

P13: EXAMINATIONS

Overseer: PBC Dean of Studies
 Approval Authority: PBC Academic Council
 Review Schedule: 3 yearly Next Review Due: Nov 2020

Review Table			
Date	Review Type <ul style="list-style-type: none"> • Scheduled • Policy amendment • Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
07/03/14	Scheduled	Minor grammatical changes	Adam Niven
18/08/14	Policy amendment	Policy P14 combined with P13. P14 deleted.	Adam Niven
29/9/15	Policy amendment	New 3.5 re invigilation	Peter Elliott
13/10/2017	Scheduled	6.1-6.3 replace supervising lecturer with invigilator	Academic Council

1. Exam Times and Dates

- 1.1. Exams are usually (but 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.
- 1.2. End of semester exams are generally held within the Exam Week as per the Academic Calendar.
- 1.3. The exam timetable for the Exam Week is released no later than week 9 of the semester.
- 1.4. All mid-semester exams are set by the unit lecturer and dates and times of these exams should be recorded in the unit plans.
- 1.5. The times and process for other examinations (i.e. oral) are set by the lecturer of the unit and if possible should be outlined in the unit plan.

2. Examination attendance

- 2.1. All students are expected to attend exams at the set time for the exam. Students should consult the Extension 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.
- 2.2. 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.
- 2.3. Rules for exiting prior to the set finish time for the exam will be set for each examination. Generally, with written exams, students will not be permitted to leave within 10 minutes of the set finish time to limit disruption.

3. Written Examinations

- 3.1. All examination papers will be approved by the Teaching and Learning Committee.
- 3.2. Copies of all current Examination Papers are filed electronically and after the completion of the assessment period, copies are lodged in the Library for consultation by future candidates.
- 3.3. All instructions for the running of the examination will be included on the examination paper and are to be followed by examination invigilators.
- 3.4. All exam rooms will have a clock visible by all students used to set official times. Finish times for the exams should be written on the whiteboard.
- 3.5. The examination invigilator should be a different person from the subject lecturer. The lecturer should attend the exam only for the reading period and to answer any questions at the end of this time.

4. Oral Examinations

- 4.1. All oral examinations are required to be approved by the Teaching and Learning committee, including an overview of the examination procedures, outcomes being tested, sample questions/topics to be covered and an *Oral Assessment Sheet* which the lecturer will use to record the students results.

- 4.2. Multiple students may be assessed at the same oral examination, but lecturers must ensure that each student is given an equal opportunity to participate within the exam, and each student receives an individual mark reflecting their ability.
- 4.3. If possible, the exam should be audio recorded
- 4.4. All results for the exam are to be recorded on the *Oral Assessment Sheet* for the relevant student and submitted for storage with the Examination papers.

5. Approved Aids

- 5.1. Students will only be permitted to use approved aids within exam conditions.
- 5.2. All dictionaries for English Second Language (ESL) students must be a printed dictionary free from additional handwritten notes.

6. Cheating or Academic Misconduct

- 6.1. If a student is observed by the invigilator to be cheating, their exam will cease immediately and only the completed work may be submitted.
- 6.2. A student whose exam has been ceased due to cheating will be required to arrange a meeting with the invigilator and the Dean of Studies to discuss the allegations.

7. Deferral of Tests or Examinations

- 7.1. Refer to the P15 Extension of Assessment Items Policy for details regarding deferring an examination.
- 7.2. If a deferred or subsequent exam is required for a student, the exam should be of the equivalent type to the original exam and approved by the Teaching and Learning Committee.
- 7.3. Dependent on circumstances it may be prudent for lecturers to set different questions for any deferred exams.
- 7.4. Students sitting deferred exams are required to sign a confidentiality agreement to not discuss the examination content.
- 7.5. Conditions for a deferred exam as much as possible should match the normal exam conditions.

8. Alternative Assessment for Students with Disabilities

8.1. Students with a substantiated medical condition, disability, or disadvantage may apply to the Dean of Academics and Research for alternative assessment arrangements. The Dean of Academics and Research, 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

9. Use of Computers in Examinations

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

- 9.1.1. The College will supply a blank memory device which has been initialised and labelled with the student's name and number and the date and unit title for the exam.
- 9.1.2. The College will supply a computer with the required software loaded or inform the student that they will be required to supply a computer for the exam.
- 9.1.3. This memory device will be given to the supervisor immediately at the end of the examination.
- 9.1.4. The student will be required to sign a statement declaring that they will not access data or software on the hard drive, unless agreed.
- 9.1.5. 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.
- 9.1.6. 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.