

Policy Suspension or Variation Instrument

VARIATION TO THE EXAMINATIONS POLICY IN RESPONSE TO COVID 19

Section 1 - Purpose and Context

- (1) This instrument is made under clause 16 of the *Delegations of Authority Policy* that enables suspension or variation of University policies where this is reasonably necessary to respond appropriately to an emergency or an urgent circumstance.
- (2) The Approving Authority has deemed that suspension or variation to a Policy or Policies, as detailed below, is reasonably necessary to respond appropriately to the current COVID-19 virus pandemic.

Section 2 – Details of suspension or variation

- (3) Details of changes or suspension:
 - a. Students to have additional time to download/upload exam papers for online exams. This is a variation to clauses (10), (11) and (12) of the *Examinations Policy*.
 - b. Online examination guidelines (clause (21) of the *Examinations Policy*) will be amended to include:
 - ii) Clear guidelines on how exams and deferred exams are now timetabled to ensure no conflict of schedule for students and the ability to communicate timetables for students.
 - ii) For those units that have kept their exam and have moved it online, it should be noted that not all exams will be proctored.
 - iii) Guidelines for Unit Coordinators on how to run an online examination and under what conditions the proctoring platform can be used.
 - iv) Guidelines for students on how to sit an online exam with academic integrity.

Commencement Date: 24 April 2020

End Date: 24 October 2020

Note: End date must but no longer than 6 months from Commencement Date, but this instrument may be extended or renewed for a further period of up to 6 months

Name of Approval Authority	Professor Alphaia Possamai-Inesedy
Position of Approval Authority	Chair, Academic Senate
Date of Signature	17 April 2020 (ratified at Senate 2020/02 on 17 April 2020)
Date of Publication	22 April 2020

Section 3 - Extension/Renewal

- (4) This Policy Suspension or Variation Instrument has been extended for a period not exceeding 6 months, under clause 16 (b) of the *Delegations of Authority Policy*.

Name of Approval Authority	Professor Alpha Possamai-Inesedy
Position of Approval Authority	Chair, Academic Senate
Date of Signature of Extension	26 November 2020 (ratified at Senate 2020/06 on 4 December 2020)
New End Date:	24 April 2021
Date of Publication	8 December 2020