

# **Australian Catholic University**

## **Examination Policy and Procedures - Students**

**Approved by Academic Board 20.2.08**

# EXAMINATION POLICY AND PROCEDURES - STUDENTS

## CONTENTS

<b>1</b>	<b>Purpose and rationale</b> .....	<b>4</b>
<b>2</b>	<b>Scope and definitions</b> .....	<b>4</b>
<b>3</b>	<b>Timing of examinations</b> .....	<b>4</b>
	3.1 Standard study periods .....	4
	3.2 Non-standard study period examinations .....	4
	3.3 Deferred examination periods .....	4
	3.4 Examination sessions .....	4
<b>4</b>	<b>Students to be available for examinations</b> .....	<b>4</b>
<b>5</b>	<b>Location of examinations</b> .....	<b>4</b>
	5.2 Distance, online and off-campus units .....	4
	5.3 Variation of examination venue.....	5
<b>6</b>	<b>Examination adjustments for students with disabilities or medical conditions</b> .....	<b>5</b>
	6.1 Permanent disability and/or chronic medical condition .....	5
	6.2 Unexpected temporary disability or medical condition .....	5
	6.3 Notification of examination adjustment requirements .....	5
<b>7</b>	<b>Examination room procedures</b> .....	<b>6</b>
	7.1 Powers of supervisors.....	6
	7.2 Entry to examination room .....	6
	7.3 Conduct of candidates .....	6
	7.4 Starting time .....	7
	7.5 Reading time .....	7
	7.6 Late arrival .....	7
	7.7 Identification .....	7
	7.8 Attendance form.....	7
	7.9 Early departure from examination rooms .....	7
	7.10 Conclusion of examination.....	7
	7.11 Where nominated materials may be taken into an examination room .....	8
	7.12 Use of dictionaries in examinations .....	8
	7.13 Use of personal electronic devices in examinations .....	8
	7.14 Mobile telephones.....	8
<b>8</b>	<b>Illness during examination</b> .....	<b>8</b>
<b>9</b>	<b>Breach of procedures</b> .....	<b>9</b>
	9.1 Expulsion from examination room.....	9
	9.2 Report and investigation .....	9
<b>10</b>	<b>Materials left outside examination room</b> .....	<b>9</b>
<b>11</b>	<b>Deferred examinations</b> .....	<b>9</b>

## EXAMINATION POLICY AND PROCEDURES - STUDENTS

11.1	Application for central deferred examination.....	9
11.2	Application for School-based deferred examination .....	9
11.3	Evidence in support of application for deferred examination .....	9
11.4	Determination of application for a central deferred examination.....	10
11.5	Determination of application for a School-based deferred examination.....	10
11.6	Failure to attend deferred examination .....	10
11.7	Limit on number of deferrals .....	10
<b>12</b>	<b>Related documents.....</b>	<b>10</b>

# **EXAMINATION POLICY AND PROCEDURES - STUDENTS**

## **1 Purpose and rationale**

The purpose of this Policy and Procedures is to achieve coordinated and consistent examination practices across Australian Catholic University. 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 and definitions**

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

## **3 Timing of examinations**

### **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.

### **3.2 Non-standard study period examinations**

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 three-day deferred examination period not fewer 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 Saturdays, throughout the examination periods.

## **4 Students to be available for examinations**

Students will be available to undertake examinations throughout the periods designated for central examinations as outlined in the academic calendar and at times specified in unit outlines for School-based examinations.

## **5 Location of examinations**

5.1 Subject to Sections 5.2 and 5.3 students will sit examinations at the campus at which they attend classes for the unit being examined.

### **5.2 Distance, online and off-campus units**

Students enrolled in a unit in distance or online mode or at a location other than an ACU National campus will sit examinations at the established examination centre closest to their semester address. For students enrolled in online mode, examinations may also be conducted online. Students will be notified of the location of the examination venue in

## **EXAMINATION POLICY AND PROCEDURES - STUDENTS**

writing by the relevant School for distance and off-campus units or by ACUonline for online units, as appropriate.

### **5.3 Variation of examination venue**

5.3.1 A student who seeks to sit an examination at a venue other than that which would normally apply will make written application to the Academic Registrar at least six weeks before the commencement of the examination period. If special arrangements are required to enable a student to sit the examination at an alternative venue, the student may be required to pay a prescribed fee.

5.3.2 In exceptional cases, where students who are remote from the University on practical experience are required to undertake an examination during the practical experience (eg isolated locations, interstate or overseas), provision may, with the approval of the Head of School on the recommendation of the Course Co-ordinator, be made by the School for students to undertake a School-based examination *in situ*, with appropriate supervision arranged locally. To enable this to occur, the student will make written application for an *in situ* examination to the Head of School at least six weeks prior to the commencement of the examination period (refer also to Section 5.2).

## **6 Examination adjustments for students with disabilities or medical conditions**

### **6.1 Permanent disability and/or chronic medical condition**

Adjustments to the examination conditions for students with a permanent disability and/or chronic medical condition will be incorporated in Education Inclusion Plans developed by the Equity and Disability Unit and approved by the Head of School.

### **6.2 Unexpected temporary disability or medical condition**

If a student has an unexpected temporary disability or medical condition, he/she may apply for adjustments to examination arrangements by completing the required special adjustment form. This form must be submitted (electronically or in hard copy) to a Disability Adviser who may identify and approve any adjustments to the examination arrangements. Where the University cannot implement the requested provisions, due to time limitations, the student may be required to sit the examination during the deferred examination period.

### **6.3 Notification of examination adjustment requirements**

6.3.1 Students with a disability and/or medical condition should consult a Disability Adviser to register for examination adjustments as early as possible and preferably at the time of enrolment.

6.3.2 The Equity and Disability Unit will provide Student Administration with a list of all examination adjustment requirements not later than close of business on Friday of lecture week 9.

6.3.3 Where examination adjustments are not advised to Student Administration by the above date, the following action may be taken:

- (a) The student may be required to sit their examination/s during the deferred examination period; or

## **EXAMINATION POLICY AND PROCEDURES - STUDENTS**

- (b) The Equity and Disability Unit may liaise with the relevant School/s regarding the provision of a School-based examination/s outside the central examination period; or
- (c) The Equity and Disability Unit may liaise with the School/s regarding alternative assessment/s in lieu of an examination/s.

### **6.4 Notification of examination adjustment requirements**

TE&R Section will advise the student in writing (electronically and in hard copy) of the decision on any application for an examination adjustment, with advice of such approval also being provided to the relevant School.

## **7 Examination room procedures**

### **7.1 Powers of supervisors**

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

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

- (a) provide an ID card or other evidence to confirm his/her identity and eligibility to be in the examination room;
- (b) show that the person does not have in his/her possession any unauthorised material as specified in the Academic Honesty Policy;
- (c) answer any question relating to that person's behaviour while in the examination room;
- (d) leave an examination room if a supervisor considers that a candidate's behaviour, dress or appearance is such as to disturb or distract any other candidate;
- (e) surrender any material, which the supervisor considers to be unauthorised; and/or
- (f) comply with any direction the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

### **7.2 Entry to examination room**

A person other than a supervisor or other authorised person<sup>1</sup> may not, except with the permission of a supervisor, enter or remain in an examination room during an examination or during the period of 45 minutes immediately preceding or immediately following an examination session.

A candidate, on entering an examination room, must proceed without delay to the place to which the candidate is directed by a supervisor or by notice or other means and will not leave that place except with the permission or by the direction of a supervisor.

A person, whether a candidate or not, who is permitted to enter or leave an examination room must comply with all conditions on which such permission is given.

### **7.3 Conduct of candidates**

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<sup>1</sup> An authorised person in this circumstance would normally be limited to a Lecturer-in-Charge or nominee or a member of staff of Student Administration. Authorised visitors should acknowledge the supervisor's need to maintain examination integrity and must follow the supervisor's directions.

## **EXAMINATION POLICY AND PROCEDURES - STUDENTS**

A candidate must comply with the policies and procedures outlined in the Academic Regulations, the Academic Honesty Policy and Statute 10 - Student Conduct and Discipline.

### **7.4 Starting time**

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

### **7.5 Reading time**

7.5.1 The reading time available to candidates prior to the commencement of writing the examination will be either ten minutes or nil. Candidates must not commence writing until the supervisor has given permission.

7.5.2 Writing on or marking examination materials is not permitted during reading time.

### **7.6 Late arrival**

Candidates who arrive within the first 30 minutes after examination start time will be permitted to undertake the examination but will not be allowed additional time. Candidates who arrive more than 30 minutes after the examination start time will not be permitted to undertake the examination.

### **7.7 Identification**

Candidates will produce their student identification (ID) card on demand at each examination. It must be displayed prominently on the desk during the examination. If the student does not have an ID card in their possession, an alternative photographic identification, such as a driver's licence or passport, may be used. If the student has no photographic identification in their possession, they will adhere to the procedures prescribed by the supervisor. Failure to provide suitable identification during an examination may result in suspension of access to unit results and academic transcripts until identification requirements are met.

### **7.8 Attendance form**

Candidates will complete an attendance form at every examination and will adhere to the instructions for collection of the form as provided by the supervisor.

### **7.9 Early departure from examination rooms**

Except in the circumstance provided for in Section 8, a candidate must not leave the examination room until 30 minutes after the commencement of writing time or during the final 10 minutes of an examination.

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

### **7.10 Conclusion of examination**

At the conclusion of the examination all candidates must remain seated until their papers are collected by a supervisor or until the supervisor has given them permission to leave the examination room.

## **EXAMINATION POLICY AND PROCEDURES - STUDENTS**

### 7.11 Where nominated materials may be taken into an examination room

Where specified books or other materials (restricted open book examinations) are permitted to be taken into an examination, such materials will be limited to those specifically nominated by the Lecturer-in-Charge and such materials will be listed on the examination paper cover sheet. The supervisor or other authorised person will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorised materials.

Where an examination is designated 'open book' there will be no restrictions on the materials which may be taken into an examination.

### 7.12 Use of dictionaries in examinations

English language dictionaries are not acceptable in an examination room.

A student may take an English/foreign language dictionary<sup>2</sup> (bilingual dictionary) (direct word to word translation only and in printed, not electronic, format) into an examination in any unit. The dictionary must not contain any notations or any additional material and must be presented to the supervisor for inspection. Students will be refused permission to use dictionaries that contain notations or additional materials.

### 7.13 Use of personal electronic devices in examinations

Personal electronic devices may not be brought into or used in an examination room except with the prior approval of the Lecturer-in-Charge. Such approval must clearly identify the category of electronic device acceptable in the specific examination. Where use of personal electronic devices is permitted in an examination, they must be hand-held, internally powered, silent and not capable of wireless communication with other electronic devices.

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

Calculators and other electronic devices approved for use in an examination must have any programmable memory cleared prior to being brought into the examination room.

Non-programmable calculators, where allowed, must have volatile memory only and must not have alpha facilities.

A candidate using an authorised electronic device in an examination is responsible for its operation. Any failure or malfunction of the device will not constitute grounds for a deferred examination or other special arrangements.

### 7.14 Mobile telephones

Mobile telephones are not permitted in any examination room.

## **8 Illness during examination**

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<sup>2</sup> Lecturers-in-Charge should be aware that bilingual dictionaries normally include the meaning of words in the foreign language.

## **EXAMINATION POLICY AND PROCEDURES - STUDENTS**

- 8.1 If a candidate becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the student to complete the examination.<sup>3</sup>
- 8.2 If the candidate cannot continue with the examination, the supervisor will note this and report the matter to Student Administration.
- 8.3 The Academic Registrar or nominee will determine, in consultation with the Head of School, whether the student is to be given a deferred examination, subject to provision of relevant supporting documentation<sup>4</sup>.

### **9 Breach of procedures**

#### **9.1 Expulsion from examination room**

A supervisor may immediately expel from the examination room any candidate who commits an infringement of this Policy and Procedures.

#### **9.2 Report and investigation**

A supervisor will report any breach of this Policy to Student Administration, which will refer it to the Head of School responsible for the course unit. Any such allegation will be investigated and resolved in accordance with the Academic Honesty Policy or Statute 10 - Student Conduct and Discipline.

### **10 Materials left outside examination room**

The University accepts no responsibility for the security of any materials left outside an examination room.

### **11 Deferred examinations**

#### **11.1 Application for central deferred examination**

A candidate who, through illness or other exceptional cause beyond the candidate's control, is unable to attend an examination is required to lodge with Student Administration, not later than five working days after the day of the examination, an Application for Deferred Examination form with Professional Authority.

#### **11.2 Application for School-based deferred examination**

A candidate who, through illness or other exceptional cause beyond the candidate's control, is unable to attend an examination is required to lodge with the Lecturer-in-Charge, not later than five working days after the day of the examination, an application for Special Consideration form with Professional Authority.

#### **11.3 Evidence in support of application for deferred examination**

Any application for a deferred examination must be supported by original appropriate documentary evidence. The authenticity of documentary evidence may be confirmed with the named provider.

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<sup>3</sup> In this circumstance the student may submit an application for special consideration (refer to Assessment Policy and Procedures.)

<sup>4</sup> The student will submit a deferred examination application (see Section 11).

## **EXAMINATION POLICY AND PROCEDURES - STUDENTS**

### 11.4 Determination of application for a central deferred examination

The Academic Registrar or nominee will determine the outcome of an application for a central deferred examination. Student Administration will notify a student of the outcome of their deferred examination application in writing not less than one week prior to the commencement of the deferred examination period. Where the application is approved, the written notification will include the details of the examination day, date, time and location. In cases where an application is submitted prior to the examination and the application is refused, every effort will be made to contact the student prior to the scheduled examination.

### 11.5 Determination of application for a School-based deferred examination

The Lecturer-in-Charge will determine the outcome of an application for a School-based deferred examination. The School will notify the student of the outcome of their deferred examination application in writing not less than one week prior to the examination date determined by the Lecturer-in-Charge. Where the application is approved, the written notification will include the details of the examination day, date, time and location. In cases where an application is submitted prior to the examination and the application is refused, every effort will be made to contact the student prior to the scheduled examination.

### 11.6 Failure to attend deferred examination

A student who, through illness or other exceptional cause beyond the candidate's control, fails to attend a deferred examination may apply for alternative assessment. The application should normally be lodged directly with the Course Co-ordinator no more than five working days after the day of the original deferred examination. Approval will only be granted in exceptional cases and should not be assumed to be automatic.

### 11.7 Limit on number of deferrals

An examination or alternative assessment may be deferred no more than twice (after the original scheduled examination). If the student is again unable to undertake the examination or assessment, further deferral will not be granted and the Course Co-ordinator will be required to provide a final result for the unit. If the student is able to provide evidence of continuing exceptional circumstances, the Course Co-ordinator, after consultation with the student, may recommend to the Head of School that:

- (a) the student's enrolment in the relevant unit be cancelled without academic penalty (but with financial liability); or
- (b) other assessment accommodation(s) be made, having regard to the circumstances of the case.

## **12 Related documents**

<b>Document</b>	<b>Location</b>
Academic Honesty Policy	<a href="http://my.acu.edu.au/38271">http://my.acu.edu.au/38271</a>
Academic Regulations	<a href="http://my.acu.edu.au/37855">http://my.acu.edu.au/37855</a>
Assessment Policy and Procedures	<a href="http://my.acu.edu.au/37875">http://my.acu.edu.au/37875</a>
<b>Examination Policy and Procedures - Staff</b>	tba
Statute 10 – Student Conduct and Discipline	<a href="http://my.acu.edu.au/42787">http://my.acu.edu.au/42787</a>