate

cannot lose an award on the strength of IPP's own error.

- A candidate whose result changes is told, issued the certificate, and refunded any resit fee they paid for a sitting they should never have needed.
- The item is retired rather than deleted, so that a past sitting can still be reconstructed exactly as it was taken.

The arithmetic is worth following. On a 30-question Award paper at 67 per cent, the bar is 20 marks. Void two items and the paper is 28 questions, where 67 per cent is 19. A candidate who scored 19 failed before the void and passes after it. That is the case this section exists for, and it is why re-marking is not optional.

10. Certificates and verification

- A certificate reference is unique, allocated once, and never reissued to a different award.
- A verification record confirms what it displays and nothing beyond it. IPP may withdraw a verification record where the award behind it has been withdrawn or where the record has been altered.
- A replacement certificate carries the original reference and the original award date. A reissued certificate is not a new award.

11. Records

IPP records, for every matter under this standard: what was raised and by whom, the sitting concerned, the evidence considered, both decision-makers and their declarations, the finding, the reasons, the outcome, the date, and any onward challenge. For adjustments: what was requested, what evidence was seen, what was agreed and by whom. Retention is owned by MS-LEG-004.

12. What the platform does, and what it does not

Stated on the face of the standard rather than in an internal note. Parts of this standard describe capability IPP does not yet have, and saying so is the difference between a description and a claim. Section 12.2 empties as the work is done, and nothing in it weakens the sections above.

12.1 In place

- **Additional time is applied.** A granted adjustment is read when the paper is drawn and sets that sitting's clock, so an Award candidate on the standard 50 per cent has 90 minutes rather than 60 and a Foundation candidate 180 rather than 120. What was applied is recorded against the sitting, so a past paper can be reconstructed as it was taken even after the adjustment changes. A candidate can see the adjustment they hold without asking.
- One attempt per registration, drawn at random from a live bank kept separate from the practice bank, against a published test specification.
- A clock fixed at first draw that survives a reload and cannot be restarted, a late submission always marked rather than discarded, and lateness recorded against the sitting.
- Marking on the markable denominator, so a voided item cannot make a paper harder, and item retirement that preserves past sittings.



- A certificate reference is generated once and can never be issued twice, even where two certificates are created at the same moment.

12.2 Not yet built

- **No malpractice can be recorded.** There is no flag, no case record, no finding and no outcome anywhere in the platform. A sitting cannot be voided for malpractice, a candidate cannot be barred, and an awarded qualification cannot be withdrawn.
- **Nothing re-marks a past sitting.** Voiding an item changes future marking only, so Section 9 describes a remedy that would today have to be carried out by hand.
- **There is no route by which a candidate reports a technical failure during a sitting,** so Section 8 depends on them writing in and on somebody believing them.

13. Review

Reviewed annually by the Governance Board, and on any change to the assessment design in IPP-ASM-001, the delivery model, or the introduction of an invigilated paper. Its edition, revision and date are on its cover.