

Australian Catholic University

Examination Policy and Procedures – Staff

Approved by Academic Board 20.2.08

EXAMINATION POLICY AND PROCEDURES - STAFF

CONTENTS

1	Purpose and rationale	3
2	Scope	3
3	Examination period	3
	3.1 Standard study periods	3
	3.2 Non-standard study periods	3
	3.3 Deferred examination periods	3
	3.4 Examination sessions	3
4	Organisation of examinations	3
	4.1 Central examinations	3
	4.2 School-based examinations	4
5	Publication of examination timetables	5
6	Examinations in courses with practical experience requirements	5
7	Examination requests	6
	7.1 Submission of examination requests	6
	7.2 Amendments to examination requests	6
	7.3 Concurrent examinations	7
8	Examination scheduling	7
9	Examination papers	7
	9.1 Quality control	7
	9.2 Submission of examination papers	8
	9.3 Printing of examination papers	8
	9.4 Special format examination papers	8
10	Availability of Lecturer-in-Charge	8
11	Interruption to examinations	9
12	Collection of examination papers	9
13	Publication of past examination papers	10
14	Related documents	11

EXAMINATION POLICY AND PROCEDURES - STAFF

1 Purpose and rationale

The purpose of this Policy and Procedures is to achieve coordinated and consistent examination practices across Australian Catholic University including facilitating timely production of examination timetables and administration of examinations. Academic staff of the University are responsible for setting appropriate assessment that will foster learning and a significant amount of assessment is conducted through formal examinations. Units may have a combination of School-based and centrally-organised examination assessment and such information should be incorporated in unit outlines. For policies relating to general principles of and responsibility for assessment, refer to the Assessment Policy and Procedures.

2 Scope

This policy applies to all central and School-based examinations at Australian Catholic University and therefore to all staff who administer examinations. The definitions in the Academic Regulations apply in this policy.

3 Examination period

3.1 Standard study periods

There will be an official three-week main examination period at the end of the first and second semesters for the conduct of central examinations for units which are notified to Student Administration by the close of business on Friday of lecture week 5.

3.2 Non-standard study periods

Examinations for units offered in non-standard study periods will be arranged and conducted by the relevant School.

3.3 Deferred examination periods

There will be a deferred examination period not less than three weeks after the end of the official main examination periods for the first and second semesters.

3.4 Examination sessions

Examinations may be held within the period 8 am to 8 pm Monday to Friday (including public holidays) and 8 am to 5 pm Saturdays¹, throughout the examination periods.

4 Organisation of examinations

An examination may be either conducted as a School-based obligation or organised centrally by the Timetabling, Examinations and Results (TE&R) Section of Student Administration.

4.1 Central examinations

4.1.1 A central examination means any examination administered by the TE&R Section. The central examination system is dependent on the collection from Schools each semester of accurate, reliable and timely assessment data pertaining to examinations.

¹ Examinations may be scheduled on Saturdays provided access and security requirements are confirmed with the relevant Manager, Campus Operations not fewer than 10 working days prior to the examination date.

EXAMINATION POLICY AND PROCEDURES - STAFF

- 4.1.2 All central examinations will occur within the official examination periods as identified in the common academic calendar. Examinations falling outside these periods are organised by Schools (see Section 3.2).
- 4.1.3 For centrally-organised examinations, Student Administration is responsible for:
- (a) timetabling of examinations within the period designated for central examinations;
 - (b) publishing a timetable (electronically) for the advice of students and staff (written notification will be sent [electronically and in hard copy] to students with disabilities and to others who can demonstrate exceptional circumstances preventing reasonable access to normal timetable publications);
 - (c) allocation of examination rooms;
 - (d) printing of examination papers;
 - (e) supply of examination response booklets;
 - (f) provision of adequate examination supervision (invigilation);
 - (g) appointment of and payment to examination supervisors;
 - (h) liaising with the relevant Disability Adviser regarding reasonable adjustments for any students with a disability.
- 4.2 School-based examinations
- 4.2.1 School-based examination means any examination administered by a School, Faculty or other organisational unit.
- 4.2.2 Lecturers-in-Charge are responsible to the Head of School for the organisation and conduct of School-based assessment items, including examinations.
- 4.2.3 School-based examinations may be held during the designated central examination period or at any other time specified for an examination in the unit outline.
- 4.2.4 Heads of School must assume full responsibility for examinations not administered by the TE&R Section.
- 4.2.5 School-based examinations held during the central examination period will normally be held during the examination session commencing at 5.00 pm or on Saturdays¹.
- 4.2.6 In the event of a clash between a central examination and a School-based examination, the central examination will have priority and the School-based examination will need to be rescheduled.
- 4.2.7 School-based examinations will not be held during the official study period identified in the common academic calendar without approval from the Academic Registrar.
- 4.2.8 The School is responsible for:
- (a) setting and publishing an examination timetable;
 - (b) ensuring that School-based examinations do not cause a timetable clash with central examinations;
 - (c) organising examination venues;
 - (d) word processing/formatting and quality checking of examination papers in accordance with the standard University format;
 - (e) printing examination papers;
 - (f) supply of examination materials, response booklets and other stationery;

EXAMINATION POLICY AND PROCEDURES - STAFF

- (g) provision of adequate examination supervision (invigilation);
- (h) appointment of and payment to examination supervisors, where appropriate;
- (i) acting on advice from the relevant Disability Adviser regarding reasonable adjustments for any students with a disability.

5 Publication of examination timetables

- 5.1 A program describing central examination preparation requirements and due dates will be released to Schools by the TE&R Section at least twelve weeks in advance of the study period.
- 5.2 Draft examination timetables will be published at least eight weeks prior to the commencement of the main examination period; no draft timetable is published for the deferred examination period.
- 5.3 Examination clashes and change requirements must be notified to the TE&R Section within 7 calendar days of the publication of the draft timetable.
- 5.4 Final examination timetables will be published at least six weeks prior to the commencement of the main examination period and at least one week prior to the commencement of the deferred examination period.
- 5.5 Examination timetable information must be accessed via the web and will not be provided to students orally, either face-to-face or over the telephone. It is the responsibility of each student to:
 - (a) identify the dates, times and venues of examinations they are to attend;
 - (b) notify Student Administration of any clashes by the published due date.

6 Examinations in courses with practical experience requirements

- 6.1 In the case of a course that has practical experience or other requirements which impact on the scheduling of examinations in the core discipline of the relevant School or in units in other disciplines which adhere to the common academic calendar, in-principle approval of any variation resulting from such impact must be obtained in accordance with Section 5 of the *Principles Governing the Construction and Application of the Common Academic Calendar*. Where such approval is granted for:
 - (a) units offered by the School responsible for the course with the practical experience, the School will, where feasible, arrange other forms of assessment or School-based examinations, in lieu of centrally-conducted end-of-semester examinations. The Dean² of the Faculty responsible for those units may, in exceptional circumstances and if satisfied that alternative assessment is not appropriate, approve that affected students undertake the examination for the relevant unit(s) in the deferred examination period;
 - (b) units in other disciplines taken by those students, the Dean² of the Faculty responsible for those units may, in exceptional circumstances, approve that affected students undertake the examination for the relevant unit(s) in the deferred examination period.

² The Dean may delegate any authority or responsibility to another nominated officer.

EXAMINATION POLICY AND PROCEDURES - STAFF

In either case, such approval must be obtained and communicated in writing (electronically) to students and to the TE&R Section in advance of commencement of the relevant study period.

- 6.2 Examinations may be scheduled for any course, or course cohort, without a professional experience component throughout the entire three-week official examination period.
- 6.3 For any course, or course cohort, with a professional experience component, examinations may be scheduled during a minimum of two weeks out of the three-week official examination period.
- 6.4 If a course, or course cohort, is restricted (as per section 6.3 above) and requires students to undertake units which are not subject to any such restriction, examinations for those (unrestricted) units may be scheduled at any time during the official three-week examination period. Refer also to Section 6.1.

Example:

- *BN/BA – Nursing units may be restricted to examination weeks 1 and 2. Arts units are not restricted and can be scheduled at any time during the three-week period.*
- *BTeach/BA – Education units may be restricted to examination weeks 2 and 3. Arts units are not restricted and can be scheduled at any time during the three-week period.*

7 Examination requests

7.1 Submission of examination requests

- 7.1.1 The TE&R Section will provide access to the Examination Request System at the commencement of lecture week 1.
- 7.1.2 The Lecturer-in-Charge will submit examination requests via the Examination Request System by the close of business on Friday of lecture week 3.
- 7.1.3 Examination requests that are not received by the above date will be deemed to be School-based examinations, will not be administered centrally, and will not be included in the final examination timetable.
- 7.1.4 Schools/academic staff may not submit requests for examinations for specific units to be held on a specific date or time (eg Friday of examination week 2).

7.2 Amendments to examination requests

- 7.2.1 Amendments to examination requests must be in writing and must be received by the TE&R Section no more than 7 calendar days after publication of the draft timetable.
- 7.2.2 Amendments to examination requests received more than 7 calendar days after publication of the draft timetable will be actioned only if:
- (a) there is no consequential impact on other examinations;
 - (b) the change can be effected within the same examination session (day/time).
- 7.2.3 Where an amendment to an examination request cannot be effected in accordance with Section 7.2.2 above, the Head of School will determine whether:

EXAMINATION POLICY AND PROCEDURES - STAFF

- (a) the examination will be administered according to the original examination request submitted to Student Administration; or
- (b) the examination will be removed from the central examination timetable and conducted as a School-based examination in an alternative examination session (refer to Section 4.2).

7.3 Concurrent examinations

7.3.1 Where the same examination paper is used for multiple examinations, at the same campus and/or at multiple campuses, the examination request will identify each of the units and campuses to be examined concurrently.

7.3.2 A separate examination request will be submitted for each examination.

8 Examination scheduling

8.1 Information provided on the examination request submitted by the Lecturer-in-Charge will provide the basis for scheduling of examinations.

8.2 The duration and type of an examination, including perusal time, will not be altered after publication of the final examination timetable.

8.3 Examinations will be scheduled having regard to the mix of units undertaken by students and endeavouring to minimize or preferably eliminate clashes of examinations for units taken by class cohorts or individual students.

8.4 Where clashes cannot be avoided, special arrangements will be made to enable affected students to undertake the examinations as close as possible to the scheduled time. In such cases this will require the writing of an alternative examination paper for the affected students.

8.5 A student may be required to undertake a maximum of two examinations in a single day or three examinations in any two consecutive days.

8.6 Students should not be required to undertake an examination(s) in which total working time exceeds six hours in a single examination day.

8.7 A student should normally have a minimum of two hours break between completion of one examination and commencement of another.

9 Examination papers

9.1 Quality control

9.1.1 Schools will implement an appropriate quality control process to ensure examination papers are error free, correctly formatted and meet the University's copyright requirements.

9.1.2 Examination papers submitted with errors and/or without correctly completed documentation will be returned to the School for correction.

9.1.3 Papers returned to the School in accordance with section 9.1.2 above will be deemed not to have been submitted to Student Administration.

9.1.4 Where the same examination paper is to be used at multiple campuses, the Head of School will authorise any campus-specific variations to the examination.

EXAMINATION POLICY AND PROCEDURES - STAFF

9.1.5 Disputes regarding examination paper content will be referred to the relevant Associate Dean (Teaching, Learning and International).

9.2 Submission of examination papers

9.2.1 The examination paper cover sheet provided by the TE&R Section forms the first page of the examination paper.

9.2.2 Instructions to students advised on the cover sheet will be consistent with the information provided on the examination request submitted to the TE&R Section.

9.2.3 Main and deferred examination papers are to be submitted together.

9.2.4 Examination papers are to be submitted to Student Administration for printing by the close of business on Friday of lecture week 9 together with:

- (a) a completed Examination Paper Checklist and Declaration attached to the front of the examination paper/s; and
- (b) a completed Printery Requisition form.

9.2.5 Printing of examination papers not submitted to Student Administration by the due date will become the responsibility of the Lecturer-in-Charge. The Lecturer-in-Charge will ensure examination papers are printed and delivered to Student Administration no later than Friday of lecture week 12. These late examination papers will be accompanied by an examination paper coversheet and the Examination Paper Checklist and Declaration.

9.2.6 Examination papers that are not received by the date specified in section 9.2.5 will be deemed to be School-based examinations and will not be administered centrally. Such examinations will remain on the published timetable and will retain the room allocation; however, supervision and other requirements of the examination will be the responsibility of the School.

9.3 Printing of examination papers

Subject to Section 9.4 examination papers will be:

- printed on pink, A4 paper;
- single-sided;
- stapled in the top left corner.

9.4 Special format examination papers

9.4.1 If the examination paper is to be a 'write-on' paper, only the front page of the examination paper is printed on pink A4 paper. The questions and response sections of the examination will be printed on white A4 paper.

9.4.2 Examination adjustments requiring special format examination papers will be printed according to the requirements prescribed in the student's Education Inclusion Plan.

9.4.3 The Equity and Disability Unit will ensure specific requirements are advised to the TE&R Section not later than close of business on Friday of lecture week 9.

10 Availability of Lecturer-in-Charge

10.1 The Lecturer-in-Charge of a unit (or nominee) will be contactable during the whole of the examination to answer any questions which may arise regarding the examination paper.

EXAMINATION POLICY AND PROCEDURES - STAFF

- 10.2 Lecturers-in-Charge who will be absent from their normal telephone number on the date(s) of their examination(s) will provide the TE&R Section with written advice of an alternative contact number in advance.
- 10.3 Lecturers-in-Charge will provide the contact details for an alternative contact person who will assume responsibility for the examination in the event that the Lecturer-in-Charge is not available to answer queries regarding the examination paper (eg due to illness). The alternative contact person will be an academic staff member who is familiar with the subject matter to be examined and with the content of the examination paper.
- 10.4 Under no circumstances will Student Administration staff or examination supervisors make a determination regarding the content of an examination paper.
- 10.5 Where examinations are conducted in a clinical or science laboratory, the Lecturer-in-Charge will be present for the duration of the examination and responsible for the supervision of all students undertaking the examination.
- 10.6 For examinations conducted in a computer laboratory, the Lecturer-in-Charge will be present for the full duration of the examination.

11 Interruption to examinations

- 11.1 Interruptions may include power failure, earthquake, bomb threat, fire alarms etc.
- 11.2 Minor disruptions to an examination (for a period of 15 minutes or less) will be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time.
- 11.3 The Academic Registrar or nominee will determine the appropriate course of action in the event of a significant disruption to an examination. A significant disruption may include repeated minor disruptions in the same examination session.
- 11.4 In the event of an evacuation of an examination venue, the Dean or nominee will determine which of the following outcomes will apply:
 - (a) The examination may be declared void and a new examination scheduled for a date and time within the current examination period, including Saturdays;
 - (b) Students' examination scripts may be marked and an adjusted examination result determined;
 - (c) An alternative assessment item may be set with a suitable due date for submission;
 - (d) As well as the outcome in paragraph (b), an additional assessment item may be set with a suitable due date for submission.

12 Collection of examination papers

- 12.1 Lecturers-in-Charge will collect students' examination scripts, in person from the designated location, within 2 working days of the examination date.
- 12.2 Where the Lecturer-in-Charge is unable to collect the scripts, he/she may nominate an alternative person to collect them on his/her behalf. Photo identification may be required.
- 12.3 Examination scripts will not be sent through the internal mail and will not be posted to off-campus addresses.

EXAMINATION POLICY AND PROCEDURES - STAFF

12.4 Arrangements must be made by the School to ensure collection and marking is undertaken in a timely manner.

13 Publication of past examination papers

13.1 Subject to Section 13.2, all examination papers will be published on the 'Past Examination Papers Collection' website, which will be available via a link from the Examinations web page.

13.2 The following categories of examinations will be exempt from publication:

- (a) multiple choice examinations;
- (b) examinations involving practical work;
- (c) computer exercises;
- (d) modelling and extended problem-solving mathematical problems;
- (e) electronic examinations or tests conducted using the University's Learning Management System [LMS];
- (f) Japanese language tests;
- (g) examinations or tests with unresolved copyright implications.

13.3 Where a paper contains both exempt and non-exempt questions, the exempt segment may be deleted prior to publication. This determination will be made by the Lecturer-in-Charge of the unit, who must notify TE&R in the "Non-release as Past Paper" field in the Examination Paper Checklist and Declaration form at the time of submission of the examination paper for printing; this also requires specification of the grounds for exemption. In the absence of such notification, all papers will be considered eligible for publication.

13.4 TE&R is responsible for coordinating the process related to publication of past examination papers. It is the responsibility of TE&R to arrange for past examination papers to be made available at the appropriate time and to coordinate this with relevant School and Library staff in relation to this role.

13.5 When an examination paper is written for a central examination, the provision for the use of third party material is covered under current ACU National copyright policies, the Copyright Act of 1968 and the principles outlined in the AVCC paper, "University IT Systems: Managing Liability for Transmitting, Caching, Hosting and Linking to Copyright Material (December 2004)", and subject to copyright approval³.

13.6 If the examination paper contains any third party material that requires copyright approval, the Lecturer-in-Charge is responsible for gaining approval, via the University Copyright Officer, to use the paper as a past examination resource.

13.7 The ACU National Copyright Officer will be responsible for copyright issues and registration of materials as required. TE&R will not release a past examination paper for publication unless, where applicable, an email verifying copyright approval from the University Copyright Officer to release the paper as a past examination paper has been received.

³ Where third party works in an examination paper do not exceed the limits under Part VB of the licence (ie 10% of the work or one chapter, whichever is greater, or the whole work if it is not commercially available at a commercial price), it can be reproduced.

EXAMINATION POLICY AND PROCEDURES - STAFF

- 13.8 Examination papers will not be released directly to students at the conclusion of a central or deferred examination.
- 13.9 Examination papers for release as past papers will be provided in electronic format.
- 13.10 The authorised past examination papers will be made available on a 'Past Examination Papers Collection' web page four weeks after the examination period designated on the examination paper.
- 13.11 Schools may establish a link to the 'Past Examination Papers Collection' website for ease of student access.
- 13.13 No past examination papers are to be made available directly through a Faculty or School web page. The link should refer to the Examinations web page.
- 13.14 To ensure that only students and staff of the University have access to the past examination resources, access to the Examinations web page will be via **Student Connect** or the staff network logon.
- 13.14 Access to past examination papers will be for up to four consecutive semesters (two years) prior to the current semester. Past examination papers beyond this time will be archived.

14 Related documents

Document	Location
Academic Honesty Policy	http://my.acu.edu.au/38271
Academic Regulations	http://my.acu.edu.au/37855
Assessment Policy and Procedures	http://my.acu.edu.au/37875
Examinations Policy and Procedures - Students	tba
Statute 10 – Student Conduct and Discipline	http://my.acu.edu.au/42787