

## Examinations Policy and Procedure

Purpose	This policy outlines AITC's approach to the conduct of Academic Examinations.
Location	The policy is maintained on ownCloud
Responsible executive	Academic Dean
Responsible office	Academic Dean's Office
Contact officer	TBA
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Related documents	AITC Student Assessment Policy and Procedure AITC Student Assessment Moderation Policy AITC Assessment Appeals Policy AITC Academic Integrity Policy
Authority	Approved by Academic Board

### 1. Purpose

This policy outlines the AITC's approach to the conduct of Academic Examinations.

### 2. Scope

This policy applies to students and staff of the Australian Institute of Technology and Commerce (AITC) and is designed to ensure the integrity, fairness and security of Examinations conducted as part of the student assessment within Units of AITC Courses.

### 3. Definitions

**Deferred Examination** means an examination at a later time other than the scheduled formal examination due to student's unexpected illness, misadventure or any other circumstances beyond their control. The deferred exam is only eligible for those who did not enter the scheduled exam room (see also Supplementary Examination).

**Examination script** means the script for a formal examination, which has been prepared under this policy and follows all the quality assurance procedures in this policy.

**Examination paper** means the student's written answers to the examination questions.

**Formal examination** means an examination that has been organised under this Policy and follows all the quality assurance procedures in this Policy.

**Moderation of assessment** means the Quality assurance, control processes and activities such as peer review that aim to assure: consistency or comparability, appropriateness, and fairness of assessment judgments; and the validity and reliability of assessment tasks, criteria and standards. (based on TEQSA definition).

**Supplementary Examination** means an additional exam that is approved by AITC for a granted outcome of a Special Consideration application.

#### 4. Policy Statement

##### Purpose of Examinations

4.1 The AITC Institute conducts final examinations to:

- a) Moderate and validate the student's continuous assessment performance.
- b) Assess the extent to which the student has achieved learning outcomes being assessed.
- c) Satisfy the requirements of relevant external bodies, e.g professional associations, who stipulate that a certain component of particular programs must be assessed under specific examination conditions.

4.2 Final Examinations must be a valid component of a unit's assessment regime, which must be fit for the purpose of testing the student's achievement of relevant Unit Learning Outcomes listed in the Unit Outline.

##### Academic Integrity of Examinations

4.3 The Institute and its Academic Board has responsibility for promoting and maintaining academic integrity of the examinations including:

- a) Emphasising the importance of ethical academic conduct and scholarship.
- b) Developing processes to support sound academic practice.
- c) Ensuring academic staff and students have a clear shared understanding of expectations for academic integrity.
- d) Explicitly teach the use of appropriate processes and materials in academic work, including an understanding of ownership of information, ideas and images.
- e) Communicate the consequences and implications of academic misconduct clearly throughout the school community.

4.4 Academic integrity for students is to be a component of all orientation sessions and at the commencement of each timetabled unit per semester.

4.5 All academic staff must complete an Academic integrity course which addresses issues of academic integrity in relation to the preparation, conduct and marking of examinations.

##### Responsibilities of Examinations

4.6 The Academic Dean:

- a) Has overall accountability for the preparation of Final Examination and Deferred Exam papers for the units offered by the Institute and must ensure the examination papers are fit for purpose and are written in clear and unambiguous language.

- b) Must ensure the Institute has appropriate processes in place, endorsed by the Academic Board (AB) to assure the academic quality of the examination questions, model answers and/or guidelines, and moderation of the marking scheme.
- c) Will report to any matters that have impacted on the quality and effectiveness of the examinations process within the Institute.
- d) Has overall accountability for the collection and marking of Final Examination and Deferred Exam papers for the units offered by the institute and must ensure the examination papers are collected and marked so that results are submitted within the published timeframes for each term.
- e) The Academic Dean may delegate some or all of their functions under this policy to the Course Coordinator /s or equivalent.

### **Responsibilities of Examinations**

- 4.7** The normal duration of a Final Examination is two hours including reading time. The duration of exams is provided in the Unit Outlines. Examinations of three (3) hours may be required and only permitted where:
- a) Explicitly required for professional accreditation of a program or unit.
  - b) An academic case has been presented to the AB justifying that this examination duration is essential to fully test whether a student has achieved the learning outcomes.
  - c) Prior approval has been given by the AB.
- 4.8** Final Examinations and Deferred Exams will normally be in accordance with Item 4.7 above except where special circumstances are approved by the AB such as the need for invigilation or other student special circumstances.
- 4.9** Exams will normally be run during the day (Australian Eastern Daylight Time (AEDT) or Australian Eastern Daylight Savings Time (AEST)).

### **Deferred Examinations**

- 4.10** A deferred exam may be granted:
- a) In exceptional circumstances where the Institute considers the severity or gravity of the misadventure, accident or illness prevented a student from sitting an examination.
  - b) Where a student could not reasonably have been expected to avoid the circumstances that led them to miss an examination.
  - c) Only where the student has not entered the examination room and there is evidence that they could not complete it due to technological issues or disconnection from the exam.
- 4.11** Deferred exams are normally held as soon as practicable after the Final Examination Period.

## Appeals

- 4.12** Any student who has just reason to believe that there may be a reason to appeal an examination grade must first view their marked paper and then follow the procedures contained in the *AITC Assessment Appeals*.
- 4.13** Students will receive timely formal written notice of the appeal outcome and the decisions of the appeals will be recorded correctly in the student's file as well as the AITC Student Management System.

## 5. Procedures

### 5.1 Unauthorised Materials

Unauthorised materials are not permitted in the room where the Examination is being undertaken and these include:

- a) Notes, books, printed material, writing paper, except where listed as permissible materials.
- b) Any device, which might disturb other candidates during the course of an examination such as alarms on watches.
- c) Any device that can be used for obtaining information during the course of an examination such as; mobile phones, laptops, MP3 players, iPods, hand-held computers and electronic dictionaries. Any students found with unauthorised electronic devices or other prohibited material will have their exam cancelled.

### 5.2 Permitted Materials Include:

- a) Writing materials, pencil cases must be placed under the desk.
- b) Any item listed in the examination timetable for that Unit of Study.
- c) Where materials allowed are 'any permitted materials,' these include items normally expected to be used for study, such as text books and lecture notes.
- d) Where dictionaries are permitted they must not be electronic.

Students allowed to take in notes as part of their permissible materials will be required to hand them in with their exam papers.

Food or drink is not to be taken into Examinations except for items such as glucose sweets, or plain or clear water, which may be permitted at the discretion of the Invigilator.

### 5.3 Dictionaries

Dictionaries are not permitted in the examination room unless they are listed as permitted materials. If a dictionary is permitted it must be a hard copy dictionary.

Thesauruses are not allowed as dictionaries unless specified as a permitted material. Dictionaries permitted in exams must not be annotated i.e. must not have any writing in it.

#### **5.4 Calculators**

Calculators are allowed in the exam room only if specified as permitted materials. Students are to clear the memories of programmable calculators and remove them from calculator cases before taking them into the examination room. Calculators that are not acceptable will be confiscated. Students should check with their unit convener prior to the day of the examination if they are unsure whether their calculator is the approved type.

#### **5.5 Personal Items**

Students are permitted to take purses and wallets into the examination room and must place them under their desk or in their bags. Bags must be placed in the areas provided in the examination room.

The wearing of hats and other headwear is not allowed during exams unless permitted by the Invigilator.

Mobile phones will be required to be placed in student's bags at the side of the examination room. If a student does not have a bag then the mobile phone will be placed in an envelope with the student's name on it for collection after the exam.

#### **5.6 Stationery Items**

Students are not permitted to bring scrap paper into the exam. All rough workings are to be done on the blank sides of the exam question papers or on the script books provided.

#### **5.7 Attendance / Admission at the Examination Room**

Students require a current student identification card to obtain admission to the examination room. If the card has been mislaid or is not valid, the students will be directed to the appropriate place or person for identification. Students are required to be at the exam room 15 minutes before the exam is to start.

Students who arrive more than 30 minutes after the commencement of an exam will not be permitted to enter the exam room. Unless documentation can be provided the students are ineligible to sit for a deferred exam. Students must ensure they are available during the Formal Examination Period.

Sometimes through serious misadventure, accident or extenuating circumstances may mean a student cannot attend the final exam and depending on the circumstances, he/she may be eligible for a deferred exam. Deferred exams generally take place a few weeks after the final exams. Permission to sit a deferred exam will only be granted in the event of exceptional and unavoidable circumstances and valid circumstances include, a certified medical condition, sporting or cultural commitments only where a student has been selected, through a formal documented process, to represent or participate in a state, national or international event, serious personal or emotional trauma, or substantial change to routine employment arrangements or status beyond the student's control.

Deferred exams are not granted for pre-arranged holidays, including overseas travel, if a student misreads their exam timetable, for social and leisure events, including sporting and cultural commitments other than at state, national or international representative level, or if the student has entered the exam venue.

Students are not permitted to leave the exam room in the first 30 minutes or the last 15 minutes of an examination. Students are allowed temporary leave of absence from the exam room at the discretion of the invigilator during an examination for a visit to the toilet or due to illness.

### **5.8 Toilet Breaks**

Toilet Breaks are NOT permitted within the initial 30 minutes as well as the last 30 minutes of an examination. Students are only allowed to leave the examination room one at a time and a toilet register is kept.

### **5.9 CCTV Recording**

All examination rooms are CCTV monitored and designated staff will review all examinations via CCTV to identify any suspicious behavior and alarm the invigilators accordingly.

### **5.10 Misconduct in the Examination Room**

Invigilators will examine permitted materials during the exam. The Invigilator has the authority to take whatever action is necessary to prevent misconduct within the examination area. Examples of misconduct include:

- a) Talking to another student during an exam.
- b) Copying from another student.
- c) Bringing in unauthorised material.
- d) Any other behavior that poses a threat to AITC's Academic Integrity.

Where necessary, a report on the breach will be forwarded to the Academic Dean, with copies to the Lecturer in charge of the unit in which the breach took place. The student may be escorted from the exam room. The student will be contacted by the Academic Dean for an interview. A Summary Inquiry may convene as a result of the interview. The Academic Dean will discuss an alleged case of misconduct informally with the student, where possible. The Academic Dean will recommend whether to conduct a Summary Inquiry or if no further action should be taken.

### **5.11 Examination Script Books**

Script books, completed or blank, remain the property of AITC and must not be removed from the examination room or the custody of the Unit convener. Students are entitled to supervised access to their own completed exam answer sheets within 12 months of the release to AITC.

AITC will retain completed Script books in accordance with Records and Information Management Policy.

### **5.12 Illness During the Examination Period**

Candidates who are unwell at the scheduled time of the examination of a Unit in which they are enrolled, are advised not to undertake the examination. Candidates will be required to fill in an application for

special consideration and submit a declaration from their doctor within three (3) working days from the Examination. The template for this declaration will be provided by AITC or can be accessed on the Moodle. Certificates of Attendance at a Doctor's Surgery are not acceptable as evidence of illness.

Applications lodged after the due submission date may be considered if circumstances made it impossible for the application to be lodged within three (3) days.

### **5.13 Preparation, Marking and Moderation of Formal Examinations**

The Unit Coordinator is responsible for:

- a) Developing the formal examination scripts, deferred exam and supplementary exam scripts.
- b) Review the examination paper for purposes of quality assurance (this includes a review of the examiner as well as any assisting examiner).
- c) Ensuring the examination script is moderated by a peer with discipline expertise.
- d) Specifying any special materials or equipment that may be brought into the examination room.
- e) Provide detailed information to students about the type, length, format and syllabus areas to be examined.
- f) Provide wherever practicable, access to past examination papers or other opportunities to enable students to prepare for their examinations.
- g) Marking the formal examination and any deferred and supplementary examination, and moderation the marking process.
- h) Lodging the formal examination script in the Library after formal grades for the unit have been published.
- i) Provide feedback to students on their performance.

### **5.14 Timetable**

AITC will publish the dates, times, duration and venues of each formal examination period for each teaching period at least four (4) weeks in advance. Students must make themselves aware of the timetable and ensure that they are available.

AITC endeavours to develop the timetable to avoid the clashes; where students may have exams that clash, they must contact and email the Exam Officer within five (5) working days of the timetable being released. The identification of a clash does not mean a Deferred Exam will be granted, AITC will endeavor to adjust a student's examination timetable in the formal exam period to remove the clash.

### **5.15 Prior Information about Examination Structure and Content**

At least four (4) weeks in advance of the formal examination, Unit Coordinators will provide students with an *information sheet* explaining the conditions under which the examination will be held,

information on the types of questions the examination will contain, and an indication of the unit content the paper will examine.

### **5.16 Cover Page**

A standard AITC cover page will be used for formal examination scripts.

### **5.17 Duration of Formal Examinations**

The maximum length of a formal examination will be three hours. Up to 10 minutes of reading time may be allowed before the beginning of the examination, but this must be described in the *information sheet*.

### **5.18 Examination Room Protocols**

- a) An Examination Supervisor will be responsible for the conduct of the examination. Students will obey all instructions by the Examination Supervisor.
- b) The Unit Coordinator will be contactable for the duration of the examination.
- c) Students will place their AITC student card, with photograph visible, on the examination desk for the duration of the examination.
- d) Students will leave electronic and internet-enabled devices and other personal property outside the examination venue, unless otherwise specified in advance for an examination.
- e) Any water brought into the examination room will be in a clear, unmarked bottle.

### **5.19 Prohibitions During Examinations**

Students must not

- a) Communicate with each other in the examination room.
- b) Leave the examination room less than one hour after the beginning of the examination.
- c) Leave and return to the examination room unless they are fully supervised by a AITC staff member.
- d) Remove the examination paper, scrap paper or any unused materials from the examination room.
- e) Bring unauthorised resources, materials or devices during the examination.
- f) Receive any assistance in completing the examination.

### **5.20 Disruption of Examination**

If a formal examination is disrupted, it may be:

- a) Continued, with an adjustment made up to the length of the disruption.
- b) Considered completed, with the examination scripts marked.
- c) Abandoned and rescheduled (to the last day of the official formal examination period where possible).

### **5.21 Students with Special Needs**

Students who require accommodations for special needs should inform the unit coordinator at least four (4) weeks before the formal examination.

### **5.22 Viewing of Marked Examination Papers**

Marked examination papers are not returned to students. However, students are entitled to view their marked examination papers in a secure room in the presence of the Unit Coordinator. Students must email the Unit Coordinator to arrange a viewing time.

### **5.23 Storage of Examination Papers and Scripts**

Examination scripts and papers will be stored in accordance with the AITC *Records and Information Management Policy*.

### **5.24 Recording of Examination Results**

The Academic Registrar is accountable for overseeing the placement of examination results on a student's record.

## **6. Application of Deferred / Supplementary Examinations**

Applications are completed using the form that is available on AITC Website, with supporting documentation to demonstrate the nature severity of the serious illness, misadventure or unexpected circumstances that affect students' capacity to attend the formal examination.

A submission of Special Consideration or Deferred Exam application does not mean that it will be automatically granted, which will depend on a case by case basis. Applications must be submitted to the

Exam Officer within three (3) working days after the scheduled examination that the student was unable to attend.

### **6.1 Supporting documentation must be included with the Deferred Examination application that include but not limited to:**

- a) Documents or statements from health professionals, a medical certificate may not be enough.
- b) Letters of support from an AITC staff.
- c) A police report.

**6.2 The grounds of a Special Consideration Application other than serious illness or misadventure may include:**

- a) Where a student is required to attend an emergency service commitment, which is also specified in the supporting documentation.
- b) Where a student is a member of the armed forces that is involved in a compulsory exercise due to military commitments, which is specified in the supporting documentation.
- c) Where a student is called to attend a hearing, tribunal or court to meet the legal commitments, which is specified in the supporting documentation.
- d) Exams held at another Institution; a letter from another Institution is required to confirm the exam clash.
- e) AITC approved work-related internship; a letter from Internship Host is required to confirm the internship dates and their unwillingness to be flexible to allow time off for student to attend AITC exam.

**6.3 A Deferred exam may be granted to students where students are unable to attend a formal examination due to unexpected circumstances that beyond their control, these can include:**

- a) Serious illness.
- b) Misadventure.
- c) Accident.
- d) Trauma.

**6.4 A Supplementary Exam may be granted to students where:**

- a) A student is in their last semester at AITC and is considered a potential graduate.
- b) Serious illness or medical reasons prevent students from completing the exam.

The application with the provided evidence will be processed and the application outcome will be notified via AITC Exam Officer email within 5 working days. It may take longer to process if students are requested to provide additional supporting documentation.

If the application is approved, students will receive an email advising when the timetable of Deferred/Supplementary examination will be available.

If a student is not granted a deferred/supplementary exam, the student's unit result will likely appear as 'F' (Fail).

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## 7. Assessment Appeals

Any student who has just reason to believe that there may be a reason to appeal an examination grade must first view their marked paper and then follow the procedures contained in the *AITC Assessment Appeals Policy*.

Students will receive timely formal written notice of the appeal outcome and the decisions of the appeals will be recorded correctly in the student's file as well as the AITC Student Management System.