EXAMINATIONS PROCEDURES

FOR CAMPUS EXAMINATION OFFICERS (EO)

Last Review Date: January 2008
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1. INTRODUCTION

Australian Catholic University’s (ACU National) Timetabling, Examinations & Results Section (TE&RSection) provides national oversight and management of the University’s formal examination cycles. Based at the Brisbane campus (McAuley), TE&R is responsible for ensuring the examinations it administers are conducted according to the University’s policies and regulations.

The role of campus Exam Officer (EO) was established to ensure a ‘local’ campus presence is on hand to facilitate the range of activities necessary for the efficient conduct of examinations at each of the University’s campuses. The campus EO plays an integral role in the organisation and operation of the University’s formal examination cycles and is the campus ‘face’ of the Section.

This handbook has been developed to provide the University’s campus EOs with information about procedures relating to the conduct of examinations at ACU. The document also serves to inform campus EOs of what they need to know, and do, to comply with University regulations and policy.

Normally the Student Centre Team Leader is the nominated EO; however it is recommended that EO tasks are delegated to Student Centre CSOs wherever appropriate. This will ensure knowledge and understanding of the EO role by all Student Centre staff, and will ensure the Team Leader’s ‘normal’ workload does not suffer during the examination cycle.

To ensure Student Centre staff feel comfortable providing advice and guidance to examination supervisors, academic staff and students, as and when the need arises, it is strongly recommended that they familiarise themselves with the procedures, regulations and policies described in several University documents. Further information relevant to the conduct of examinations and related student matters can be found in the following documents at http://www.acu.edu.au:

- Assessment Policy
- Academic Honesty Policy
- Statute 10 Student Conduct and Discipline
- Examination Policy Examination Supervisors Handbook (including Guidelines for Reader/Scribes, and Guidelines for PC Use During Examinations)

Finally, remember there is no such thing as a silly question – only silly silence! If you are unable to find the solution to your question in this document, or in one of the related documents above, TE&R are always happy to provide advice and assistance.
2. CONTACT DETAILS

2.1. TE&R Section Staff

Manager
Lisa Richards 07 3623 7459

Team Leader (Examinations)
Aileen Conradi 07 3623 7131

Admin Officers (Examinations)
Carol Bradley 07 3623 7289
Tim Berry 07 3623 7483

Team Leader (Timetabling)
Daniella Gangemi 07 3623 7358

Admin Officers (Timetabling)
Gina Sage 07 3623 7460
Debbie Ferguson 07 3623 7286

Fax: 07 3623 7249
Email: examinations@acu.edu.au

2.2. Exam Officer Staff

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballarat</td>
<td>03 5336 5360</td>
</tr>
<tr>
<td>Brisbane</td>
<td>07 3623 7419</td>
</tr>
<tr>
<td>Canberra</td>
<td>02 6209 1121</td>
</tr>
<tr>
<td>Melbourne</td>
<td>03 9953 3064</td>
</tr>
<tr>
<td>North Sydney</td>
<td>02 9739 2304</td>
</tr>
<tr>
<td>Strathfield</td>
<td>02 9701 4152</td>
</tr>
</tbody>
</table>

2.3. Campus Operations staff/ security

<table>
<thead>
<tr>
<th>Location</th>
<th>Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballarat</td>
<td>Mark Hann</td>
<td>03 5336 5300</td>
</tr>
<tr>
<td></td>
<td>Mgr. Martin Hill</td>
<td>03 5336 5311</td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td>5311</td>
</tr>
<tr>
<td>Brisbane</td>
<td>Wayne Jennings</td>
<td>07 3623 7330</td>
</tr>
<tr>
<td></td>
<td>Roy Case</td>
<td>07 3623 7378</td>
</tr>
<tr>
<td></td>
<td>Mgr, Ron Fletcher</td>
<td>07 3623 7121</td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td>7123</td>
</tr>
<tr>
<td>Canberra</td>
<td>Shirley Ramirez</td>
<td>02 6209 1127</td>
</tr>
<tr>
<td></td>
<td>Mgr, Susan Love</td>
<td>02 6209 1115</td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td>1115</td>
</tr>
<tr>
<td>Melbourne</td>
<td>Margaret Burgess</td>
<td>03 9953 3336</td>
</tr>
<tr>
<td></td>
<td>Mgr, Ian Hocking</td>
<td>03 9953 3334</td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td>888 / 0418 548 811</td>
</tr>
<tr>
<td>North Sydney</td>
<td>Nairi Mozian</td>
<td>02 9739 2050</td>
</tr>
<tr>
<td></td>
<td>Mgr, Wayne McKenzie</td>
<td>02 9739 2301</td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td>2934</td>
</tr>
<tr>
<td>Strathfield</td>
<td>Jeffery Manalo</td>
<td>02 9701 4135</td>
</tr>
<tr>
<td></td>
<td>John Cooper</td>
<td>02 9701 4266</td>
</tr>
<tr>
<td></td>
<td>Mgr, Peter Gibbons</td>
<td>02 9701 4217</td>
</tr>
<tr>
<td></td>
<td>Security</td>
<td>02 9739 2112</td>
</tr>
</tbody>
</table>
2.4. Campus Printery Staff

<table>
<thead>
<tr>
<th>Location</th>
<th>Name/Contact Information</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballarat</td>
<td>Ron Finkle – Hi Tech Printing</td>
<td>03 5334 4976</td>
</tr>
<tr>
<td>Brisbane</td>
<td>QUT (online – awaiting further advice from Campus Operations)</td>
<td>07 3623 7144</td>
</tr>
<tr>
<td>Canberra</td>
<td>Kay Ryall / Susan Love</td>
<td>02 6209 1124</td>
</tr>
<tr>
<td>Melbourne</td>
<td>TDC3 Printing – Robert Varrasso</td>
<td>03 8699 2200</td>
</tr>
<tr>
<td>North Sydney</td>
<td>Ms Gilberte Michel</td>
<td>02 9739 2379</td>
</tr>
<tr>
<td>Strathfield</td>
<td>same as North Sydney</td>
<td></td>
</tr>
</tbody>
</table>
3. EXAM OFFICERS

The campus EO is the contact point for TE&R, academic staff, School Administrative Officers (School AO) and examination supervisors on each campus in the lead up to and during the examination periods. Generally, the Student Centre Team Leader is the nominated EO. Team Leaders will receive all communications from TE&R (with a cc to the Student Centre email address) and will allocate EO duties according to Student Centre workloads and priorities.

4. TIMELINE

An annual timeline is established for all EO responsibilities. Please refer to Knowledge Manager: Examinations > UserGuides> Examination Procedures for Campus Examination Officers >Timeline

5. EXAM OFFICER DUTIES

- Coordinate campus related examination preparations as requested by TE&R.
- Liaise with TE&R throughout the year regarding examination related issues as they arise.
- Answer general enquiries about examinations from students and staff.
- Where appropriate, direct requests and questions to TE&R.
- Arrange room setup and materials for the Supervisors’ Information session.
- Conduct Supervisors’ Information session according to procedures provided by TE&R.
- Receive examination papers from the Schools. Ensure necessary paperwork is correctly completed and attached. Store master examination papers securely. Maintain exam paper submission checklist and email the checklist to TE&R each week during the exam paper submission period.
- Liaise with appropriate staff members to coordinate printing of examination papers.
- Receive and check (including count) examination papers received from printer and ensure secure storage.
- Arrange copying/printing/ordering of sufficient stocks of examination supplies.
- Meet with the Examination Area Supervisor (Exam AS) before the exam period to hand over all documents and control of the exam period.
- Liaise with the Exam AS and TE&R throughout the examination period about the conduct of examinations and resolution of issues which arise.
- Receive deferred examination applications and forward them to TE&R (NB: Zylab processes will be followed once available).

Please send all emails regarding examinations to examinations@acu.edu.au
6. Examination Supervisors Information Session

The Examination Supervisor’s Information session is compulsory for supervisors to attend once a year and is a condition of the supervisor’s contract of employment. Its purpose is to ensure that supervisors are aware of their rights, duties and responsibilities during the period of their employment at the University. The information session is facilitated by the EO. Sessions are conducted prior to the semester one examination period for ALL supervisors wishing to work in semester one. A second information session is held prior to semester two examinations for any new or existing supervisors who did/could not attend the first training session. The sessions are held approximately three weeks prior to the commencement of the examination period.

The EO should ensure they are fully prepared for the Information session and have all necessary documentation ready in advance of the session. TE&R will supply a template for the session. It is essential that EOs familiarise themselves with the procedures described in the Handbook for Examination Supervisors so they will feel comfortable providing advice and guidance to supervisors as and when the need arises. It is imperative that EOs contact TE&R prior to the Information Session if further clarification of any topic to be discussed at the session is required. If questions arise during the session which the EO cannot answer, TE&R can be contacted for advice.

TE&R will invite the campus Disability Advisor to attend the semester one Information Session to discuss supervision of students with long term disabilities and/or chronic medical conditions who require examination adjustments.

The Disability Advisor will also conduct a separate training session specifically for reader/scribes at the end of the session for those supervisors who are interested in acting as a Reader/ Scribe NB: Reader/scribe training is conducted in Semester 1 only.

The EO should ensure that a light morning/afternoon tea has been organised for the session (timing will be determined by the schedule of the session). TE&Rsection will notify EOs of anticipated numbers prior to the session. It would be preferred that this was not organised via the Canteen on campus due to cost – essentially some packets of biscuits and orange juice from Woolworths would suffice.

6.1. Procedure

6.1.1. Room Bookings

TE&R will confirm room bookings for the Supervisor Information session and advise EO’s of the duration and location via email. Information such as date, duration and room numbers will be included in this email.

TE&R will book the examination rooms.

6.1.2. Requests for Supervisor Availability

TE&R writes to supervisors early in the academic year to obtain supervisor availability for the upcoming examination period. Supervisors are advised at this time that attendance at the Information Session is compulsory and a condition of employment if they intend to work in the upcoming examination period. If a supervisor is unable to attend the information session they will not generally be rostered for that semester’s examinations.

Also included with the availability letter to supervisors is an availability form, an Offer of Casual Examination Supervisor Employment form (which incorporates the Tax File Number Declaration). Once the supervisors have completed the forms they are posted to TE&R. Handbooks will be provided to Supervisors with their roster letters.
6.2. Documents Required for Sessions

During LW10 the EO is to print the Timesheet (Appendix 17.8) from Knowledge Manager and have a sufficient number for the Supervisors Information session.

Provided by TE&R by express post to the EO:
- Labels for supervisor’s name tags (nametags should be distributed for the session but must be collected at the end of the session and passed to the Area Supervisor).
- Area Supervisor A4 Notebook
- Updates for the Supervisors Handbook (generally semester 2, if applicable).
- Information Session Attendance sheet to be completed by attendees and returned to TE&R at conclusion of session.

6.3. Conducting the Session

TE&R will provide EOs with details of the information session, including a powerpoint presentation and any additional notes necessary. A brief running sheet of changes made to the Supervisor Handbook will also be provided to ensure EOs highlight any procedural changes that have occurred since previous sessions.

6.4. Supervisor Timesheet

Supervisors are required to complete a timesheet for the information session. Supervisors must write the correct start and finish times on their timesheet. There are no minimum hours of pay. The EO will authorise (sign) each timesheet (NB: Area Supervisor is not required to sign the timesheet for the information session), and forward original timesheets to TE&R.

7. EXAMINATION MATERIALS – PREPARATION

The EO arranges for delivery of examination materials to the examination distribution room on the Friday prior to Study Week.

7.1. Procedure

7.1.1. Writing Booklets

Prior to LW1 (Semester 1) and during LW 1 (Semester 2), EOs provide TE&R with a count of writing booklets in stock. There are 400 x 12pg booklets per box.

TE&R will calculate the number of writing booklets required for the examination period using information obtained from the LIC’s Examination Requests. Booklets are supplied by the Marketing office and (when required) delivery will be to the Student Centre c/- the EO. The quantity sent will be based on annual usage calculations (this is more economical than providing booklets on a semester basis). Where a special adjustment examination requires double-spaced writing booklets TE&R will send them to the EO via Express Post.

Please Note: White writing booklets are not to be supplied to Schools. Schools requiring writing booklets for mid-semester examinations or for School-based end of semester examinations are required to order them directly from the Marketing office. TE&RSection have notified Schools of this matter. (These booklets have a coloured coversheet. Central examinations writing booklets have white coversheets). Student Centres are not to supply writing booklets to Schools under any circumstances.

While it has been the process in previous semesters to order sufficient quantities of writing booklets for the year, given the limited space availability on some campuses it is anticipated that separate orders will be placed each semester as required.
7.1.2. **MCQ ANSWER SHEETS (ACT & NSW ONLY)**

**Prior to LW1 (Semester 1) and during LW 1 (Semester 2)** EOs at the North Sydney, Strathfield and Canberra campuses provide TE&R with a count of MCQ Answer Sheets in stock. There are 500 sheets per ream. NB: MCQ Answer sheets are only available for the North Sydney, Strathfield and Canberra campuses.

TE&R will calculate the number of MCQ Answer Sheets required for the examination period using information obtained from the LIC’s Examination Requests and place an order with the supplier, NCS Pearson. Delivery will be to the Strathfield Student Centre c/- the EO. The Strathfield EO will be advised by TE&R as to the appropriate distribution of the MCQ Answer Sheets for the North Sydney and Canberra campuses.

**Please Note:** Schools requiring MCQ Answer Sheets for mid-semester examinations or for School-based end of semester examinations are required to order them directly from NCS Pearson. Student Centres are not to supply MCQ Answer Sheets to Schools under any circumstances.

7.1.3. **STATIONERY ITEMS**

The following stationery items are to be supplied for inclusion in each supervisors box. EOs should ensure they order sufficient stock of these items to last the duration of the examination cycle. (Refer to the Examination Supervisors Handbook: Section 6.2):

- pens/pencils (6)
- sharpeners (1)
- erasers (1)
- 2-3 whiteboard markers
- Rulers (1)
- stapler & staples (1)
- paperclips (box)
- tissues (box)
- water jugs / bottles
- plastic cups
- rubber bands (6-10)
- USB’s
- Post it notes

In addition to stationery items, the supervisors’ boxes should also include a laminated copy of the Supervisors Instructions to Students (supplied by TE&R Section). Stationery items for examination purposes are charged to the Examinations T3 code D8027. Please follow stationery ordering procedures for your Student Centre (you may need to use a separate purchase order due to the different cost codes) and also a laminated of ‘Guidelines for the use of Personal Computers in Examinations’ for special adjustment exams using PCs.

7.1.4. **EXAMINATION ATTENDANCE SLIPS**

These slips are completed by every student in every examination session. By the end of LW12 the Student Attendance slips (Appendix 17.3) must be printed and photocopied. The template is available from Knowledge Manager > Staff Only Forms. This template is to be copied onto pale yellow A4 paper (and cut) in sufficient quantities for the central and deferred examination periods.

**Hint:** To determine the number of attendance slips required for the semester, add up the ‘No of Students’ column from the Exam Paper Checklist. Print around 10% more than actually required. If the Exam AS advises more are required the EO is required to organise this.

7.1.5. **STUDENT DECLARATION SLIPS**

These slips are completed by students who do not bring acceptable photo identification into the exam. If the Exam AS advises more are required then the EO is required to organise this.

By the end of LW12 the Student Declaration slips (Appendix 17.4) must be printed and photocopied. The template is available from Knowledge Manager > Staff Only forms. This template is to be copied onto pale blue A4 paper (and cut) in sufficient quantities for the main and deferred examination periods.
7.1.6. **NOTICE TO PROVIDE SUITABLE IDENTIFICATION SLIPS**

The examination supervisor must give this notice to all students who have not provided suitable identification, and who have completed the Student Declaration slips.

**By the end of LW12** the Notice to Provide Suitable Identification slips (Appendix 17.5) must be printed. The template is available from Knowledge Manager > Staff Only forms. This template is to be copied onto pale green A4 paper (and cut) in sufficient quantities for the main and deferred examination periods.

7.1.7. **EXAM INFORMATION AND ATTENDANCE SHEETS**

**During LW12** TE&R will supply an electronic copy of the Exam Information and Attendance sheets (Appendix 17.6) for printing by the EO. These provide a summary of information for supervisors responsible for individual unit examinations. They include information regarding the LIC, alternative LIC contact numbers, class numbers etc.

For exams scheduled in multiple rooms, there will be an Examination Information and Attendance sheet for each room. For example: Unit INFO112 is split across 3 rooms - IB.15 (A-M), IB.10 (N-R) and IB.12 (S-Z). There will be three copies of the Exam Information and Attendance sheet for INFO112.

7.1.8. **SUPERVISOR EXAMINATION REPORT FORM**

This form (Appendix 8) is to be completed by the Principal Supervisor in every examination room, including special adjustment exams. It must be completed regardless of whether any incidents occurred. If an incident occurred during the examination, the Exam AS must photocopy the completed form and place it on top of the respective exam papers for the LIC to collect.

- EOs are to copy the form double-sided on pale blue paper in sufficient quantity for one per examination conducted.
- Refer to Knowledge Manager > Staff Only Forms to access the template.

7.2. **Examination Spreadsheets**

A number of spreadsheets are provided to EOs in LW12 by TE&R. These are supplied for the Exam AS’s use throughout the examination period.

- Print the spreadsheets on A3 paper (unless otherwise specified).

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Area Super Control Master Timetable</td>
<td>Compiled by TE&amp;R. Contains all details of all examinations to be held during the examination period.</td>
</tr>
<tr>
<td>(to be printed ‘day to a page’)</td>
<td></td>
</tr>
<tr>
<td>• Supervisor Exam Collection and Return</td>
<td>Compiled by TE&amp;R. Used by supervisors - Signed when the supervisor collects and returns exam papers from/to the exam distribution room.</td>
</tr>
<tr>
<td>Sign-off Sheet</td>
<td></td>
</tr>
<tr>
<td>• Exam Adjustments Register</td>
<td>Compiled by TE&amp;R. It identifies students sitting approved Exam Adjustments.</td>
</tr>
<tr>
<td>• Supervisor Contact list</td>
<td>Compiled by TE&amp;R. The Supervisor Contact List includes the supervisors name, telephone number and supervising position/s.</td>
</tr>
<tr>
<td>(A4 paper)</td>
<td></td>
</tr>
</tbody>
</table>
7.3. Class Lists
TE&R will provide EOs with Class lists in a printable file format that is downloaded from the Examination Scheduler.

8. Examination Papers
The due date for delivery of examination papers to the EO *cannot be extended. The timeline for provision of examination papers has been revised and EOs will now have a week between the due date of receipt of examinations, until they are due to be sent to printery. Please ensure Student Centre staffing arrangements are adequate to ensure staff have sufficient time to correctly process examination papers.

EOs may NOT make any modifications to an examination paper (including the exam paper coversheet) submitted. If an error is identified when paper is submitted, it must be returned to the School with advice regarding the amendment/s required. If this results in the School’s inability to submit the examination paper by the use date, the School will be required to take responsibility for the printing of the paper.

* Should an examination paper not be submitted to the EO by the due date, it will become the responsibility of the relevant academic staff member to make all necessary arrangements for printing of the paper/s and delivery to the EO no later than FRIDAY, Lecture Week 12. These arrangements include:

- Secure storage of master exam paper prior to printing.
- Confirming printer availability.
- Secure delivery of master exam paper to printer.
- Collection of printed papers.
- Confirmation that required quantity of examination papers per unit have been printed.
- Secure delivery of papers, including master examination paper to EP.

*Endorsed by PVC Academic Affairs and Dean, Faculty of Arts & Sciences, Dean, Faculty of Education and Dean, Faculty of Health Sciences, 8 July, 2004.

8.1. Procedure
8.1.1. Submission of Examination Papers to Campus Exam Officer
LICs are required to submit their examination papers with correct exam paper coversheet attached (called the master copy) directly to the EO. Separate copies of the Main exam and Deferred exam papers must be submitted together. The papers are to include the following:
i. The LIC must include the correct Examination Paper Cover Sheet for each examination paper submitted (Main and Deferred). A separate examination paper MUST be submitted for deferred examinations, irrespective of whether or not the paper is identical to the main examination paper. If a unit has multiple examination papers (e.g., Theory exam and Statistics exam papers) an Examination Paper Checklist & Declaration form must be completed for each individual examination paper. If the main exam paper is also used for the deferred examination, a Deferred Examination Paper Cover Sheet must still be submitted. EOs are not to make any amendments to cover sheets. If you notice a spelling error, or use of the word “Final” in Exam type instead of Main or Deferred, the EO must contact the LIC who will supply an amended coversheet.

ii. The LIC must complete an Examination Paper Checklist & Declaration form (Appendix 17.9) and attach it to the front of the examination paper. The LIC must have their exam paper proofread by an academic colleague (NOT a School AO).

iii. The LIC must complete a Print Requisition form for each main examination paper. This form can be obtained from the School AO or Campus Operations and is specific to campus printery requirements.

LICs have been advised that printing requirements are:

a. **Light/pastel pink A4 paper** (If the examination paper is a ‘write on’ exam, the LIC may advise that only the examination cover page is to be printed on pink paper. The examination questions may then be printed on white paper);

b. **Copied Single-sided** and stapled in the top left corner;

c. **Number of originals includes**: the exam paper cover sheet; the multiple choice answer sheet if included (NSW and ACT only);

d. **Number of copies required** plus an extra five

**IMPORTANT:** If the examination consists of multiple parts (ie 2 or more separate papers) the LIC must make special mention of exactly how they wish the examination to be compiled by the printer – EG: parts 1&2 collated and bundled together, parts 1 and 2 not collated and bundled separately.

### 8.1.2. EXAMINATION PAPERS COLLECTION REPORT

This report (excel spreadsheet) allows the EO to monitor the delivery of exam papers and to provide timely advice to TE&R regarding the number of papers collected, whether a deferred examination paper has been written, etc. It is an electronic spreadsheet and should be completed daily and provided to TE&R electronically at the close of business every Friday until the submission of examination papers due date.

### 8.1.3. PUBLICATION OF PAST EXAMINATION PAPERS ON THE WEB

The EO should take note of the Exam Paper Checklist and Declaration form submitted, and whether the LIC has ticked for their exam not to be published on the Examination Papers website (if they have ticked that their examination paper is exempt they **must** tick the sub box on the coversheet that indicates why the exam is exempt – please refer all enquiries to TE&R). Original copies of the Examination Paper and Checklist and Declaration form are to be stored in a secure location until the end of the main examination period, then forwarded to TE&R by secure postage (eg: Registered Post or Express Post).
8.1.4. STORAGE AND HANDLING OF EXAM PAPERS

To ensure the integrity of the University’s examinations, all examination papers must be stored in a secure, lockable environment (cupboard or filing cabinet) immediately upon receipt. Only the LIC, and EO may access the examination papers. Under no circumstances is any other person to access exam papers without the express approval of TE&R and/or Manager, Student Centres, or the written authorisation of the LIC or CC.

The following procedure is suggested for sorting Exam Papers:
- Prepare three containers very clearly labelled on the sides and on the lid. Use different coloured paper for labels.
  - MAIN EXAMS WITH PRINT REQUISITION
  - DEFERRED EXAMS
  - TE&R COPY MAIN EXAM WITH DECLARATION
- Following receipt and required checking immediately photocopy MAIN EXAM.
- Insert the Exams into A4 plastic sleeves into the groupings listed above.
- Place original of MAIN EXAM WITH PRINT REQUISITION and DEFERRED EXAM into their respective labelled container and copied MAIN EXAM WITH DECLARATION into TE&R COPY MAIN EXAM WITH DECLARATION container.
- Ensure that strict ALPHABETICAL ORDER is maintained. This ensures if an amendment is made to an exam it is quick to locate when LIC arrives with replacement page, for example. Care must be taken to ensure any alteration is immediately copied and the TE&R copied exam is also updated.
- If space is available keep the containers apart from one another.
- Send exams from the MAIN EXAMS WITH PRINT REQUISITION container to relevant PRINTERY.
- Upon receipt of printed exam papers, replace the original MAIN EXAMS back into their own container.
- Follow timeline and send COPIED MAIN EXAM WITH DECLARATION to TE&R IN THEIR PLASTIC SLEEVES.
- DISCARD original MAIN EXAMS using SECURITY BIN or SHREDDER if possible.
- Provide Area Supervisor with DEFERRED exams as approved from their container for preparation for the deferred exam period.

8.1.5. PRINTING

EOs are required to follow the appropriate campus or non-University printer’s requirements when preparing examination papers for delivery to the printer. Please refer to the relevant Campus Operations Procedures. It is advisable for EOs to keep a copy of those procedures on file for future reference.

The following arrangements apply on all campuses:

i. The deferred examination paper and cover sheet and Examination Paper Checklist & Declaration form are not sent to the printery. These are held in secure storage until required for the deferred examination period.

ii. The printed examination papers will be returned to the Student Centre to the attention of the EO.

iii. The EO must check examination papers for each unit to ensure that the requested number of examination papers have been printed. Any discrepancies are to be noted on the delivery list and advised to TE&R immediately. NB: The Exam AS will also do an exact count of exam papers during the exam preparation process.

iv. The ‘Master Copy’ of the Main examination paper is sent to TE&R, together with the Examination Paper Checklist and Declaration, by secure post at the conclusion of the Main examination period.
v. Copies of print requisition forms should be stored according to the relevant campus’s usual procedures for these documents.

8.1.6. **PRINTING EXAMINATION PAPERS SUBJECT TO EXAMINATION/SPECIAL ADJUSTMENTS**

Occasionally, examination papers are required in a particular font and/or font size for an Exam Adjustment student. These students are identified on the Adjustments Register which TE&R supplies to the campus EO during LW 12.

i. Requests submitted to TE&R by a Disability Adviser for an adjustment to an examination paper, such as a change to the font size must be forwarded to the LIC by the EO (Disability Advisers may also notify LICs of this requirement, however this should not be assumed to have occurred. The Equity and Disability Unit is currently reviewing examination related procedures – changes will be advised to all EOs as soon as further information becomes available). The LIC is required to make the requested amendment and provide a hardcopy version to the EO.

ii. Requests submitted to TE&R by a Disability Adviser for examination papers to be printed on a particular colour paper are administered by the EO.

iii. The examination paper is to be placed in an A4 envelope marked with the student’s name, student ID number, unit code, unit title and special font size.

This package is to be placed with the ‘standard’ examination papers for the relevant unit.

8.1.7. **PAST EXAMINATION PAPERS WEBSITE**

Past examination papers are made available for students on the Library e-reserve website under the heading of ‘Past Examination Papers’. All examination papers will be published to this website unless declared exempt from publication. Papers will be published to the website by TE&R four weeks after the end of the examination period specified on the exam papers, but no earlier than the end of the deferred examination period. The University policy on ‘Publication of Past Exam Papers’ (approved by Academic Board 13 October, 2005) can be found at my.ACU >> Examinations >> Examination Procedures for Academic Staff – Policy on Publication of Past Exam Papers.

9. **EXAMINATION DISTRIBUTION ROOM**

Access to the Examination Distribution Room is limited to the Area Supervisor and EO (as well as TE&R Section staff on Brisbane campus). Supervisors will have access only when the Area Supervisor is in the room. Security personnel/cleaners are not to have access to this room.

9.1. **Procedure**

9.1.1. **HANDOVER TO EXAM AS**

i. EOs arrange for the door lock of the Examination Distribution room to be changed by Campus Operations on the Friday of LW12. The EO will then email TE&R to confirm this has been done. The request for appropriate setup of the room should also be submitted to Campus Operations at this time (via email) and should include requests to ensure that examination rooms booked are as follows:

a. All clocks have fresh batteries and are set to the correct time (especially campuses with daylight saving).

b. All lights are working (any flickering or non-functioning lights should be replaced).

c. All whiteboards are clean and a whiteboard eraser is in the room.

d. Chairs are set-up and any broken chairs/tablets in lecture theatres should be fixed.

e. Air conditioning functions without noise and creates an ambient temperature with adequate ventilation.
f. Radio mikes are switched off and that no noise is emanating from speakers in room.
g. Campus Security personnel are advised that the Examination Distribution room is effectively ‘quarantined’ and no access to the room (apart from Area Supervisor and EO) is to be given.

ii. A ‘NO ENTRY” sign is placed on the door of the Examination Distribution room. Blinds/curtains on windows are to be closed and any door glass should be covered with paper or other suitable material.

The purpose of this procedure is to ensure the integrity of the Examination Distribution room - to prevent prying eyes - and is only relevant once examination materials have been moved into the room. For example, when the Exam AS commences duties. Only curtains/blinds on external windows accessible by students need to be closed. Opaque door glass is not a problem and doesn't need to be covered. It is assumed that accessible windows have some sort of soft furnishing which the Exam AS or EO can close when exam materials are moved into the room. Campus Operations does not need to be involved.

iii. Sufficient tables or benches should be placed in the examination room to allow for safe, efficient organisation of the examination papers and other examination materials. There should be a clear area for storage of supervisor’s timesheets and other miscellaneous requirements. Other items include:

- Clock (with working battery)
- Rubbish bin
- Whiteboard

iv. EOs must ensure all examination materials are delivered to the Distribution room on the day prior to the commencement of the Exam AS. For the larger campuses Exam AS’s commence on the Monday of Study Week. Materials to be delivered to the Examination Distribution room are:

- Examination papers (including Examination Adjustment papers);
- Writing booklets (all campuses) and MCQ Answer Sheets (ACT & NSW only);
- Supervisor timesheets;
- Supervisors name tags;
- Area Supervisor’s notebook;
- Stationery items and storage boxes (inc. Supervisors Instructions to Students);
- 1 x Handbook for Examination Supervisors;
- Examination spreadsheets:
  - Area Supervisor Control Master Timetable
  - Supervisor Exam Collection and Return Register
  - Exam Adjustments Register
  - Supervisor Contact list
  - LIC Collection Sheet
- Examination Attendance slips & Student Declaration slips;
- Notice to Provide Identification slips;
- Exam Information and Attendance sheets;
- Supervisor Examination Report form;
- Class Lists;
- Mobile phone detectors.

v. A room key is provided to the Exam AS only.

9.1.2. ROOM CHECK

i. Prior to the commencement of the examination period, the Exam AS is required to visit each examination room to ensure they are appropriately configured for examinations and all necessary equipment is in good working order. If there are insufficient tables and chairs, the room is not set up for an examination, or conditions detailed in the Supervisors Handbook (Section 8.3 are not met, the Exam AS is to advise the EO).
ii. The EO will notify the relevant Campus Operations staff and coordinate arrangements to ensure rooms are set up appropriately for the examination session. EOs must ensure appropriate communication is maintained with the Area Supervisor and Campus Operations staff.

iii. Insufficient or inappropriate examination room set-up is to be reported to TE&R in the EO’s end of exam cycle report. Information should include: date, time, room number, nature of the room arrangements, and the steps taken to resolve setup issues.

10. **EXAM CLASH FORMS**

TE&R make every attempt to ensure the draft examination timetables do not contain ‘exam clashes’, however occasionally a clash does occur. An examination clash is defined as:

- two exams at the same time including any overlap;
- Less than two hours between the exams where they are held on the same campus;
- Insufficient travelling time (less than three hours) between exam venues at different campuses or off campus sites;
- Where a student has more than three exams scheduled on two consecutive days. (The University does not regard Friday or Saturday and the following Monday as consecutive days);
- An evening exam that finishes after 8.30 pm followed by a morning exam that starts before 9.30 am on the next consecutive day.

10.1. **Timeline**

Refer to Examinations > UserGuides > Examination Procedures for Campus Examination Officers > Timelines

10.2. **Procedure**

Examination Clash (EC) forms are to be faxed immediately to TE&R for action. TE&R will respond to Student Centres by email to confirm receipt.

| Please advise students that TE&R will use the contact details provided on the EC form. All contact details should be provided by the student: email address, home phone, work phone, mobile phone. |

11. **SPECIAL ADJUSTMENT FORM - DICTIONARY**

Only hardcopy bilingual dictionaries, not electronic dictionaries, are allowed. Dictionaries must not be discipline related. For example, no Medical dictionaries. Thesaurus are not permitted in the examination room.

Students must present the bilingual dictionary to the examination supervisor who will check it for notes or marks. If the supervisor finds notes or marks in the dictionary, it will be confiscated and the student will not be permitted to use it during the examination.

12. **SPECIAL ADJUSTMENT FORM – TEMPORARY MEDICAL CONDITION**

Students requiring special adjustments due to an unexpected (recent) occurrence, which has caused a temporary medical condition, for example, a broken bone resulting from an accident, use the Special Adjustments (SA) form (Appendix 10).
12.1. Procedure

Students submitting a SA form for special adjustments due to a temporary medical condition are required to submit this form (with the Disability Advisors signature) to the Student Centre not later than 24 hours prior to the day of the scheduled examination.

Applications for special adjustments due to a temporary medical condition DO NOT require authorisation by the Course Coordinator.

The SA form must be faxed to TE&R immediately on receipt by the Student Centre.

### TE&R will confirm by email that it has received the form from the EO. If confirmation of receipt is not received from TE&R, the EO must contact the Section immediately.

- All contact details should be provided by the student: email address, home phone, work phone, mobile phone.
- If there is insufficient time to advise the student in writing, they will be contacted by phone and/or email and advised to collect the letter from the Student Centre.
- TE&R Section will fax/email letter to Student Centre.
- The student must present the letter of authority to the examination supervisor when they arrive at the examination room.

13. EXAMINATION ADJUSTMENT FORM

PLEASE NOTE: PROCEDURES FOR EXAMINATION ADJUSTMENTS ARE CURRENTLY UNDER REVIEW. IF THIS PROCESS CHANGES YOU WILL BE ADVISED IN WRITING BY TE&R.

Students requiring special adjustment/s for an examination, due to a permanent disability or chronic medical condition are required to register with the campus Disability Adviser within the first seven weeks of lectures.

### The Special Adjustment (SA) form is NOT to be used by students with a permanent disability or chronic medical condition. Refer students to the campus Disability Adviser.

13.1. Disability Advisers’ contact details

<table>
<thead>
<tr>
<th>Campus</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strathfield Campus</td>
<td>Debra Toman (Mon-Fri)</td>
<td>02 9701 4300</td>
<td><a href="mailto:disability.adviser@mary.acu.edu.au">disability.adviser@mary.acu.edu.au</a></td>
</tr>
<tr>
<td>Brisbane Campus</td>
<td>Michelle Pearlman (Mon, Tues &amp; Wed only)</td>
<td>07 3623 7248</td>
<td><a href="mailto:disability.adviser@mcauley.acu.edu.au">disability.adviser@mcauley.acu.edu.au</a></td>
</tr>
<tr>
<td>Canberra Campus</td>
<td>Margaret Carmody</td>
<td>02 6209 1170</td>
<td><a href="mailto:disability.adviser@mary.acu.edu.au">disability.adviser@mary.acu.edu.au</a></td>
</tr>
<tr>
<td>Melbourne &amp; Ballarat Campuses</td>
<td>Claire Humble</td>
<td>03 9953 3308</td>
<td><a href="mailto:disability.adviser@patrick.acu.edu.au">disability.adviser@patrick.acu.edu.au</a></td>
</tr>
<tr>
<td>North Sydney Campus</td>
<td>Bronwen Whyatt (Mon, Wed &amp; Fri only)</td>
<td>02 9739 2370</td>
<td><a href="mailto:disability.adviser@mackillop.acu.edu.au">disability.adviser@mackillop.acu.edu.au</a></td>
</tr>
</tbody>
</table>

13.2. Procedure

The Disability Advisor office provides TE&R with an excel spreadsheet detailing students requiring examination adjustments. Please note the difference between an EA and an SA. Students requiring special adjustments due to short term requirements will submit a Special Adjustment (SA) forms to the Student Centre.
To ensure the University takes all reasonable steps to comply with its obligations under various state and federal legislation, TE&R will continue to accept late notification of examination adjustments.

However, the ability of the Section to provide/administer examination adjustments is heavily dependent upon the availability of examination rooms, the availability of examination supervisors at short notice and set-up requirements of equipment, particularly computers and software.

For this reason, Disability Advisers are asked to inform students who apply for examination adjustments after the published due date that it may not be possible to accommodate all requests during the main examination period and some examinations may be held over to the deferred examination period.

TE&R will confirm by email that it has received the SA form. If a confirmation of receipt is not received from TE&R, the EO must contact the Section immediately.

- The student must present the letter of authority to the examination supervisor when they arrive at the examination room.

14. **DURING THE EXAMINATION PERIOD**

14.1. **Staffing of Timetabling, Examinations and Results Section**

Where examination periods coincide with the period of daylight savings in NSW, Vic and the ACT, the TE&R Office will be staffed from 8.00am Brisbane time (9.00am daylight savings time). This will allow for timely advice to be provided to interstate EOs if required.

14.2. **Student ID Checks**

When a student has no ACU National student ID card or acceptable alternative, they must complete a Student Declaration slip (ATTACHMENTS: SECTION 17.4. Students who complete a Student Declaration form will be provided with a ‘Notice to Provide Identification’ (ATTACHMENTS: SECTION 17.5 by the examination supervisor.

The Principal Supervisor will provide the Area Supervisor with any Student Declaration slips completed by students who were unable to provide an ACU National Student ID, passport or driver’s licence. The Area Supervisor will take the Student Declaration slip/s to the Student Centre as soon as practicable after collection, normally at the end of the relevant examination session.

Student Centre Team Leader will place an “Examination Hold” on the student’s Banner record via SOAHOOD. This will suspend student’s access to the Student Connect results screen and will prevent the student obtaining a copy of their transcript.

**NOTE:** The student declaration slips must be held in a secure location that is accessible only to Student Centre staff.

To remove the Examination Hold, students must present to the Student Centre with valid photo identification and re-sign the original declaration form. Student Centre staff are to ensure the signatures match. When identification has been satisfactorily confirmed, the Team Leader will remove the hold. Students are to be advised it may take 24 hours before they can access their results on Student Connect.

The student declaration slip is filed as per Section 16.7.
In EVERY instance, where a student has not been able to provide sufficient proof of identity, this must be reported in the Supervisor's Exam Report form.

14.3. Questions Regarding the Content of the Examination Paper
If a student has a query about the content of the examination paper, the Exam AS will immediately contact the LIC or nominated alternative contact person to seek clarification. Where the Exam AS is unable to contact the LIC (or alternative contact person), the EO will be advised and will attempt to contact (in order of priority) the Course Coordinator, the Head of School, the Dean of Faculty.

Where no suitable respondent can be located to clarify the content of the examination paper, the EO is to advise the Exam AS that students are to be instructed to answer the question to the best of their ability. This is to be noted on the Supervisor’s Examination Report form.

14.4. PC examination/special adjustments - printing outside of normal student centre hours

No later than 48 hours prior to the examination, the Exam AS notifies the EO that:

- an examination paper requires printing outside normal Student Centre hours; and
- the approximate examination finishing time.

The EO will make appropriate arrangements for either themselves or a Client Service Officer to remain after normal hours to facilitate the printing of the examination. It should be noted that:

- the additional attendance time by the EO or Client Service Officer will be accrued as flex time;
- the Student Centre should NOT remain open past the scheduled closing time.

If no staff member is available to stay back, the EO will make appropriate arrangements for the examination to be printed elsewhere. Consideration may be given to:

- contacting the Campus Library for assistance;
- permitting the Area Supervisor (if they possess the necessary skills) to gain access to the Student Centre for the purposes of printing the examination paper (a computer and printer will need to be available).

14.5. Reporting Examination Misconduct
Please refer all reports of examination misconduct to the Manager, TE&R Section as soon as the issue is brought to your attention. The Manager will provide advice regarding the immediate action required. (Supervisors have a documented procedure they are required to follow – please ensure you are familiar with this procedure which can be found in the Examination Supervisor’s Handbook on Knowledge Manager).

After the completion of the examination in question, the Principal Supervisor and Exam AS must each complete a Supervisor Examination Report form detailing what has occurred. The student’s written statement, student/s attendance slip/s and examination materials are then attached to the reports. The Exam AS will provide the reports and all other documents to the EO.

The EO will photocopy the report and other documents and immediately forward the copies to TE&R. The EO will then contact the HOS responsible for the unit and provide them with the original reports, student’s statement, attendance form and examination materials.
14.6. Illness During Examination

If a student, due to illness, cannot continue with an examination, the supervisor will report the matter to the Exam AS and make note of same in the Supervisor Examination Report form. Should the student require medical aid, the Exam AS and/or EO will be notified of the situation and one of the latter should proceed immediately to the student. The Exam AS or EO will:

- Ensure the room is adequately supervised and allow the exam to continue. If there is a roving Supervisor rostered, they should be asked to assist.

- Ensure the ill student is kept as comfortable as possible (preferably if the student can be moved, move them to the nearest suitable area).

- Ensure the student is not left alone. Request another supervisor, the roving Supervisor, or a University staff member to stay with the student. Go immediately to the nearest available internal phone and contact the switchboard operator (Dial 9). The supervisor should remain calm and clearly inform the switchboard operator of the:
  - room number, and
  - state of illness of the student.

The switchboard operator will locate appropriate assistance. A staff member will be sent to the designated area and will accompany the student to the nearest suitable first aid station.

14.7. Supervisor Timesheets

Supervisor timesheets remain in the exam distribution room until the end of each week when the Exam AS will deliver them to the EO. The EO will:

- Return any illegible timesheets to the Exam AS – PREOD will not accept illegible timesheets and the supervisor will be required to re-submit the timesheet.

- Check to ensure all timesheets have been signed by the Supervisor and the Exam AS;

- Timesheets are to be express posted to TE&R on the Monday of the following week.

15. DEFERRED EXAMINATIONS

Students applying to sit deferred examination/s must complete a Deferred Examination (DE) Application form (Appendix 12).

Students who seek advice regarding deferred examinations should be advised that it may take up to four weeks after the exam for results to be processed. As a consequence applications for admission to other universities, course transfers and course completion may be disadvantaged.

15.1. Criteria for Deferred Examinations

Refer to Managing your Studies > Exams, Assessments & Results > Deferred Examinations for application criteria.

15.2. Timeline

The student must submit the DE form to the Student Centre with original supporting documentation, For example, Medical certificate, statutory declaration, no later than five working days after the originally scheduled examination/s. Students will be advised of the outcome of their application no later than ten working days prior to the deferred examination period.
15.3. Procedure

When a DE form is submitted, the EO (or a CSO nominated by the EO, if necessary) is required to take a copy (or scan as appropriate) and post the original documentation to TE&R by express post **on the day it is received**. EOs should keep their copy of the paperwork until they are advised by TE&R that the original paperwork has been received. (NB: Zylab procedures will require amendment of this policy. TE&R will provide relevant advice as soon as possible).

15.4. Elite Athlete Program

Students who are registered with the Elite Athletes Program (EAP) will be eligible for DEs if they have proven sporting commitments during the examination period (they must provide supporting documentation from sporting body). This is a special consideration provided for EAP students in light of the Policy on Elite Athlete Support approved by Academic Board in October 2004. The policy aims to assist students who are registered in the Elite Athletes Program (EAP) by providing support and flexible study options. These students may "negotiate assessment deadlines to accommodate their travel-related sporting commitments" and/or apply to "sit examinations externally" [6.4 a & b of the Elite Athlete Support Policy].

15.5. Deferred Examination Papers

i. The Deferred Examination papers are to be stored separately from the main exam papers to avoid confusion or printing of the wrong paper in the relevant examination period.

ii. When the deferred examination timetable is finalised, TE&R will advise EOs which papers require copying and the quantity required.

iii. The EO will advise the Exam AS in writing of the number of papers to be copied for the deferred exam period. **It is the responsibility of the Exam AS to copy the appropriate number of deferred examination papers** and to confirm with the EO that this has occurred.

iv. Original copies of deferred examination papers (for units with deferred examinations) are to be sent by the EO by secure postage the next working day after the end of the deferred examination period.

16. CONCLUSION OF EXAM PERIOD

16.1. Items to be returned to EP

At the conclusion of the **deferred** examination period, the Exam AS will return to the EP:

- All of documents relevant to deferred examinations, **AND**
- Spare writing booklets and MCQ Answer Sheets
- Area Supervisor’s daily report book
- The Area Supervisor’s Report
- Supervisors boxes
- Signage

16.2. Return of Examination Materials to TE&R

At the conclusion of the **deferred** examination period, the EO will:

Express post the following documents to TE&R:

- Any remaining supervisors’ timesheets (from the DE period)
- The Supervisor Exam Report forms (from the DE period)
- Supervisor Exam Collection and Return Sign-off Spreadsheet
- The LIC Collection Sign-off Spreadsheet for both main and deferred examinations
- The Exam AS daily report book
- The Exam AS Report
- All USB’s (memory sticks) (cleared of all documents)
- All Mobile Phone Detectors
Post, by registered post, the following documents to TE&R:

- Copies of all examination papers and copies of all exam coversheets (including exam coversheets and papers where the LIC has declared the exams not for publishing to the Past Examination Papers website).

16.3. Documents to Dispose
The following documents are to be disposed of in a secure bin immediately after the completion of the deferred examination period:

- Exam AS Control Master Timetable
- Supervisor Contact List
- Supervisors’ Roster
- Adjustments Register
- Copies of Exam Adjustment letters

NB: Any documentation with important notations made should be forwarded to TE&R.

16.4. Clean-up of Exam Materials and Release of Exam Distribution Room
At the end of the deferred exam period, the EO:

- Ensures that no examination materials remain in the examination distribution room.
- Ensures examination timetables or signage posted on the campus has been removed.
- Advises Campus Operations that the room has been cleared and the lock can be changed back. **The EO will email TE&R to confirm the lock has been changed.**
- Removes spare Deferred DE and SA forms from the Student Centre.

16.5. Collection of Examination Materials by the LIC
At the conclusion of both the main and deferred examination periods, the EO must ensure that examination papers and worked scripts, are collected by LICs.

**All spare copies of examination papers are to be placed in Secure Document destruction bins.**

Master copies of the main examination paper and Exam Paper Checklist and Declaration form are to be securely posted to TE&R at the conclusion of the MAIN examination period. The main examination paper and Exam Paper Checklist and Declaration form should be in alpha order and collated in one pile.

Master copies of the deferred exam paper are to be securely posted to TE&R Section at the conclusion of the DEFERRED examination period.

The EO will send an email to all relevant LICs, with a copy to the HOS, advising them that their papers are available for collection from the Student Centre. **This email should include a reminder of the due date for submission of results** (two weeks from the end of the week in which the examination was conducted).

The EO must email EXAMINATIONS@ACU.EDU.AU immediately if they are encountering problems returning (main or deferred) examination papers. When all examination papers have been collected for your campus, the EO will email EXAMINATIONS@ACU.EDU.AU advising that all examination papers for the semester (eg: 200630) for XXXXXX campus have now been collected by LICs.

If a LIC is unable to collect their paper they must send a proxy from their school to collect the papers on their behalf.
LICs or their proxy must sign the LIC Collection Sign-off sheet and show photo identification when they collect their examination papers. It is assumed that the EO or Exam AS does NOT know all academic staff. If the person collecting papers is not known to the EO or Exam AS then photo ID should be requested. If a proxy is sent to collect papers and no prior advice was received from the School, it is acceptable for the EP/Exam AS to contact the School to confirm arrangements. NB: Most LICs do advise the Exam AS/EO in advance.

16.6. Return of Examination Materials to the LIC

Examination Papers are published to the web - original examination papers are not returned to LIC’s.

16.7. Return of Examination Materials to EO

i. At the conclusion of the main examination period, the Exam AS will return to the EO:
   - Remaining supervisor’s timesheets – forward to TE&R Section immediately
   - The Supervisor Exam Report forms – forward to TE&R immediately
   - Examination papers not yet collected by LICs
   - The LIC Collection Sheet
   - Area Super Control Master Timetable
   - Supervisor Exam Collection and Return Sign-off Spreadsheet
   - Adjustments Register
   - Supervisor Contact List
   - Student Declaration slips and Examination Attendance slips bundled with the Exam Information and Attendance sheet.

16.8. Documents for Filing, Storage & Destruction

The following documents are stored for a period not less than two semesters.
   - Student Declaration slips and Examination Attendance slips bundled with the Exam Information and Attendance sheet.
   - Special Adjustment (SA) applications

16.9. The Exam Officer’s Report

The EO Report is a vital component of TE&R’s examination cycle and procedure review process. In addition to reporting necessary statistical information, as the Section’s representative on campus, the EO is in an excellent position to identify and report on elements of the examination process which would benefit from review.

TE&R will provide the EO with a report template which can be used for the main report and the deferred report. The template includes a number of headings and prompts to assist the EO to provide relevant information, however comments should not be limited to these headings. The EO should include comments, observations and recommendations for improvement (including those received from students, supervisors and staff) relevant to any element of the examination cycle.

The EO Report is due to TE&R as per the EO timeline, but reports received earlier would be appreciated. It is suggested that EO commence writing the report immediately after the conclusion of the main/deferred examination periods.
17. **APPENDICES**

17.1. Printing Requirements

<table>
<thead>
<tr>
<th>Week to be printed by</th>
<th>Item</th>
<th>Date printed</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW10</td>
<td>Timesheet template (available from Knowledge Manager &gt; Staff Only forms (Appendix 3); Updates for the Supervisors Handbook (if applicable). Exam supervisor’s name tag labels; Area Supervisor A4 Notebook</td>
<td></td>
</tr>
<tr>
<td>LW12</td>
<td>Student Attendance slips (available from Knowledge Manager &gt; Staff Only forms (pale yellow)</td>
<td></td>
</tr>
<tr>
<td>LW12</td>
<td>Student Declaration slips (available from Knowledge Manager &gt; Staff Only forms (pale blue)</td>
<td></td>
</tr>
<tr>
<td>LW12</td>
<td>Notice To Provide Suitable Identification (available from Knowledge Manager &gt; Staff Only forms (pale green)</td>
<td></td>
</tr>
<tr>
<td>LW12</td>
<td>Exam Information and Attendance sheets (Appendix 6)</td>
<td></td>
</tr>
<tr>
<td>LW12</td>
<td>Examination Spreadsheets</td>
<td></td>
</tr>
</tbody>
</table>
17.2. Offer of Casual Examination Supervisor Employment

1. AUTHORISED OFFER OF EMPLOYMENT

Australian Catholic University is pleased to offer you employment as a Casual Examination Supervisor as outlined in the handbook provided. You are required to attend a compulsory Examination Supervisors Information Session as a condition of the offer. Following your attendance at the session and based on your availability, you will be placed on an eligibility list to be rostered as an examination supervisor during the examination period. This contract of employment will take effect upon sections 1, 2, 3 and the declaration being fully completed by the prospective employee. No one other than an authorised officer of the University may make this offer or vary the terms of the appointment. This offer supersedes all prior discussions, advertisements and communications and represents the entire conditions of the offer and the appointment.

Authorised Officer Signature

Date: 

Campus: 

2. PERSONAL DETAILS (to be completed by the prospective employee)

Title: 

Payment of salary is by Electronic Funds Transfer: 

Given names: 

Bank/Credit Union: 

Address: 

BSB: 

A/C No.: Six digits are required

State: 

Daytime Phone: 

Please note: If information is incorrect or incomplete payments Cannot be processed. If in doubt contact your banking institution.

Have you been employed previously at Australian Catholic University: YES / NO Year: _______

UniSuper Superannuation Number (if known):

If you are a member of a religious order (eg. Sister/Brother) do not complete this form. Please contact the Timetabling, Examinations and Results Section on (07) 3623 7290 or (07) 3623 7358.

3. This is to be completed in place of a full TAX FILE NUMBER DECLARATION normally obtainable from the ATO. All information is required, if incomplete the form will be returned to you.

(*) Q1 Tax File Number 1.1.1.1 or I 1.1.1.2 or I am 1.1.1.3 or an exemption claimed as a

1.1.2 or I am under 16 1.1.3 or an exemption claimed as a

(*) Q7 Are you an Australian resident for taxation purposes?

If no, you cannot claim the tax-free threshold.

(*) Q8 Do you wish to claim the tax-free threshold from Australian Catholic University?

If you have more than one job and you currently claim the tax-free threshold from another payer DO NOT claim it now.

(*) Q9 & Q10 Rebates and Family Tax Benefits: Are you claiming a family tax benefit through a reduced rate of withholding? Or a dependant spouse or special rebate? If YES obtain a Withholding Declaration form.

(*) Q11 Do you have an accumulated Higher Education Contribution Scheme (HECS or Help) debt?

(*) Please refer to the Tax File number declaration form available from ATO. Any questions you may have should be directed to ATO.

Occupational Superannuation payments will be paid to the applicable superannuation scheme.

DECLARATION:

1. I will abide by Australian Catholic University’s policies and procedures and support its Mission. In particular, I have received from my supervisor and have read Australian Catholic University’s Code of Conduct, Policy on Sexual Harassment and Computer and Internet Acceptable use and understand, and agree, to uphold the responsibilities of a staff member.

2. I have received an Examination Supervisor’s Handbook which describes the University policies and procedures for examination conduct at the Australian Catholic University.

3. I understand that work available, if any, is conditional upon attendance at the Examination Supervisors’ Information and Training session as outlined in the attached letter and information sheet, and that indicating availability for the examination period does not guarantee I will be rostered for examination supervision duties.

4. This employment does not contravene visa restrictions about paid employment in Australia that apply to me.

5. I have informed the Nominated Supervisor of any known medical condition that is likely to be affected by this employment.

6. I understand that if I work directly with children my employment will be subject to appropriate screening in line with child protection legislation.
7. I understand that this offer of employment is made on a casual basis. I therefore accept that the number of hours and rates of pay may vary during the period in which work will be available in accordance with the needs of the University.

8. I acknowledge that some casual staff members, after serving qualifying periods, may have the right to apply for conversion from a casual staff member to a non-casual staff member. Full eligibility requirements are outlined in the policy - Employment of Casual Staff.

   Employment shall be subject to Australian Catholic University Staff Enterprise Agreement and any other relevant industrial award and/or agreement in force from time to time, copies of which are available at the local Personnel Relations Office.

Please indicate your acceptance of this offer by reading, signing, and returning to Personnel Relations within ten (10) days of the date of authorisation of this offer.

I accept / do not accept ✠✠ the offer of appointment on the terms offered. ✠✠ (Please cross out whichever is not applicable)

Signature: ......................................................................................................Date:..............................
### Sample - Student Attendance Slips

To be printed on yellow paper.

#### ATTENDANCE FORM

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

I have received the examination, details of which are

<table>
<thead>
<tr>
<th>Unit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Examination</th>
<th>/</th>
<th>/</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
**STUDENT DECLARATION FORM**

Student ID

Course

I, [full name]

of [address]

Declare that I am enrolled in the unit [code]

[unit name]

For semester [year]

Date / /

Signature
17.5. Sample – Notice To Provide Suitable Identification

To be printed on green paper.

Notice to Provide Suitable Identification
End of Semester Examinations

You have been requested to complete a Student Declaration Form because you have not provided photographic identification as stipulated in the University’s Assessment Policy and Procedures (10.4.8).

SAMPLE

You are required to attend the Student Centre with acceptable photographic identification (current ACU Student ID, Drivers Licence, Passport, etc.) **not earlier** than 1 working day after this examination.
EXAMINATION INFORMATION AND ATTENDANCE SHEET

Subject Title

Day Date Time Length ____ hrs

Room Numbers:

EMERGENCY CONTACTS:

EXAMINER:
PHONE:

EXAMS CONTACT PERSON:

FIRST AID:  Switch  9

INSTRUCTIONS:
Collect attendance forms 30 minutes after the exam commences.
Clearly mark "P" for present or "A" for absent on the class sheets attached. This should be done in the column headed MGrd.

SPECIAL INSTRUCTIONS:

CONTENTS:

No. of Students Exam Papers + 5 spare

Attendance Sheet/s:
Attendance Summary No. of students present:
No. of students absent:

Supervisor's signature: ___________________
SUPERVISOR EXAM REPORT

CAMPUS: .......................................................................................................................................

DATE: ..................................................................................................................

TIME: ..................................................................................................................

ROOM: ..................................................................................................................

1. Unit CODE: .................................................... TITLE: ..........................................................

2. Unit CODE: .................................................... TITLE: ..........................................................

3. Unit CODE: .................................................... TITLE: ..........................................................

4. Unit CODE: .................................................... TITLE: ..........................................................

5. Unit CODE: .................................................... TITLE: ..........................................................

REPORT:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

PRINT NAME: __________________________________________________________

SIGNATURE: _______________________________ DATE: _______________________

SAMPLE
### Australian Catholic University

#### Examination Supervisors Timesheet – 2006

Must be submitted to the Exams Unit by 12.00 noon Tuesday in the non pay week. Please note that any timesheets received after this time may not be processed until the following fortnight.

<table>
<thead>
<tr>
<th>Employee Name: ....................................................</th>
<th>Payroll No: ...............................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus: STRATHFIELD</td>
<td>Budget Unit: 5213 / 81876</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Break</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Assistant Supervisor**

**Reader/ Scribe**

**Supervisor (1-99 Students)**

**Supervisor (100-149 Students)**

**Area Supervisor**

**paycode**

<table>
<thead>
<tr>
<th>3000003</th>
<th>3000004</th>
<th>3000004</th>
<th>3000005</th>
<th>3000006</th>
</tr>
</thead>
</table>

**Date**

<table>
<thead>
<tr>
<th>Morning: am : am pm</th>
<th>Finish Time</th>
<th>Hrs Min</th>
<th>Hrs Min</th>
<th>Hrs Min</th>
<th>Hrs Min</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Total Hours are written in hours and minutes eg: 4:20 for four hours, twenty minutes.**

---

Claimant's Signature: .......................................................... Date: ..........................................................

rea Supervisor's Signature: .................................................. Date: ..................................................

Examination Officer's Signature: Date:

Payment authorised by Manager (Examinations): Date: Page 30
### Examination Paper Checklist & Declaration

#### UNIT CODE(S):  

**C A M P U S:**  

**UNIT NAME:**         **SCHOOL:**  

**LECTURER:**            **Ph/Mobile:**  

**ALTERNATIVE CONTACT:**  **Ph/Mobile:**  

Semester , 20  

- [ ] Main examination paper and coversheet  
- [ ] Deferred examination paper and coversheet

**Note:** Separate Examination Paper Coversheets are required for main and deferred examination papers.

Examination paper/s must include the following:

- [ ] One completed print requisition form attached to each Main examination paper

AND

- [ ] This [signed] Examination Paper Checklist & Declaration form attached to the Main examination paper.

(NB: If a unit has multiple examination papers (eg: Theory exam and Practical exam), an Examination Paper Checklist & Declaration form must be completed for each individual examination paper)

### Publication of Past Examination Papers:

In accordance with the Policy on Publication of Past Examination Papers, all examination papers will be published to the Past Exam Paper Collection, unless exemptions under the policy apply. These exemptions may apply to all or part of an examination paper. (Refer to Policy 6.28 at http://my.acu.edu.au/policies/)

- [ ] This paper contains exempt questions to be deleted prior to publication.
- [ ] This paper is not for release.

**Grounds for exemption of exam paper OR part of exam paper:**

Exempt sections will be removed for publication on the Past Examination Papers Collection.

- [ ] Multiple choice  
- [ ] Exam requires practical/laboratory work  
- [ ] Computer/Online exercises  
- [ ] Copyright issues *

The percentage of copyright materials included in the exam papers (for publication online) should be not more than 10% of a work or a chapter.

### DECLARATION

The examination papers (Main and Deferred) for Unit have been checked for formatting (including page numbering), grammatical, numerical, spelling and technical accuracy.

I have attached to this Examination Paper Checklist and Declaration the examination papers, including the correct coversheet for EACH examination paper, and a completed Print Requisition Form.

**LIC:**  

Date  

**Paper Checked By:**  

Date

Please return to:  

THE STUDENT CENTRE ON YOUR CAMPUS BY THE DUE DATE SPECIFIC IN YOUR EXAMINATIONS PROCEDURES GUIDE
17.10. Examination Clash (EC) form

**NOTIFICATION OF EXAMINATION TIMETABLE CLASH**

- The EC form is completed by students who identify that they have two exams scheduled at the exact same time.
- The EC form must be lodged at the Student Centre located on your campus or faxed directly to the Timetabling, Examinations & Results Section - 07 3623 7249 no later than the published due date. (Refer to “Important Dates” under “Student Information” on the inet at http://inet.acu.edu.au).
- TE&R will contact you via email or phone to advise of the outcome of your notification.

### SECTION A - STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student ID No</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td>Given Name/s</td>
</tr>
<tr>
<td>Course</td>
<td>Campus</td>
</tr>
<tr>
<td>Telephone (AH)</td>
<td>(BH)</td>
</tr>
<tr>
<td>Postal Address</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION B - DETAILS OF EXAMINATION TIMETABLE CLASH

List details for both examinations that clash.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### SECTION C - OTHER EXAMINATION/S

List details of all other units in which you are sitting examinations.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
SA

Application for Special Adjustment/s - Examinations
To be completed by ACU students applying for special adjustment/s due to an unexpected temporary medical condition.

DO NOT USE THIS FORM IF YOU ARE A STUDENT WITH A PERMANENT DISABILITY AND/OR CHRONIC MEDICAL CONDITION (Please register with the Disability Advisor)

SECTION A Personal Details

Student ID | PLEASE WRITE IN BLOCK LETTERS

Family Name _________________________ Given Name/s _______________________________
Course _________________________ Campus ________________________________
Telephone  (BH)______________________ Mobile
Postal Address    Postcode__________
Student Email

SECTION B Details of Enrolment

Office Use Only

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Theory</th>
<th>Practical</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

SECTION C Requirements due to a Temporary Medical Condition

This section must be completed by the Disability Advisor (refer to instructions on the reverse of this form

Outline requirements:

...........................................................................................................................................
...........................................................................................................................................

Disability Advisor signature: ........................................... Name: ................................ Date: ...............................

ENSURE YOU READ AND UNDERSTAND THE INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM

I declare that the information supplied herein is correct and complete and that the documentary evidence supporting this application is authentic. I authorise the University to obtain further information with respect to my application and, if necessary, to investigate the legitimacy of the documentation I have provided. I acknowledge that the submission of incorrect or false information may result in a cancellation of my enrolment.

STUDENT’S SIGNATURE ................................................................. DATE .................................

Office Use Only

1. BANNER enrolment printed Y  2. Entered on s/sheet Y
3. Student notified via: PHONE & EMAIL✓ LETTER ✓ Initial _____________ Date __/__/_____
SA – Application for Special Adjustment/s – Examinations

When to complete the Application for Special Adjustment/s – Examinations (SA) form

The SA form is completed by:

1. Students requiring special adjustments due to an unexpected (recent) occurrence, which has caused a temporary medical condition, for example, a broken bone resulting from an accident.

If you require special adjustment/s due to a permanent disability or a chronic medical condition you MUST make an appointment to register with the Disability Advisor (DA) within the first seven weeks of lectures.

DO NOT COMPLETE THIS FORM.

Application for Special Adjustments due to a temporary medical condition

- You must complete Sections A and B of this form.
- You must attach supporting documentation, that is, an original medical certificate, to this form.
- You will need to see a campus Disability Advisor who will assess your requirements and complete and sign Section C of this form.
- You must submit this form to the Student Centre as soon as possible and no later than 24 hours prior to the day of your exam. Note: if you are unable to submit this form by the deadline, you will be required to apply to sit a deferred exam.
- You will be provided with a letter of authority for the special adjustment/s not earlier than Lecture Week 11. IF YOU CHANGE YOUR ADDRESS you must email your new address details to EXAMINATIONS@ACU.EDU.AU and change your address details on Student connect.
- If the letter of authority cannot be mailed due to time constraints, TE&R will contact you via telephone and arrange for you to collect your letter from the Student Centre.
- You are required to present your letter of authority to the Examination Supervisor on arrival at the examination room.
**SECTION A  Personal Details**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name/s</th>
<th>Course</th>
<th>Campus</th>
</tr>
</thead>
</table>

Telephone (BH) __________________________ Mobile ___________________________
Postal Address __________________________ Postcode ____________
Student Email __________________________

Have you applied for Deferred Examination/s previously?  
☐ NO  ☐ YES  ☐ YES, MORE THAN ONCE

_PLEASE NOTE:_ your Lecturer-in-Charge / Course Coordinator will be advised if you have been granted multiple Deferred Examination/s.

**SECTION B  Examination Details**

<table>
<thead>
<tr>
<th>Office Use Only</th>
<th>Unit Code</th>
<th>Theory Exam</th>
<th>Practical Exam</th>
<th>Date of Exam</th>
</tr>
</thead>
</table>

ENSURE YOU READ AND UNDERSTAND THE INSTRUCTIONS ON THE BACK OF THIS FORM

You will only be granted approval to sit a deferred exam under extraordinary circumstances.

You must attach original supporting documentary evidence and explain your extraordinary circumstance. Writing ‘Medical Condition’ or ‘Illness’ does not provide sufficient explanation of extraordinary circumstances. For applications based on medical or personal grounds, only the completed Professional Authority form (on the second page of this document) obtained at or before scheduled exam times will be accepted.

I declare that the information supplied herein is correct and complete and that the documentary evidence supporting this application is authentic.

I authorise the University to obtain further information with respect to my application and, if necessary, to investigate the legitimacy of the documentation I have provided. I acknowledge that the submission of incorrect or false information may result in a cancellation of my enrolment.

Student Signature __________________________ Date __________________________

Page 35
Professional Authority Section

Purpose of this Section

This form is used by students to apply for special consideration for assessable work in studies at Australian Catholic University. Approval of such applications will only be granted to students who are legitimately disadvantaged in their assessment due to factors beyond their control. To enable an evaluation of the validity of the student’s entitlement, and to determine what action, if any, should be taken, the University requires that an assessment is provided on this form by a registered medical practitioner, psychologist, psychiatrist, dentist, physiotherapist or counsellor.

1. STUDENT DETAILS

[Student ID Campus] ..........................................................

[Family Name] [First Name] ....................................................

I agree to ACU National requesting verification of the information provided on this certificate, if deemed necessary.

Student’s Signature: .................................................................................................. Date: ...........................................

Date/s of Consultation: _ _ _ / _ _ _ / _ _ _.

Please indicate your evaluation of the severity, duration and effect of the relevant circumstances on the student’s ability to study. For the purposes of this certificate, study means attend classes, attend field placements, learn, retain and/or complete assessment requirements.

<table>
<thead>
<tr>
<th>SEVERITY</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totally unable to study</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Very severely affected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderately affected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slightly affected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unable to assess</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[tick as appropriate]

Additional comments: .........................................................................................................................................................

I authorise the University to contact me or my office to confirm the authenticity of this document

Practitioner’s Name (please print) ..........................................................

Address ..........................................................................................

Telephone ..........................................................................................

Provider Number ..........................................................................

Signature: .................................................................................... Date: ...........................................

Office Use Only

TO BE COMPLETED BY THE STUDENT CENTRE

1. Correct supporting docs received: Y N............................ADDITIONAL INFO REQUIRED: Y

Initial

2. MEDICAL CERTIFICATE DATES FROM _____/_____/_______ TO _____/_____/_______

Initial

3. Copy sent to TE&R Section: Y / Date ____/____/______ Initial

Repeat Applicant Y Previous _____

TO BE COMPLETED BY TE&R

☐ APPROVED ☐ DECLINED ……………… Initial ……………… Date ………………

☐ BANNER enrolment printed Y ENTERED ON DBASE Y

☐ BANNER Grade Data entered Y Y Exam Adjustments Y N Y

☐ Student notified via: EMAIL ☐ LETTER ☐ Initial ……………… Date ………………
When to complete the DE – Application to sit for Deferred Examination

DE forms are used by current ACU students who, for exceptional reasons, are unable to sit timetabled end of semester exam/s. DE forms must be submitted within five working days of your originally scheduled examination.

- You will only be granted approval to sit a deferred exam under extraordinary circumstances.
- You must provide ORIGINAL DOCUMENTARY EVIDENCE PERTAINING TO THE DAY OF THE EXAM to support your application:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Required documentary evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness of the student.</td>
<td>A medical certificate&lt;sup&gt;1&lt;/sup&gt;, certifying that the student received medical attention at or before the scheduled time of the examination.</td>
</tr>
<tr>
<td>Illness of an immediate member of the student’s family for whom the student was the principal carer.</td>
<td>A medical certificate&lt;sup&gt;1&lt;/sup&gt;, certifying that the immediate member of the family for whom the student was the principal carer was ill and required the presence of the student at the scheduled time of the examination.</td>
</tr>
<tr>
<td>Death or funeral of a member of the student’s family or a person with significant relationship to the student.</td>
<td>Official documentary evidence of the death or funeral, or a copy of the relevant published death or funeral notice.</td>
</tr>
<tr>
<td>Car accident or breakdown on the way to the examination.</td>
<td>The police report, NRMA/RACV/RACQ report or tow truck driver report or statutory declaration.</td>
</tr>
<tr>
<td>An unforeseeable and major disruption to the public transport system causing extraordinary delays (eg in excess of 1 hour).</td>
<td>A statement from the service provider (eg transport authority) or media statement confirming such disruption or statutory declaration.</td>
</tr>
<tr>
<td>Armed service postings or unscheduled demands on emergency services personnel.</td>
<td>Official documentation.</td>
</tr>
<tr>
<td>Sporting commitments at the state or national representative level; commitments arising from participation in the University's Elite Athlete Program.</td>
<td>Documentary evidence confirming representative selection or a supporting statement from a University Elite Athletes Program Coordinator.</td>
</tr>
</tbody>
</table>

<sup>1</sup> A completed ORIGINAL Medical Certificate must be provided. It must include the student’s full name, date of consultation, date/s for which certificate applies, full name of the service provider, their address and provider number. The service provider would normally be a medical practitioner; however, a Form completed by a Psychologist or Counsellor, including an ACU Counsellor, is also acceptable.

- Examples of circumstances which **DO NOT** constitute acceptable grounds for the granting of a deferred examination include:
  - Holiday arrangements, travel or accommodation bookings;
  - Return to home country, in the case of international students;
  - Work commitments, shift requirements or a call to work at short notice;
  - Sporting commitments, other than at state or national representative level;
  - Attendance at functions such as birthday or wedding celebrations;
  - Misreading the examination timetable;
  - Sleeping in;
  - Failure to arrange transport to ensure timely arrival at the examination venue.

- You must lodge the DE form and supporting documentation with the Student Centre **not more than five working days after** the original timetabled examination date.
- Ensure that supporting documentation complies with the criteria above. If you wish to keep the original documents, make copies and present both the original and copies to the Student Centre where the copies will be certified.
- The Timetabling, Examinations and Results (TE&R) Section will advise you in writing (email or letter), of the outcome of your application no later than 10 working day prior to the deferred examination period. Contact us immediately if you have not received notification of your application within ten working days of lodgement.
- The deferred exam timetable will be available on myACU - http://my.acu.edu.au one week prior to the deferred exam period. It is your responsibility to check the timetable for the exam/s date/s, time/s and room/s.

**It may take up to four weeks for deferred exam results to be processed. As a consequence applications for graduation, admission to other universities, or to transfer to another ACU National course may be disadvantaged.**

Students who miss their deferred exam

If you were unable to attend your deferred exam/s due to exceptional circumstances, you may apply to sit ‘deferred deferred’ exam/s.

- Complete another DE form and lodge it directly with your Course Coordinator within five working days of the original deferred exam.
- The circumstances must be exceptional.
- Approval to re-sit is not automatic and is entirely at the discretion of the Course Coordinator.