Examinations Procedures

Section 1 - Purpose and Context

(1) The purpose of these procedures is to direct staff and students on the process to be followed when conducting and undertaking examinations.

Section 2 - Definitions

(2) The following definitions apply for the purposes of these procedures:

a. Deferred Examination - a late examination conducted after the timetabled final examination due to a student's serious misadventure, accident or other extenuating circumstances.
b. Examination - a time limited assessment task used to assess learning outcomes and which is conducted under supervision.
c. Examination Clash - means:
    i. two examinations timetabled at the same time including any overlap;
    ii. less than one and a half hours between examinations which are held on the same campus;
    iii. less than three hours travelling time between examination venues at different campuses or off-campus sites;
    iv. three examinations scheduled on one day for a student;
    v. more than three examinations scheduled on two consecutive days for a student; or
    vi. an evening examination that finishes after 8.30pm followed by a morning examination that starts before 9.30am on the next day for a student.
d. Examination Supervisor - a person who supervises an examination and monitors students' conduct during the examination.
e. Examination with no resources permitted - an examination in which a student answers only from memory or material provided in the examination paper.
f. Examination with resources permitted - an examination in which a student may bring reference materials, calculators, or other devices into the examination as specified in the relevant Learning Guide.
g. External student - a student who is enrolled in external units.
h. External unit - a unit approved for teaching off-campus.
i. Final Examination - an examination which takes place during the Formal Examination Period.
j. Formal Examination Period - the period at the end of a teaching session when examinations are conducted.
k. Mid-session Examination - a supervised assessment task organised by the school or institute, which is the responsibility of the Unit Coordinator, and is held during a teaching session.
l. Supplementary Examination - an additional examination organised by a school as an outcome of a Special Consideration application or as a final assessment task in a course.

Section 3 - Policy Statement

(3) See Examinations Policy.

Section 4 - Procedures

Examination Coordination

(4) The Assessment and Graduation Unit centrally coordinates formal examination periods and Deferred Examinations.

(5) Schools may arrange and coordinate other examinations, including but not limited to Supplementary Examinations and Mid-session Examinations.

Examination Papers

(6) Schools must have procedures in place to ensure:

a. they provide examination papers to the Assessment and Graduation Unit in accordance with advised timelines and in an accessible format;
b. examination papers include the current version of the University coversheet for Final and Deferred Examinations, as prepared and circulated by the Assessment and Graduation Unit;
c. any resources permitted in the examination are specified on the examination coversheet and are consistent with those specified in the Learning Guide for the relevant unit;
d. they prepare, store and distribute examination papers and questions in a robust and secure manner, with due regard for confidentiality, security and the overall integrity of the examinations;
e. they permit access to examination papers by appropriately qualified staff at the University, and other institutions, for the purposes of peer review, moderation and benchmarking;
f. examination papers are retained and stored in accordance with the Records Management Policy and students' completed examination papers are stored in accordance with the Assessment Policy - Criteria and Standards-based Assessment.

Examination Timetable

(7) The University:

a. will publish the formal examination period timetable prior to the commencement of the examination period in accordance with the advertised timelines;
b. will include in the timetable the time, date, duration, campus and venue for each examination; and
c. endeavours to develop the examination timetable to avoid clashes for students, however, some students may have examinations that clash.

(8) Whilst every effort is made to timetable examinations on the campus where the unit is taught, this cannot be guaranteed. Not all examination locations may be available in every examination period. The University reserves the right to reallocate students to the examination venue of its choosing.

(9) Final Examinations and Deferred Examinations may be scheduled to start between 8.30am and 6.30pm on Mondays to Saturdays. Sunday examinations may be held when required.

(10) Any student who has an examination clash must email the Assessment and Graduation Unit as soon as possible but within five working days of the examination timetable being released. The University may not be able to provide

alternative arrangements where it receives written advice after the five working days period.

(11) The University will make every effort to adjust a student's examination timetable in the Formal Examination Period to remove the clash. The identification of a clash does not mean that a Deferred Examination will be granted automatically.

(12) External students:

a. are expected to sit their examinations at the same time as on-campus students;
b. must review their personalised timetable and inform the Assessment and Graduation Unit of any change in their circumstances prior to the examination period, in accordance with the advertised timelines. The University may not be able to provide alternative arrangements where it receives written notice after the advertised timelines.

Attendance at Examinations

(13) Students must ensure they are available on all days of the Formal Examination period. Absence on holiday will not be accepted as justification for a Deferred or Supplementary Examination. Students must read and familiarise themselves with information on Final Examinations available on the Academic Registrar's Office webpage.

(14) Students who are unable to attend a Final Examination due to serious illness, misadventure, accident or circumstances beyond their control may apply for a Deferred Examination.

(15) Students should note that submitting a Special Consideration or Deferred Examination application does not mean that it will automatically be granted.

Special Arrangements

(16) The University will make reasonable adjustments for a student with a disability undertaking an examination where the student advised the Disability Service of their needs by the advertised timelines.

(17) In exceptional circumstances the University may allow a student to sit a Deferred Examination, held in accordance with the Deferred Examination Procedures.

Examinations Administered by Schools

Supplementary Examinations

(18) Schools administer and organise Supplementary Examinations and must advise students of the date, time, format and place of the examination as early as possible.

Mid-session or other Examinations

(19) A school or institute may organise a mid-session or other examination if it is part of the unit's assessment regime and students have been advised in the relevant Learning Guide. Students must be notified of the date, time and location of the examination as early as possible, particularly if the examination is scheduled at a different time or location from the class time and location.

Resources Permitted in Examinations

(20) The relevant Learning Guide and examination paper will specify what resources are allowed to be used during the Final Examination (other than standard pens, pencils, erasers, rulers and highlighters).

(21) Students may only bring into an examination the resources specified in the Learning Guide and on the examination cover sheet.

(22) Where calculators are permitted, students may only use a device which has the primary purpose of calculation (ie no tablets or mobile phones can be used). If schools have particular requirements or wish to restrict the type of calculator that can be used they must specify the make and model of the calculator in the Learning Guide and on the examination paper.

(23) If listed as a permitted resource, calculators must be removed from their cases, and may be checked by the Examination Supervisor prior to the examination.

(24) Students must bring their own writing materials in a clear plastic bag as these will not be supplied. The only writing materials to be used in an examination include standard pens, pencils, erasers, highlighters and rulers.

(25) Students who have an Academic Integration Plan may bring into an examination any item specified within that plan for an examination.

(26) Students must not bring the following into an examination:

a. bags, motorcycle helmets, bicycle helmets, caps, hats and/or other personal items;
b. notes of any kind on the student's body or on any item in their possession;
c. pencil cases;
d. communication devices of any kind e.g. mobile phones, tablets, laptops that are concealed or are switched on.

(27) Students may bring their mobile phone into an examination if it is stored in accordance with the Exam rules on the Academic Registrar's Office webpage. The mobile phone must be:

a. switched off; and
b. placed on the student's desk, face up and visible to the supervisor.

(28) The Examination Supervisor is entitled to ask a student whether they have a mobile phone on their person and/or to demonstrate that the telephone is switched off.

(29) If a student has a mobile phone in an examination venue and does not adhere to the above requirements:

a. a financial penalty and an encumbrance will be placed on the student's record, which will prevent the student from accessing their session results, enrolling in new units and graduating;
b. the encumbrance will be removed once the financial penalty is paid;
c. the Assessment and Graduation Manager will decide whether to refer the incident for action under the Misconduct - Student Academic Misconduct Policy.

(30) In addition, a student who is found to have concealed a mobile phone or electronic device on their person in an examination venue and/or who does not answer questions truthfully that are put under clause 28 of these procedures may be reported for non-academic misconduct.

(31) Students should secure valuable possessions or avoid bringing them to campus during examinations as the University does not guarantee safe-keeping of students' possessions inside or outside examination rooms.

(32) Schools must ensure that an appropriate academic staff member is on campus or available by telephone to resolve problems and answer questions for each Final Examination and Deferred Examination.

Admission To and Leaving the Examination Venue

(33) At all examination venues, students must:

a. show their valid University Student Identity Card (ID) to gain entry;
b. display their ID card on their desk during the examination;
c. sit in the seat allocated to them as directed by the Examination Supervisor; and
d. not leave an examination venue until 30 minutes after the examination commences, and during the last ten minutes of the examination, unless there are exceptional circumstances, such as illness.

(34) A student may temporarily leave an examination venue where:

a. the Examination Supervisor has granted permission;
b. they are supervised during the whole period they are outside the venue; and
c. the Examination Supervisor reports the absence to School academic staff and it is recorded.

Conduct During Examinations

(35) A student must comply with all directions given by the Examination Supervisor, and all instructions set out on the examination paper. The decision of the Examination Supervisor is final.

(36) During an examination, a student must not:

a. disturb, distract or behave in a manner that may adversely affect another student;
b. refuse or disobey any instruction given by the Examination Supervisor;
c. obtain or endeavour to obtain assistance in their work;
d. provide or endeavour to provide assistance to another student in their work;
e. communicate by word or otherwise with another student once in the examination venue;
f. eat inside the examination venue except for medical conditions advised prior to the examination to the Assessment and Graduation Unit;
g. remove the examination paper, or unused material, from the examination venue unless the examination paper states these can be removed; and
h. bring unauthorised resources or materials into the examination venue.

(37) The Examination Supervisor will request any student who disrupts an examination, or who intimidates the Examination Supervisor, to leave the examination venue immediately.

Conclusion of an Examination

(38) The Examinations Supervisor will notify students when there are ten minutes of the examination time remaining.

(39) At the end of the examination time, a student must:

a. stop work by ceasing writing, typing or conducting practical work etc, as relevant;
b. remain in their seat until all examination materials are collected and the Examination Supervisor has given them permission to leave; and
c. not communicate with other students until they have left the examination venue.

Breach of these Procedures

(40) If a student does not adhere to the requirements in these procedures, action may be taken under the Misconduct - Student Academic Misconduct Policy and/or Misconduct - Student Non-Academic Misconduct Policy.

Section 5 - Guidelines

Exams advice for students

Examinations for Students with Disabilities Guidelines (under development)

Examinations for External Students Guidelines (under development)

Online Examinations Guidelines (to be provided at a later date)

Status and Details

Status	Historic
Effective Date	2nd February 2015
Review Date	2nd October 2016
Approval Authority	Academic Senate
Approval Date	21st January 2015
Expiry Date	17th September 2015
Unit Head	Jess Gleeson Director, Data Integrity, Quality and Operations j.gleeson@westernsydney.edu.au
Author	Deirdre Lee 96787477
Enquiries Contact	Janet O'Brien Examinations Coordinator j.obrien3@westernsydney.edu.au