EXAMINATION POLICY

Unauthorised Materials
Unauthorised materials are not permitted in the exam room. These include:-
- Notes, books, printed material, writing paper, except where listed as permissible materials.
- Any device, which might disturb other candidates during the course of an examination such as alarms on watches.
- Any device, which can be used for obtaining information during the course of an examination such as; mobile phones, laptops, MP3 players, iPods, hand-held computers and electronic dictionaries. Any students found with unauthorised electronic devices or other prohibited material will have their exam cancelled.

Permitted materials
Permitted materials include:
- Writing materials. Pencil cases must be placed under the desk.
- Any item listed in the examination timetable for that subject.
- Where materials allowed are ‘any permitted materials,’ these include items normally expected to be used for study, such as text books and lecture notes.
- Where dictionaries are permitted they must not be electronic.

Students allowed to take in notes as part of their permissible materials will be required to hand them in with their exam papers.

Food or drink is not to be taken into Examinations except for items such as glucose sweets, or plain or clear water, which may be permitted at the discretion of the Invigilator.

Dictionaries
Dictionaries are not permitted in the examination room unless they are listed as permitted materials. If a dictionary is permitted it must be a hard copy dictionary. Thesauruses are not allowed as dictionaries unless specified as a permitted material. Dictionaries permitted in exams must not be annotated i.e. must not have any writing in it.

Calculators
Calculators are allowed in the exam room only if specified as permitted materials.

Students are to clear the memories of programmable calculators and remove them from calculator cases before taking them into the examination room. Calculators that are not acceptable will be confiscated.

Students should check with their unit convenor prior to the day of the examination if they are unsure whether their calculator is the approved type.
**Personal Items**
Students are permitted to take purses and wallets into the examination room and must place them under their desk or in their bags. Bags must be placed in the areas provided in the examination room.

The wearing of hats and other headwear is not allowed during exams unless permitted by the Invigilator.

Mobile phones will be required to be placed in student’s bags at the side of the examination room. If a student does not have a bag then the mobile phone will be placed in an envelope with the student’s name on it for collection after the exam.

**Stationery Items**
Students are not permitted to bring scrap paper into the exam. All rough workings are to be done on the blank sides of the exam question papers or on the script books provided.

**Attendance/Admission at the Examination Room**
Students require a current student identification card to obtain admission to the examination room. If the card has been mislaid or is not valid, you will be directed to the appropriate place or person for identification.

Students are required to be at the exam room 15 minutes before the exam is to start.

Students who arrive more than 30 minutes after the commencement of an exam will not be permitted to enter the exam room. Unless documentation can be provided you are ineligible to sit for a deferred exam. Sleeping in is not a valid reason for securing a deferred exam.

Students are not permitted to leave the exam room in the first 30 minutes or the last 15 minutes of an examination.

Students are allowed temporary leave of absence from the exam room at the discretion of the invigilator during an examination for a visit to the toilet or due to illness.

**Procedure for the Conduct of Exams**
Students will be required to sit in designated seats; this will be identified by the students ID number on the “Student Examination Information for Desks Signing”.

Misconduct in the Examination Room

Invigilators will examine permitted materials during the exam. The Invigilator has the authority to take whatever action is necessary to prevent misconduct within the examination area. Examples of misconduct include:

- talking to another student during an exam,
- copying from another student and
- bringing in unauthorised material.

Where necessary, a report on the breach will be forwarded to the Academic Director, with copies to the Lecturer in charge of the unit in which the breach took place. The student may be escorted from the exam room. The student will be contacted by the Academic Director for an interview. A Summary Inquiry may convene as a result of the interview.

The Academic Director will discuss an alleged case of misconduct informally with the student, where possible. The Academic Director will recommend whether to conduct a Summary Inquiry or if no further action should be taken.

Examination Script Books

Script books, completed or blank, remain the property of the College and must not be removed from the examination room or the custody of the unit convenor.

Students are entitled to supervised access to their own completed exam answer sheets within 12 months of the release to the College.

The College will retain completed Script books for one year.

Illness During the Examination Period

Candidates who are unwell at the scheduled time of the examination of a unit in which they are enrolled, are advised not to undertake the examination. Candidates will be required to fill in an application for special consideration and submit a declaration from their doctor within three (3) working days. The template for this declaration will be provided by the College or can be accessed on the Moodle. Certificates of Attendance at a Doctor’s Surgery are not acceptable as evidence of illness.

Applications lodged after the due submission date may be considered if circumstances made it impossible for the application to be lodged within three (3) days. For example an ongoing serious illness.
Deferred Examinations

A deferred examination enables eligible students to complete a final exam at a later time because of illness or other unavoidable and compelling circumstances.

The following list sets out some examples of acceptable grounds for Deferred Examinations and what form of original documentation is required.

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Examples of documentary evidence required</th>
</tr>
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</table>
| Illness or serious health problems               | A medical or counselling certificate the College has a template that the doctor completes. This ensures that we receive sufficient information including:  
  - the registered provider number  
  - the date on which the student was to sit the examination  
  - advice regarding the severity of the complaint and that circumstances would affect the student’s performance in the specified examination  
  - the dates when the students was affected by the illness. The doctor’s statement must be dated on, or before the date of the examination. Statements dated after the date of the examination will only be accepted in exceptional circumstances. |
| Bereavement – death of family member or close friend | Death notice or other appropriate evidence                                                                                                                                   |
| Sporting commitments at the state or national representative level | Documentary evidence of participation such as written advice from the team manager or an appropriate national Athlete Career and Education (ACE) adviser |
| Unavoidable work commitment                      | Documentary evidence from employer                                                                                                                                            |
| Voluntary defence or emergency commitments       | Documentary evidence from the relevant authority                                                                                                                             |
| Car accident or breakdown on the way to the examination | Police report (in the case of an accident) or a mechanic’s report (in the case of a breakdown)                                                                            |
| Legal commitments such as jury duty or being subpoenaed to attend court | Documentary evidence from the Court                                                                                                                                 |

In all cases some form of documentary evidence and a declaration by the students would be required to support an application for a deferred examination. The documentation will be considered but will not guarantee that the application will be successful. This must be lodged within three days of the examination.
If students are applying for a deferred exam due to illness or health problems, the student will be required to have the doctor complete the deferred Special Consideration Form found on Moodle rather than accept medical certificates the College has a template that the doctor completes. This ensures that we receive sufficient information including:

- the registered provider number
- the date on which the student was to sit the examination
- advice regarding the severity of the complaint and that circumstances would affect the student’s performance in the specified examination
- the dates when the students was affected by the illness. The doctor’s statement must be dated on, or before the date of the examination. Statements dated after the date of the examination will only be accepted in exceptional circumstances.

**The following would be generally unacceptable grounds for Deferred Examination:**

- Less than four consecutive examinations (for example, two on one day, and one on the following morning);
- Sitting the examination when the student is unwell;
- Students will not be given deferred exams or special arrangements because of travel arrangements made to return home for holidays;
- Social and leisure events, including sporting (and sports training) other than at state national or international representative level;
- Misreading the Examination Timetable (including arriving more than 30 minutes after the commencement of the examination);
- Where the student could reasonably have been expected to avoid the circumstances of missing or performing poorly in the examination;
- Students will not be granted a deferred examination for an examination in a unit that has already been deferred unless there are exceptional circumstances deemed as such by the Academic Director. Students with ongoing, documented health problems that arose after the census date may wish to consider applying to Student Administration for a late withdrawal from the unit.

**Appeals**

If a student is not satisfied with the decision (to approve or not approve the application for a deferred examination) they may, in the first instance, seek a review of the decision by the Academic Director (who may consult with the unit convenor, course convenor or other appropriate staff).

**Supplementary Examinations**

Supplementary assessment including supplementary examinations is a form of assessment designed to give eligible students a second chance to pass a final unit of study. To be eligible to undertake supplementary assessment in a unit:-

- a student must be enrolled in their final term of study
• have failed a single unit with a final mark between 45-49% in the unit and
• have passed all other units taken that semester
The failed unit must be the final unit required to complete the academic requirements of their course.

Supplementary assessment will only be assessed on a pass/fail basis in the supplementary task and the unit.
Deferring a Supplementary Examination

In exceptional unavoidable and verifiable circumstances a student can apply to defer the supplementary examination, subject to the approval of the College.

The criteria for considering applications to defer a supplementary examination will be the same as the criteria for considering applications to defer a final examination.

Individual Examination Arrangements

Special arrangements will be made for students with disabilities or special needs.

Definitions

The following definitions are relevant to this policy:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Deferred examination</td>
<td>A deferred exam is an exam approved to be taken in the following week of the exam period when a student is unable to take a final exam at the scheduled time because of illness or other unavoidable and compelling circumstances. The content of the deferred exam may be different from the original exam.</td>
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<tr>
<td>Invigilator</td>
<td>A person who is employed by the College to supervise an examination.</td>
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<tr>
<td>Final Examination</td>
<td>An invigilated exam based on, for example, a test, quiz or essay paper set for students to complete in the official examination period at the end of each teaching period.</td>
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<tr>
<td>Supplementary examination</td>
<td>A supplementary exam is a final exam repeated by an eligible students who:</td>
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<td>• is enrolled in their final teaching period;</td>
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<td>• has failed a single unit, with a final mark between 45 – 49% in the unit;</td>
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<td>• has passed all other units undertaken in that semester.</td>
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<td>The failed unit must be the final unit required to complete the academic requirements of their course.</td>
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<td></td>
<td>The content of the supplementary exam will be different from the original exam.</td>
</tr>
<tr>
<td>College examination period</td>
<td>The official examination period for final exams held at the end of each College teaching period.</td>
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