



EXAMINATIONS POLICY AND PROCEDURES

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1 PURPOSE

The purpose of this Policy is to assist in the coordinated and consistent examination practices for all units of study at Top Education Institute (TOP). Academic staff members are responsible for designing examinations that are equitable, appropriate and enable students to demonstrate their achievement of unit learning outcomes.

For information relating to general principles of and responsibility for assessment, refer to the Student Assessment (Coursework) Policy.

2 SCOPE

This Policy document applies to all students and staff of TOP and for all examinations conducted by TOP.

3 DEFINITIONS

Examination – Formally supervised written assessment held during an examination period and conducted under examination conditions.

Examination supervisor – A person assigned to oversee and invigilate the conduct of an examination.

Exceptional Circumstances – Unforeseen factors or factors outside a student's control that have a negative impact on their performance. Some events, even if difficult, distressing or unpleasant, are not in themselves deemed exceptional. Chronic conditions for which a student has received professional support do not constitute exceptional circumstances and will be dealt with in accordance with provisions outlined in the Access and Equity Policy. If a student attends an examination, that student is deemed to be fit to be examined.

The following may be considered to constitute exceptional circumstances:

- Death of a close relative or friend;
- Serious illness of student – an incapacitating illness or an on-going illness or medical condition. (Medical certification must be obtained);
- Serious illness of a close relative;
- Acute Personal/Emotional Circumstances. (Medical certification or letter from counselling service must be obtained)
- Crime – A copy of the police report and/or certificate from an appropriate medical professional

(or equivalent) is required. Note it is the stress brought on by a crime which may be considered as exceptional circumstances, rather than the crime itself. The stress and its impact on academic performance must be evidenced;

- Pregnancy – A medical report from the student’s doctor or midwife is required. The report must provide explanation of how the pregnancy’s symptoms will impact on the student’s performance. Note that being pregnant in itself is not deemed exceptional circumstances.

Reading time – A period of time before the commencement of an examination during which students may read the examination paper but may not begin to answer the examination questions (e.g. by writing notes or answers or using calculators)

4 PROCEDURE

4.1 Location of Examinations

Students will sit all of their formal examinations at an examination center formally approved by TOP.

4.2 Timing of Examinations

Standard study periods

An official two-week examination period will be held at the end of each standard teaching period during which time formal examinations will be held. Examinations will be held within the time period 8am to 8pm Monday to Friday (excluding public holidays).

Non-standard study period examinations

Examinations for units offered in non-standard study periods will be arranged and conducted by the relevant Unit Coordinator within two weeks of the completion of the teaching of the unit.

Supplementary/re-sit examination period

The supplementary/re-sit examination period will be scheduled no less than two weeks after the end of the examination periods but before the semester end date.

4.3 Student Availability for Examinations

Students must be available to undertake examinations throughout the periods designated for examinations as outlined in the academic calendar. Students are also required to be available at times specified in unit outlines for unit-based examinations.

4.4 Examination Adjustments for Students with Disabilities, Medical Conditions or other exceptional circumstances.

Where a student has an illness or exceptional circumstances which they believe impacts on their ability to undertake an examination in the normal way, they may apply to the Dean of the relevant school to have the examination conditions adjusted. The application must provide documentary evidence of the reason for the application. After considering the documentary evidence, the Dean will make a decision on if and how the examination conditions will be varied.

Prior to enrolment, students are required to identify existing personal needs or circumstances arising from disability or chronic conditions. TOP’s Access and Equity Policy gives information on the provision of support, that includes examination adjustments, for these students with identified needs.

5 Examination Room Procedures

5.1 Powers of supervisors

Supervisors have responsibility for the conduct of examinations and will exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination. A supervisor need not enter into debate with a candidate for any direction given to the candidate.

A supervisor will require any person present in the examination room to:

- provide a TOP student card or other official photographic evidence (e.g. passport, drivers licence) to confirm his/her identity and eligibility to be in the examination room. The evidence must be displayed on the student's desk during the examination. If the student does not have photographic identification in their possession, they will adhere to the procedures prescribed by the supervisor. Any student attending the examination without photo identification must report to the examination supervisor at the end of the examination in order to have their identity validated, such as through a smart phone photograph, which can be compared with a valid student ID or other official photographic evidence (such as a driver's licence or passport) within 48 hours of the examination.
- sign an attendance list;
- show that they do not have any unauthorised material and/or electronic devices including mobile phones;
- answer any question the supervisor considers necessary;
- leave the examination room if a supervisor considers that their behaviour or appearance is such as to disturb or distract any other candidate;
- surrender any material and/or electronic devices including mobile phones which the supervisor considers to be unauthorised; and/or
- comply with any direction the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

5.2 Conduct of candidates

While in the Examination room candidates must comply with all TOP Student Conduct Policies, and all directions provided by the supervisor.

Cheating in examinations will lead to serious penalties for an offending student. If the examination supervisor considers that cheating during an examination has occurred, the examination supervisor will complete an Examination Incident Report and submit this report to the Academic Administration.

The *Student Academic Integrity Policy* outlines the procedures followed when cheating in an examination is suspected and provides details on potential penalties. Entry to examination room

5.3 Entry to examination room

Upon entering an examination room a student must proceed to their designated desk. A student will only leave their desk with the permission of, or by the direction of a supervisor.

No person other than a supervisor, authorised party, or a person granted approval by the supervisor, may enter or remain in an examination room during an examination, or during the period of 15 minutes immediately preceding or following an examination.

5.4 Starting time

Times listed on the examination timetable are the times when students are allowed to commence reading the examination paper, or if there is no provision for reading time, to commence the examination.

5.5 Reading time

During reading time, no writing is permitted. Candidates must not commence writing on the examination paper or the examination booklet until the reading time has ended and the supervisor has given permission for writing to commence.

5.6 Late arrival

Candidates who arrive within the first 45 minutes of the official starting time of the examination start will be permitted to undertake the examination but will not be allowed any additional time. Candidates who arrive more than 45 minutes after the examination start time will not be permitted to undertake the examination.

5.7 Early departure from examination rooms

A candidate must not leave the examination room until 45 minutes after the commencement of writing time or during the final 10 minutes of an examination.

Candidates who wish to leave the examination room prior to the scheduled finish time (and within the times specified above) will adhere to instructions provided by the supervisor.

5.8 Conclusion of examination

At the conclusion of the examination all remaining candidates must remain seated at their allocated desk until their papers have been collected by the supervisor, or until the supervisor has given permission for the candidate to leave the examination room.

5.9 Authorised materials in an examination room

Where specified books or other materials are permitted to be taken into an examination, such materials will be limited to those specifically nominated by the Dean or delegate (normally Unit Lecturer). These materials will be listed on the examination paper cover page. The supervisor or other authorised party will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorised materials.

The use or possession of any unauthorised material in the examination room constitutes cheating and it is strictly prohibited. It is considered a breach of examination procedure and will be subject to procedures outlined in section 5.15.

5.10 Use of dictionaries in examinations

Neither English language dictionaries nor bilingual translation dictionaries are permitted in an examination room.

5.11 Use of authorised personal electronic devices in examinations

Personal electronic devices may not be brought into or used in an examination room except with the prior approval of the Lecturer-in-Charge. Approval must clearly identify the category of electronic device allowed in the examination room. Electronic devices which can be approved are restricted to those which are hand-held, internally powered, silent and not capable of wireless communication with other electronic devices.

Calculators and other electronic devices approved for use in an examination must have all programmable memory cleared prior to being brought into the examination room. Non-programmable calculators must have volatile memory only and must not have alpha facilities.

Any approved electronic device brought into an examination room will be inspected by the supervisor and/or authorised party.

A candidate using an authorised electronic device in an examination is responsible for its operation. Any failure or malfunction of the device will not constitute grounds for a supplementary/re-sit examination or other special consideration.

The use of any unauthorised personal electronic device is strictly prohibited. It is considered a breach of examination procedure and will be subject to procedures outlined in section 5.15.

5.12 Mobile phones

The use of mobile phones in the examination room is strictly prohibited. It is considered a breach of examination procedure and will be subject to procedures outlined in section 5.15.

5.13 Student illness during the examination

If a candidate becomes ill during an examination and temporarily leaves the examination venue while remaining under supervision, the candidate may continue with the examination. However, the student will need to complete the examination at the end of the scheduled time and no additional time will be made available.

If the candidate cannot continue with the examination because of illness or other exceptional circumstances, the supervisor will note this and report the matter to the Dean. After considering relevant supporting documentation the Dean will determine whether the student is to be given a supplementary/re-sit examination.

5.14 Interruption to Examinations

Where an examination is impacted by an unexpected interruption (e.g. power failure, computer/software malfunction, earthquake, bomb threat, fire alarm, etc) Academic Management will make a determination as to whether the examination can proceed.

Where the examination cannot proceed the Dean will determine the appropriate course of action, which may include:

- the examination being declared void and a new examination scheduled for a date and time within the current examination period;
- students' examination scripts may be marked and an adjusted examination result determined;
- an alternative assessment item may be set with a suitable due date for submission; or
- an additional assessment item may be set with a suitable due date for submission.

Minor disruptions to an examination (for a period of 15 minutes or less) will usually be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time.

5.15 Breach of Procedure

An examination supervisor may immediately expel from the examination room any candidate who commits an infringement of this Policy. The supervisor will then report the infringement to Academic Administration by lodging an Examination Incident Report. Academic Administration will refer such an incident to the Senior Academic Manager who will convene the Academic Integrity Panel for preliminary review. If the Panel determines it is appropriate, the matter will then be subject to a

formal inquiry of academic misconduct. Refer to the Student Academic Integrity Policy for further information regarding these procedures.

5.16 Materials Left Outside Examination Room

Students need to safely secure all their belongings, as TOP accepts no responsibility for securing students' belongings either inside or outside an examination room.

6 Supplementary / Re-sit Examinations

6.1 Application for supplementary examination

A candidate who, through illness or other exceptional circumstances, is unable to attend an examination is required to lodge an application for a supplementary examination with Academic Administration within 1 week of the examination.

6.2 Evidence in support of application for supplementary examination

Any application for a supplementary examination must be supported by original documentary evidence. The authenticity of documentary evidence may be confirmed with the named provider. Approval will only be granted in exceptional cases.

6.3 Determination of application for a re-sit examination

After releasing final exam results, a notification email will be sent to each current student to notify them of the availability of final results and instructions on accessing individual results. Once the notification is sent, students who fail the final exam but gain 40%-49% in the unit, and have satisfactorily completed all assessment tasks in the unit, are eligible to apply for a re-sit examination within 5 working days. The re-sit examination schedule will be made available to students prior to the date of the re-sit examinations. In cases that an application is submitted prior to the examination and the application is refused, every effort will be made to contact the student prior to the scheduled examination. Where a re-sit examination is approved, students will be required to pay a \$400 fee for each unit re-sit examination.

6.4 Failure to attend supplementary/re-sit examination

There will only be one scheduled supplementary/re-sit exam for each unit. No other times or special consideration will be given if students miss the set re-sit exam period. There will be no exceptions to this.

All unit examinations must be attempted before the semester end date.

6.5 Limit on number of deferrals

An examination or alternative assessment may be deferred no more than once (after the original scheduled examination). If the student is unable to undertake the examination or assessment after one deferral, no further deferral will be possible and the Dean will be required to provide a final result for the unit. If the student is able to provide evidence of continuing exceptional circumstances, the Senior Academic Manager, after consultation with the student and the Dean, may cancel the student's enrolment in the unit without academic penalty (but with financial liability); or other assessment accommodation(s) be made, having regard to the student circumstances.

6.6 Remarking of examination papers

An examination remark is a reconsideration of a mark that involves review of an academic judgement. Students may apply for a remark if they believe that the mark given is not a fair

reflection of performance as measured against published assessment criteria. Administrative errors such as a miscalculation or non-inclusion of a section do not need to be resolved by remark but can be dealt with directly by the Unit Coordinator or Senior Academic Manager.

To apply for a remark, students must:

- a. Seek feedback from the lecturer/unit coordinator; and
- b. After receiving feedback, lodge an Academic Appeal Application Form and provide a thorough written academic case based on performance in relation to criteria and standards published in the unit outline and other relevant assessment documentation.

When lodging a request for a remark, students must make a substantial case with evidence and supporting documentation if possible. A request may be rejected if the written request does not sufficiently address performance in relation to assessment criteria. The following are examples of statements that are insufficient grounds for a remarking request:

- I am a good student and have attended all lectures and tutorials
- I only need a few marks to pass
- I was sick during the semester
- My friend's answers were similar to mine and they got better marks

See TOP's *Assessment Appeals Policy* for further information regarding requests for examination remarks

7 RELATED DOCUMENTS

- i. Assessment Appeals Process
- ii. Student Academic Integrity Policy
- iii. Code of Conduct for Students
- iv. Student Assessment (Coursework) Policy

8 Version Control

Historical Version	Approved by	Approval Date
2016.12	Academic Board	20 December 2016
2015.10	Academic Board	22 October 2015
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