



EXAMINATIONS

Overseer: Academic Dean
Approval Authority: PBC Academic Council
Review Schedule: 3 yearly
Next Review Due: Jan 2012

Review Table			
Date	Review Type	Summary of Changes	Review person/group
29/06/09	<ul style="list-style-type: none">ScheduledPolicy amendmentAdmin update Admin Update	Conversion from Policy Manual to new format.	Adam Niven

1. Requirements to sit examination

- 1.1. For a student to be permitted to sit an exam all of the following criteria must be met:
 - 1.1.1. 85% attendance at classes and tutorials (excluding approved absences)
 - 1.1.2. at the time of the exam the student must be in a position where they are still able to pass the unit – e.g. if a student has not achieved a minimum of 40% for more than one assessment item they will not be permitted to sit the exam
 - 1.1.3. at the time of the exam the payment of unit and course fees are up to date

2. Exam Times and Dates

- 2.1. Exams are not always held at the same time as the class for each unit. Students will be notified of exam times and dates no less than four weeks before the scheduled exam. It is the student's responsibility to ensure they attend the exam at the set time.
- 2.2. End of semester exams are generally held within the Exam Week as per the Academic Calendar.
- 2.3. The exam timetable for the Exam Week is released no later than week 9 of the semester.
- 2.4. All mid-semester exams are set by the unit lecturer and dates and times of these exams should be recorded in the unit plans.
- 2.5. The times and process for assessing other examinations are set by the lecturer of the unit in consultation with the class and if possible should be outlined in the unit plan.

3. Examination attendance

- 3.1. All students are expected to attend exams at the set time for the exam. Students should consult the Deferral of Assessment Item policy for details

of the requirements if they are unable to sit an exam at the set date and time, or fail to sit an exam at the set date and time.

- 3.2. Students will be permitted to enter an exam up until half an hour after the commencement of the exam. Students arriving late for exams will not be permitted extra time beyond the set finish time of the exam.
- 3.3. Students are not permitted to leave the examination within the first half hour of the exam and within fifteen minutes of the set finish time.

4. Exam Papers

- 4.1. Students are permitted to take the exam paper with them at the completion of the exam unless instructed otherwise by the supervising lecturer.

5. Submitting Exam Answers

- 5.1. Answers should be submitted in an order so that the student feels their strongest answers are at the top of the submitted answers.
- 5.2. Students will be required to complete an exam cover sheet outlining which questions they have answered in the order they have submitted them.
- 5.3. If a student submits more answers than are required, or submits answers for two mutually exclusive questions marks will be given only to the required amount of answers based on the order of submitted answers (see Assessment Item Grading policy for more details).

6. Approved Aids

- 6.1. Students will only be permitted to use approved aids within exam conditions.
- 6.2. Approved aids will be outlined on exam papers and will depend on the examination type (see Assessment Items Policy).
- 6.3. All dictionaries for English Second Language (ESL) students must be a printed dictionary free from additional handwritten notes.

7. Cheating or Academic Misconduct

- 7.1. Any student suspected of cheating will be warned by the supervising lecturer of any such suspicion (see Academic Misconduct Policy).
- 7.2. If a student is observed by the supervising lecturer to be cheating, their exam will cease immediately and only the completed work may be submitted.
- 7.3. A student whose exam has been ceased due to cheating will be required to arrange a meeting with the supervising lecturer and the Academic Dean to discuss the allegations.

8. Deferral of Tests or Examinations

- 8.1. Refer to the Deferral of Assessment Items Policy for details regarding deferring an examination.

9. Alternative Assessment for Students with Disabilities

9.1. Students with a substantiated medical condition or disability may apply to the Academic Dean for alternative assessment arrangements. The Academic Dean, in conjunction with the student, will determine what an appropriate and reasonable alternative arrangement is. Such arrangements may include:

- Extra time
- Special equipment
- Special facilities
- Special materials
- Oral assessment

10. Use of Computers in Examinations

10.1. If a computer is required for an examination the following will apply:

- 10.1.1. The College will supply a blank memory device which has been initialised and labelled with the students name and number and the date and unit title for the exam.
- 10.1.2. The College will supply a computer with the required software load or inform the student that they will be required to supply a computer for the exam.
- 10.1.3. This memory device will be given to the supervisor immediately at the end of the examination.
- 10.1.4. The student will be required to sign a statement declaring that they will not access data or software on the hard drive, unless agreed.
- 10.1.5. The exam will be conducted under the supervision of a person who has sufficient knowledge of computers to ensure the student uses only those facilities that have been agreed to.
- 10.1.6. Extra time will be allowed for printing the answers. The supervisor will hand the disk and the hard copy of the answers to the lecturer, as soon as possible after the completion of the exam.