

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. Alternative Assessment means an assessment task that may replace a formal examination. This may include a time restricted assessment held during the examination period without supervision/invigilation.
- b. Assessment and Timetabling means the unit which arranges the development and release of the examination timetable, coordination of printing of examination manuscripts, management of examination supervisors, and other associated tasks.
- c. Deferred Exam means a Final Examination conducted after the timetabled Final Examination due to a student's serious misadventure, accident or other extenuating circumstances.
- d. Examination means a time limited assessment task used to assess learning outcomes and which is conducted under supervision.
- e. Examination clash means:
 - i. two examinations timetabled at the same time including any overlap;
 - ii. less than one and a half hours between examinations that are held on the same campus or online;
 - 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.
- f. Examination Supervisor means a person who supervises an examination and monitors students' conduct during the examination.
- g. External student means a student who is registered in external subjects or who is currently studying offshore.
- h. External subject means a subject approved for teaching off-campus.
- i. Final Examination means an examination that takes place during the Formal Examination Period.
- j. Formal Examination Period means the period at the end of a term when examinations are conducted.
- k. Mid-Term Examination means a supervised assessment task organised by the School or Research Institute (Institute), which is the responsibility of the Subject Coordinator, and is held during a term.
- l. Online Invigilated Exam means an exam deployed in the University's Learning Management System (LMS) and may or may not include invigilation by the University's online invigilation partner.
- m. Online Proctor means a person who supervises an online examination and monitors students' conduct during the examination during the examination.

- n. Supplementary Examination means a type of supplementary assessment to demonstrate the learning outcomes in accordance with the [Assessment Policy](#) and [Disruption to Studies Policy](#).

Section 3 - Policy Statement

- (3) See [Examinations Policy](#).

Section 4 - Procedures

Examination Coordination

- (4) Assessment and Timetabling centrally coordinates Final Examination Periods and Deferred Exams.

(5) Schools and other University partner providers may arrange and coordinate other examinations, including but not limited to Supplementary Examinations and Mid-Term Examinations. As far as practicable, any examinations coordinated by Schools should be conducted in accordance with the principles and procedures in place for centrally coordinated examinations.

Examination Papers

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

- a. they provide the examination to Assessment and Timetabling or build their exam in the official platform supported by the University for online examinations (e.g. the LMS and other integrated technologies) in accordance with advised timelines and in an accessible format;
- b. examinations must be accompanied by the exam quality checklist, completed by the Subject Coordinator or delegate;
- c. any resources permitted in the examination are specified on the examination coversheet or advised in the exam build quality checklist and include online specific requirements, and are consistent with those specified in the Learning Guide for the relevant subject;
- d. access to examinations is only permitted to appropriately qualified staff at the University, and other institutions, for the purposes of peer review, moderation and benchmarking, or online quality checking;
- e. examinations are retained and stored in accordance with the [Records and Archives Management Policy](#) and students' completed examinations are stored in accordance with the [Assessment Policy](#);
- f. examinations prepared for main, deferred, and supplementary examinations are different from but academically equivalent to each other, and differ in substance from examinations prepared for previous terms.

- (7) Subject Coordinators must ensure:

- a. they provide the examination paper or build their examination in the LMS as required, following the directions provided and in accordance with timelines;
- b. they provide oversight over the collection of examination papers to ensure they are collected as soon as possible following the conclusion of the exam, which may include use of an approved secure courier service;
- c. examinations are marked so that results are submitted within the published timeframes for each term;
- d. they prepare, store and distribute examinations and questions in a robust and secure manner, with due regard for confidentiality, security and the overall integrity of the examinations; and
- e. Deans (or nominee) are advised if examinations have been collected within five working days.

- (8) Assessment and Timetabling must have procedures in place for ensuring it stores and distributes examination

papers provided to it by Schools in a robust and secure manner, with due regard for confidentiality, security and the overall integrity of the examinations.

Examination Timetable

(9) Assessment and Timetabling will:

- a. publish the Formal Examination Period timetable prior to the commencement of the examination period in accordance with the advertised timelines;
- b. include in the timetable the time, date, duration, campus, venue and online exam mode (if applicable) for each examination; and
- c. endeavour to develop the examination timetable to avoid clashes for students, however, some students may have examinations that clash.

(10) Whilst every effort is made to timetable examinations on the campus where the subject 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.

(11) Final Examinations and Deferred Exams may be scheduled to start between 8.30am and 6.30pm on Mondays to Saturdays (Australian Eastern Daylight Time (AEDT) or Australian Eastern Daylight Savings Time (AEDST)). Sunday examinations may be held when required.

(12) Any student who has an examination clash must email Assessment and Timetabling as soon as possible but within five working days after the examination timetable is released. The University may not be able to provide alternative arrangements where it receives written advice after the five working day period.

(13) Assessment and Timetabling 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 Exam will be granted automatically.

(14) External students, including students located offshore:

- a. are expected to sit their examinations at the same time as on-campus students;
- b. must review their personalised timetable and inform Assessment and Timetabling 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.
- c. if a student is located offshore in a different time zone and requires their examination to be moved to a reasonable time, they must email Assessment and Timetabling as soon as possible and within five working days after the examination timetable is released. The University may not be able to provide alternative arrangements where it receives written advice after the five working day period.

Attendance at Examinations

(15) 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 the [Exams webpage](#).

(16) 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 Exam. Students should note that submitting a Disruption to Studies application or Deferred Exam application does not mean that it will automatically be granted.

Special Arrangements

(17) 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.

(18) In exceptional circumstances, the University may allow a student to sit a Deferred Exam, held in accordance with the [Deferred Exam Procedures](#).

(19) Arrangements for breastfeeding mothers will be accommodated in line with the [Breastfeeding on University Premises Policy](#).

Examinations Administered by Schools

Supplementary Examinations

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

Mid-Term or other Examinations

(21) A School or Institute may organise a Mid-Term or other examination if it is part of the subject'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

(22) Students must meet the resource requirements as listed in their exam instructions in the LMS or on the examination coversheet. Refer to the [Online Exams webpage](#) for more information on requirements for online exams.

(23) Bringing or accessing anything outside the listed approved resources can lead to an academic misconduct. Refer to the [Student Misconduct Rule](#) for more information.

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

(25) Students may only bring into an examination the resources specified in the Learning Guide and on the examination cover sheet or in the LMS for online exams.

(26) Where calculators are permitted, students may only use a device which has the primary purpose of calculation (i.e. 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.

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

(28) Students must bring their own writing materials in a clear 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.

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

(30) Unless specified in the relevant Learning Guide and examination cover sheet, 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, smart watches, tablets, laptops, that are concealed or are switched on.

(31) Students may bring their mobile phone into an examination if it is stored in accordance with the Exam rules on the [Exams webpage](#). The mobile phone must be:

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

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

(33) 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 term results, registering in new subjects and graduating;
- b. the encumbrance will be removed once the financial penalty is paid; and
- c. the Assessment and Timetabling Manager will decide whether to refer the incident for action under the [Student Misconduct Rule](#).

(34) In addition, a student who is found to have breached the Resources permitted in the Examinations Procedures and/or who does not answer questions truthfully can be reported for action under the [Student Misconduct Rule](#).

(35) If a student has an electronic device that emits an audible sound, signal or alarm during an examination, a financial penalty may be applied and an encumbrance placed on the student's record until the penalty is paid.

(36) 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.

(37) If a student has a question during an exam in regards to the content of the exam, they will be advised "to answer the question to the best of their ability" and will be given an opportunity to complete an exam condition report outlining their concern. A copy of this report will be provided with the completed exams and be available for consideration by academic staff. Students can also be provided a copy if they wish to apply for Disruption to Studies.

(38) Academic staff will be contacted if there is a significant issue with the instruction, or any extenuating circumstance might affect the exam condition. During online exams, the Subject Coordinator or delegate must make themselves available at the time and date of their exam in order that Assessment and Timetabling can contact them if there are any issues that prevent the running of the exam in the LMS.

(39) Schools must ensure that an appropriate academic staff member is on campus or available by telephone for each Final Examination and Deferred Exam to resolve problems and answer questions if a significant issue with the exam instructions or any extenuating circumstance that might affect the exam condition arises.

Entering and Leaving the Examination Venue

(40) When attending an examination, students must:

- a. show their valid University Student Identity Card (ID) to gain entry;

- b. display their ID card on their desk during an on-campus examination or follow the instructions of the Online Proctor in an online invigilated exam;
- c. sit in the seat allocated to them as directed by the Examination Supervisor, or follow the instructions of the Online Proctor; and
- d. not leave an examination venue until 30 minutes after the examination commences, and during the last 10 minutes of the examination, unless there are exceptional circumstances, such as illness.

(41) If, for reasons beyond the student's control, they are unable to show their valid University Student Identity (ID) Card, they may provide an alternative valid government issued photo ID such as a passport or Driver's License.

(42) When sitting an online exam, students must ensure they meet the exam requirements as listed on the [Online Exams webpage](#). This includes a valid ID, technology requirements and exam conditions.

(43) 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

(44) Students must comply with all directions given by the Examination Supervisor and/or Online Proctor, and all instructions set out on the examination. The decision of the Examination Supervisor or Online Proctor is final.

(45) During an examination, students 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 with any other person other than the Examination Supervisor or Online Proctor;
- f. eat inside the examination venue, except where prearranged as part of individual examination arrangements specified in an approved AIP;
- g. remove the examination paper or unused material from the examination venue, unless the examination states these can be removed, including downloading exam content or taking screenshots of online exams, or sharing content from an online exam in any form; and
- h. bring any unauthorised resources or materials into the examination venue.

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

(47) An Online Proctor may terminate an online exam if the student displays inappropriate behaviour.

Conclusion of an Examination

(48) The Examination Supervisor will notify students when there are 10 minutes of the examination time remaining.

(49) During online exams, students are responsible for monitoring time in the exam. A count-down exam timer will be provided in the LMS for this purpose.

(50) At the end of the examination time, students 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

(51) If a student does not adhere to the requirements in these procedures, action may be taken under the [Student Misconduct Rule](#).

Section 5 - Guidelines

(52) [Exams webpage](#)

(53) [Examinations for Students with Disabilities Guidelines](#)

(54) [Examinations for External Students Guidelines](#)

(55) [Breastfeeding on University Premises Policy](#)

(56) [Children on University Premises Policy](#)

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Glossary Terms and Definitions

"Subject" - The subject of study in a program in which a student enrolls.

"Term" - A session at the University that runs for a set length of time during which teaching and assessments occur.