



EXAMINATIONS

Procedure

DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident or for which usage at ACC may differ to that in other higher education institutions are as follows:

Allied Health: The broad range of health professionals who are not part of medical, nursing or dental professions, and who are recognised (by the Australian government, higher education authorities and professional accreditation and registration organisations) as having specialist expertise to deliver patient care. Allied health professionals aim to prevent, diagnose and treat a range of conditions and illnesses and may work autonomously or within a multidisciplinary health team to provide the best patient outcomes.

Award Program/Course: A program of study leading to a qualification accredited by TEQSA and, in many instances, also a relevant professional body. Award programs lead to a qualification located at levels 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework.

Invigilator: Exam invigilator(s): Academic or other contracted staff who supervise examinations and in so doing ensure that students abide by the rules applicable to that examination and are available to answer any procedural query that a student may have.

Semester: Either of the two periods of study into which an academic year is divided, constituting half of the regular academic year.

Unit Coordinator: The academic staff member who is responsible for the design, delivery and assessment of a scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum.

Unit (or Unit of Study): An element of a subject (as defined above), that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

PURPOSE

This procedure provides guidance to staff and students to ensure that examinations are managed in compliance with the College's policies.

SCOPE

This procedure applies to College staff and students involved in examinations.

PROCEDURE

1. Submission of Examination Material

Examination and timetabling deadlines must be adhered to by all staff, in order to ensure on time preparation and production of end of semester examinations and exam timetables.

Standard examination deadlines are as follows:

- Unit Coordinators will provide to the Academic Dean detailed Unit Profiles inclusive of exam and other assessment requirements, three weeks prior to commencement of semester.
- Proposed exam changes after this point must be requested and processed by week three of semester.
- Standard exams are to be finalised and submitted 5 weeks prior to start of the standard examination block.

Supplementary / deferred examination deadlines are as follows:

- Unit coordinators are to submit supplementary/deferred exams 4 weeks prior to the start of standard examination block.
- Results of supplementary/deferred exams will be approved and results changed within three weeks of the end of standard examination period.

Deferred / Supplementary exams must be sat in the next allocated examination block.

2. Exam Timetable Review

- Staff and students will receive access to both draft and final examination timetables.
- A review period of one week is provided to both staff and students in which comments are welcomed. Potential changes to the draft timetable may result following the comment period, as such students are advised not to rely upon the draft timetable.
- Students must ensure they are aware of all information pertaining to examinations including exam dates, times and locations. Missing a standard exam due to an error in reading examination timetables or reliance upon draft timetables is not grounds for appeal or for deferred examination.

3. Exam Instructions

- Instructions for each exam are clearly printed and attached to the exam paper. These are binding requirements of the examination and must be adhered to by both student and exam invigilators.
- Forfeiture of marks will result for those students who fail to follow examination instruction.
- Possession of, or use of restricted materials or devices within the examination is strictly prohibited. Those students found in breach of this policy will be required to immediately surrender said items, and will be advised that they are under report to the Academic Dean for the alleged breach and whether they are to be investigated for academic misconduct. Refer to the College's *Academic Integrity Policy and Procedures*. Notwithstanding, after surrendering the prohibited items, the students will be permitted to continue with and complete the examination.

Staff Only – Examination Instruction Procedure

- Unit coordinators will ensure that information pertaining to examination requirements is unambiguous, clear and consistent with information provided within the Unit Profile as well as that which may have been provided throughout the semester.
- Relevant specifications may include but are not limited to:

- Indication of open or closed book assessment;
- Use of permissible or restricted materials, including dictionaries, calculators, or other devices.
- College administration will arrange publication and distribution of exam materials.

4. Exam Materials – Open / Closed Book Exams

- The Unit Coordinator in conjunction with relevant course subcommittees will decide on the appropriateness of final examination and any applicable restrictions.
- Clear specification of Open / Closed book examination must be stated within the Unit Profile, in addition to a list of permissible or restricted materials or devices.
- Open book examination – any printed material, except English dictionaries, is allowed into the examination room, including annotated textbooks and lecture materials.
- Closed book examination – no materials are allowed in the examination room.

5. Exam Materials – Rough Paper

- Students are provided with one sheet of blank paper as part of the examination paper. More may be distributed on request.
- Rough paper is not to leave the examination room and will be collected by the exam invigilator.
- Annotations made on rough paper are not assessable and content will not be considered as contributing to demonstration of knowledge or grade allocation.

6. Exam Materials – Dictionaries

- The following dictionaries are not permissible in examination settings:
 - Standard English dictionaries or thesauruses.
 - Translational dictionaries with extensive interpretation or explanation
 - Annotated or photocopied dictionaries
 - Electronic dictionaries
- Extra time is not allocated for those students who require the use of a dictionary.

7. Exam Materials – Calculators and Other Electronic Devices

- Calculators are not permissible in examination rooms unless specified in the Unit Profile and examination requirements.
- Calculators must be hand-held and non-communicable. Devices such as mobile phones, iPads, tablets or other equivalents, which may be capable of circumventing examination process are not permissible.
- Invigilators upon request have the ability to check all personal calculators for inspection.

8. Exam Time

- Exam times set by timetabling represent the time for students are able to enter the examination room.
- 15 minutes will be provided from opening time to allow of settling of students into the examination room.
- An additional 15 minutes of perusal time will be allocated after the settling in period has ended.
- Exam conduct is required from the onset of entry into the examination room.
- The period of time allocated to the completion of the exam, as outlined within the unit profile and examination instruction, will commence with the beginning the of exam start time.

9. Exam Attendance

- Upon entry into an examination room, a student will be deemed and recorded as having attended the exam.
- Should a student fall ill whilst performing the examination or not feel well enough to attend the examination, they should apply for a deferred exam based on allied health or medical grounds, referring to the College's policy on Illness during or prior an exam. See Section 16. below.

10. Entry and Exit of Examination – Restrictions

- Students are advised to arrive to timetabled exams 30 minutes prior to examination time.
- Entry will be permitted into the exam up to 30 minutes after the start of exam time. Students will be required to report to the invigilator who will record details regarding the reason for late entry in an incident report.
- Any student arriving after the 30-minute cut off will not be permitted entry. The invigilator will record details surrounding disallowed entrance, including student details and reason for tardiness.
- Late arrival to an exam due to student error or factors within their control, which then results in disallowed entry, is not grounds for deferred examination. Refer to the College's *Request for Extension or Deferment of Assessment Procedure*.
- Students will not be permitted to leave the exam room until 60 minutes in exam time have elapsed; except in cases of illness.
- Should a student be required to leave an exam due to illness they are required to report the incident to the invigilator who will then record details in an incident report. Refer to Section 16. Below.

11. Examination Conduct – Student Instruction Prior to Entry of Exam Room

The following instructions will be delivered to, and must be implemented by all students prior to admission of examination room:

- All materials not permitted within the examination room must be surrendered and left in a designated area, including: backpacks, phones, study notes and other personal belongings.
- Prior to admission all mobile phones must be turned off and stored with other personal belongings.
- Students are not permitted to communicate with other students once in the examination room and all students must remain silent.
- Students must check all examination details including unit title and examination name to ensure they are given the correct examination for their course of study.
- It is the responsibility of students to be familiar with examination requirements and procedures to avoid implications or accusation of academic misconduct.

12. Examination Conduct – Perusal Time

- Fifteen (15) minutes of reading or perusal time will begin 15 minutes prior to the official examination start time.
- Perusal of the examination paper must not begin until indicated by the examiner or invigilator.
- During reading time, students will be permitted to fill out student details on the examination booklet but are not permitted to make notes within or mark the examination booklet or exam paper.
- If the exam is designated an open book exam, students may read authorised textbooks or notes during this time.
- The use of notation on rough paper is permitted during this time.

13. Examination Conduct – Instruction to Begin Exam

- Upon completion of Perusal time, students will be instructed to note the allowed time for the examination as well as the current time; using the clock available in the exam room.
- Students will be reminded they are not permitted to leave the exam room within the first 60 minutes of the exam.
- Fifteen (15) minutes prior to the end of the examination, the examiner or invigilator will issue a warning that the examination will end in 15 minutes time.
- Students will be directed to begin writing and to cease writing.

14. Student Examination Conduct

- Students must follow the instructions of the examiner or invigilator throughout the entire examination.
- Should a student need assistance or seek permission to leave the room they must raise their hand to gain the attention of the invigilator.
- Only materials listed as permissible will be allowed within the examination room.
- Students will be permitted to bring in a plain, clear and unmarked water container
- Students must not:
 - Perform any activity that maybe, or seen to be in breach of academic conduct, these activities include but are not limited to, talking, looking at other students or their written material, pass notes or perform any other form of communication to other students;
 - Eat or smoke;
 - Wear head-wear unless it has cultural or religion relevance;
 - Possess a mobile phone or any other electronic device which may be capable of circumventing the examination process.

15. Examination Conduct – Instruction to Cease Exam

- The examiner or invigilator will indicate when there is fifteen (15) minute remaining in the official examination time allocation.
- At the end of the exam students will be required to:
 - Stop writing and place all writing instruments on the desk (ensuring all writing has ceased);
 - Gather all exam material to be handed back to invigilator including exam booklets, answer sheets and rough paper;
 - Check their names and student ID are correctly marked on all material;
 - Remain seated until all examination material has been collected;
 - Leave the room silently ensuring they collect their personal belongings as they leave.

16. Illness During or Prior to Examination

- In the case of an illness prior to examination which may affect the student's ability to perform in the examination, the student must complete a Special Consideration form. This form must then be submitted to the Student Experience Manager prior to the examination or assessment.
- Sudden onset of severe medical illness during an examination must be brought to the examiner or invigilators attention. Should the student not be able to continue due to their condition, the invigilator will make note of this within an incident report as well as within the student's examination papers. The student will be marked as attending the exam.
- To be considered for a deferred examination a Special Consideration form needs to be completed by the student and submitted to the Student Experience Manager, as indicated in section 12 of the College's *Assessment of Coursework Policy* and the College's *Request for Extension or Deferment of*

Assessment Procedure. Any student who does not notify the invigilator prior to leaving the exam room will not be eligible for a deferred assessment or special consideration.

17. Viewing of Examination Scripts and Answer Sheets

- Examination scripts refer to all written responses provided by the students during the examination procedure; excluding written materials provided on rough paper. The examination scripts make up the assessable material that contributes toward the attainment of the student's grade or mark allocation.
- Students have the right to have access and view their exam scripts; however written requests and the timelines must be adhered to as outlined in the *Review of Grades Policy and Procedures*.
- Examination results will be provided to students. Viewing of exam scripts is not necessary in order to obtain these marks.
- Following written request for viewing, the student will be provided either: (1) the original or (2) a legible copy of the exam script. When viewing the script, the student is not permitted to have in attendance any person other than a College staff member.
- All exam script viewing is performed under direct supervision.
- Students are not permitted to write on or deface the original script but may take additional notes on separate rough paper.

18. Appeals - Exam Results and Exam Scripts

- All appeals relating to the outcome of exams or assessment mark must follow the College's *Review of Grades Policy and Procedures*.

19. Exam Script Storage

- The College Administration will maintain a secure record of all hardcopy examination scripts for a minimum period of nine (9) months after examination results have been released. In the case where grades or examinations are undergoing or have undergone appeal or reassessment, these scripts will be held for a minimum period of five (5) years.
- Any copies that maybe produced as a result of student request for viewing or for reassessment purposes will be destroyed and only the originals maintained and stored.

20. Availability of Previous Exams

- Previous examination papers may be released as study material if submitted and approved by the Academic Dean.
- Release of previous examination papers must follow strict protocols surrounding third party Copyright Policy.
- Exams that are approved for release and publication will be held within the College library and through secure College webpage portals.
- Should any copyright conflict arise, the past exam paper will be pulled from publishing and removed from both library and digital sources.

RELATED DOCUMENTS

Assessment of Coursework Policy

Requests for Extension or Deferment of Assessment Procedure

Review of Grades Policy and Procedures

Student Support Policy and Procedures

Disability Policy and Procedures

Academic Moderation Policy and Procedures

Student Academic Appeals Procedures

Equity (Anti-discrimination) Policy

Annual Course Performance and Unit Enhancement Reports Policy and Procedures

VERSION CONTROL

Document: Document: T010 Examination Procedure	
Responsible Officer: Academic Dean	
Initially Approved by: Academic Board	Date: 9 March 2022
Nature of Change	New document split out from the former Assessment of Coursework Policy and Procedures.