

Examination Policy & Procedure

1. Purpose

This document outlines the policy and requirements for holding and undertaking the examination process.

This document should be read in conjunction with the *Student Assessment Policy and Procedure*, the Moderation Policy and Procedure and the *Special Consideration Policy and Procedure*.

This policy complies with the Higher Education Standards (Threshold Standards) Framework 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically Section 1.4.

2. Scope

This document applies to all students and staff involved in the examination process.

3. Responsibility

Examination supervisors will be responsible for conducting the examination.

Unit Coordinators (with the assistance of teaching staff and/or designed assessors, where appropriate) are responsible for the preparation and moderation of examination papers.

The Academic Director is responsible for the implementation of this policy and procedure.

4. Definitions

Central examination: Examinations held in the period immediately following the teaching semester.

Cheating: Acting dishonestly or unfairly in order to gain an advantage

Deferred examination: An examination that occurs after the central examination period, usually as a consequence of an approved application for special consideration.

Exam Conditions: The rules that apply to an examination, including time allowance (e.g. 15 minutes reading time and 3 hours writing time), student conduct (e.g. no communication with other students, no cheating), seating allocations, and allowable items (water, pens, reference materials if open-book).

Examination (exam): A formal assessment of the student's level of attainment against specified unit learning outcomes (usually in relation to their knowledge and understanding of unit materials, and their ability to apply such knowledge).

Examination supervisors: A person delegated to oversee the examination, monitor the conduct of students, and ensure the exam conditions are upheld.

Supplementary examination: An examination offered to students who have been granted special consideration after marginally failing a unit.

5. Policy

- 5.1 Examinations are consistent with the learning outcomes being assessed, are capable of confirming that students have achieved and demonstrated the specified learning outcomes and that the graded results reflect the appropriate level of student attainment.
- 5.2 Examinations are held any time between 8am and 6pm Monday to Saturday, including public holidays.
 - 5.2.1 Examinations will be held at EIA, unless otherwise specified.
 - 5.2.2 Examination supervisors are authorised to take action as necessary to ensure the examinations run properly and smoothly.
 - 5.2.3 All enrolled students are expected to attend their scheduled examinations.
 - 5.2.4 All students are expected to demonstrate academic integrity at all times, including during examinations. Cheating will not be tolerated. See *Academic Integrity Policy and Procedure* for future details.

6 Procedure

Exam Preparation

- 6.1 Unit Coordinators (and other academic staff where appropriate) are responsible for preparing and moderating examinations papers.
- 6.2 The following principles are taken into account when preparing and moderating examinations:
 - Exams assess unit learning outcomes and graduate attributes.
 - The complexity and length of the exam reflects the AQF level of the unit.
 - The language is clear and unambiguous; colloquial language is discouraged.
 - Case studies and quotations are fully referenced.
 - Marks are allocated to each section and question.
 - Any special instructions are printed on the cover page of the exam paper.

Exam Moderation

- 6.3 All examination papers are moderated under clauses 7.10–7.15 of the Quality Assurance Framework, Policy and Procedure.
- 6.4 Moderation allows other academics to review and confirm that the examination paper adheres to this examination policy, especially in relation to consistency with the specified learning outcomes, and appropriate complexity and length of for the level of learning.
- 6.5 Moderation ensures that the abovementioned principles have been adhered to and that the examination paper is correctly formatted according to the standards set and maintained by the Registrar.
- 6.6 Course Coordinators are required to submit to the Registrar a complete draft of the moderated examination paper by the end of week 5 of each semester for approval by the Academic Director.
- 6.7 Moderation of examination outcomes are outlined in the Student Assessment Policy and Procedure Section 6.26 - 6.28.

Exam Periods

Mid-semester examination

- 6.8 Mid-semester examinations will be held during the semester within scheduled class times.

Central examination

- 6.9 Central examination will be held across three weeks at the end of each semester.

Deferred examination

- 6.10 Deferred examinations will be scheduled at least three weeks after the end of the central examination period.
- 6.11 Where a student is unable to attend an examination due to unexpected illness or other extenuating circumstances beyond their control, they are required to submit an application for Special Consideration to the Registrar, no later than three (3) days after the scheduled examination date. The form must be accompanied with an original or certified copy of medical certificate (or other documentation supporting the application).
- 6.12 Based on the evidence submitted, the Course Coordinator will determine whether a deferred examination is to be granted to the student.
- 6.13 The Registrar will notify the student in writing of the outcome, along with the details of the scheduled deferred examination, no less than a week prior to the deferred examination.

Special consideration

- 6.14 If the student fails to attend the deferred examination due to the same or other extenuating circumstances out of their control, they may apply for another Special Consideration no later than three (3) days after the scheduled deferred examination date.
- 6.15 Special Consideration is granted only under extenuating circumstances and with compelling reasons and evidence.
- 6.16 If the student fails to attend this second opportunity to take the deferred examination, further deferral will not be granted, and the final result will be given based on their completed assessments.

Supplementary examination

- 6.17 Where a student has marginally failed (the overall grade total 45%-49%) a final unit in a course before graduating, the Registrar will submit an application for the student to sit a supplementary examination.
- 6.18 The Course Coordinator and the Academic Director must either approve this application or contact the student to explain the reasons for rejecting it. Supplementary examination will only be offered under strict conditions, the student's progress for the duration of the course.
- 6.19 If the application is approved, the Registrar will notify the student with the information about the supplementary examination.
- 6.20 The final grades awarded limited to Supplementary Pass (SP) or a Supplementary Fail (SN).

Exam Protocols

Timetable clash

Alternative arrangements will be made for students if they have:

- 6.21 Two or more examinations scheduled at the same time
- 6.22 Three examinations scheduled on a single day

Staff attendance

- 6.23 Examinations supervisors will be appointed at the ratio of at least one supervisor per 25 students.
- 6.24 Unit Coordinators or their delegates are encouraged to be present at the examination venue to answer any questions raised by students, however, this is not mandatory.
- 6.25 If Unit Coordinators or their delegates are unable to attend in person, they must be available by phone during reading time.

Late arrivals

- 6.26 Students who arrive 30 minutes after the scheduled commencement of an examination will not be permitted to sit the examination.

Reading time

- 6.27 Students are given 15 minutes' reading time at the commencement of the examination. During the reading time, students are not permitted to write. Students may only commence writing when instructed by the supervisor(s).

Student identification

- 6.28 Students are required to bring their Student ID to the examination and place it on the desk so that the supervisor can confirm their identity and attendance. Students without their student ID may provide other forms of identification such as passport or driver's licence. Students without a valid photo ID will not be permitted to sit the examination.

Authorised materials

- 6.29 Authorised materials are limited to those specified by the Unit Coordinator. The list of authorised materials will be made known to students prior to the examination and will be stated on the examination cover sheet.
- 6.30 Authorised materials may include:
- **Dictionary** Students may take one (1) bilingual/translation dictionary (i.e., from their mother tongue into English and vice-versa) into the examination. This dictionary must use direct word-for-word translations and be in printed form only.
 - **The dictionary** must not be marked in any way or include any additional information that is not part of the dictionary in its original form. Supervisors will conduct checks.
 - **Calculators** may be permitted if specified by the Unit Coordinator and stated on the examination paper cover sheet. Calculators must be cleared of any programmed equations and memory. Supervisors will inspect devices.
- 6.31 Unauthorised materials include
- **Mobile phones** are not permitted in the examination. They should be switched off and stored in the designated storage area, and not on the student or in their pockets. Supervisors will confiscate any mobile phones brought into the examination venue.
 - **Notes and course materials** are not-permitted in closed-book examinations.

Designated area for student belongings

- 6.32 An area will be designated for students to leave their belongings and will be attended by EIA staff. EIA will not be liable for any belongings left outside of the designated area.

Leaving the examination venue

- 6.33 Students are not permitted to leave the examination venue until 30 minutes after the examination has commenced, and during the final 30 minutes of the examination, unless permitted to do so by the supervisor (e.g. emergency).

Illness during the examination

- 6.34 Students who become ill during the examination should notify the supervisor immediately.
- 6.35 If a student briefly leaves the venue with supervision from the supervisor and returns to continue their examination, no extra time will be provided to the student to complete it.
- 6.36 If a student is unable to continue, the supervisor will make a record of the situation and report it to EIA's administration.

- 6.37 In order to be eligible for a deferred examination, the student will need to apply for special consideration.

Interruption to the examination

- 6.38 In the case of an unexpected interruption to the examination (e.g. fire, evacuation, or other emergency), the supervisor will provide instructions and take appropriate action.
- 6.39 Depending on the nature of the interruption, the supervisor may:
- ask students to return to their examination and providing additional time (equivalent to the interruption) for students to complete their exam.
 - seek the advice of the Academic Director/Course Coordinator and advise students, of the intended course of action, based on the options below:
 - the examination is void and a new examination will be scheduled within the central/deferred examination period
 - examination papers will be marked but students will be given an adjusted/weighted result
 - an alternative assessment will be set in place of the examination, with an appropriate due date
 - examination papers will be marked, and students will also be given an additional assessment that will count towards their final result.

Conclusion of the examination

- 6.40 Students must remain seated until all papers are collected by the supervisor(s) and the main supervisor has given permission to leave the examination venue.

Breach and investigation

- 6.41 Students whose actions are in breach of this policy and procedure, or the Academic Integrity Policy and Procedure, will be immediately expelled from the examination venue by the supervisor.
- 6.42 The supervisor will report any breach to the EIA's administration, which in turn will escalate the report to the Course Coordinator/Academic Director. Matters will be investigated in accordance with the Academic Integrity Policy and Procedure.
- 6.43 The Academic Director will investigate allegations in accordance with the *Academic Integrity Policy and Procedure*.

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