Higher Education Examination Policy

Section 1 - Introduction

(1) As part of the assessment for a unit, higher education (HE) students may be required to undertake a formal examination during a coordinated examination period.

(2) The intent of this document is to ensure that examinations which are centrally organised and occur during a central examination period and are consistent with the University Academic Assessment and Moderation Policy. This Policy applies to such examinations as are held on University campuses or at designated and approved University examination centres/locations.

(3) Only units that have examinations as accredited assessment methods will have examinations in the Central Examination Period.

Section 2 - Scope

(4) This policy applies to all Higher Education students.

Section 3 - Policy Principles

Examination Scheduling

(5) The University will conduct final examinations at the conclusion of each semester during the designated Central Examination Period. The Central Examination Period will extend over a two (2) week period after the conclusion of Semester 1 and 2 and a one (1) week period in Summer Semester. Special Examinations will be conducted in accordance with the University Academic Calendar.

(6) Examinations will be scheduled between the hours of 8am and 8pm from Monday to Friday inclusive during the Central Examination Period.

(7) Students enrolled in an internal or external unit which has a centrally-organised examination are required to complete the examination in accordance with this Policy and with the related Higher Education Examination Procedures and at the date, time and venue specified for the examination by the University.

(8) If a student is not enrolled in a unit, the student will not be permitted to sit for an examination in that unit.

(9) Students must make themselves available at the time of the scheduled examination. A student will fail the examination if they cannot sit the examination on the day and at the time it is scheduled unless circumstances support an application for a Special Examination.

(10) Examinations will be considered as on-campus and off-campus, in accordance with the definitions in this policy, regardless as to whether the student is enrolled internally or externally in a unit.

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Conduct

(11) A person admitted to the examination room, whether a student or not, must comply with all requirements and directions of the invigilators.

(12) A student must not commit a breach of academic integrity or misconduct or engage in behaviour which can be interpreted as cheating during the course of an examination. Any such behaviour may be dealt with under provisions outlined in the Students - Breach of Academic Integrity Procedure which may lead to misconduct proceedings under the provisions of the University By-Laws.

(13) A student having entered the examination room, must not communicate, by word, writing, signalling or otherwise, with any person, or assist any other person to communicate with another student, or willingly receive communication from any person, other than an invigilator or examiner.

(14) A person, whether a student or not, must not do anything intended to assist a student sitting for an examination to commit a breach of academic integrity or misconduct.

(15) Any student suspected of committing a breach of academic integrity or misconduct will be dealt with under the Student Breach of Academic Integrity Procedures and the relevant University By-Laws.

Special Examination and Reasonable Adjustment

(16) A College Dean may grant a Special Examination if satisfied that a student was, or will be unable, as a result of special circumstances, to sit for an examination on its specified date. Each student may be granted only one (1) Special Examination for each unit attempt.

(17) A student who is unable to sit for an examination at the place appointed, or has special needs or support requirements, must apply to the University for reasonable adjustments at least twenty-one (21) working days prior to the date set for the examination for the University to consider the request.

(18) A change in venue will not result in a change in sitting date or time.

(19) A student who considers that his or her examination performance has been affected by illness, disability or other special circumstances, may apply in writing, to the College Dean for Reasonable Adjustment. This application must be accompanied by a medical certificate (in the case of illness), external supporting documentation (in the case of work purposes) or a statutory declaration and supporting documentation in other cases.

(20) Unless the College Dean considers that there is good reason why an application could not have been made in due time, any application for a Special Examination or Reasonable Adjustment must be submitted to the College Dean not less than seven (7) days prior to the relevant examination, and not more than seven (7) days after the relevant examination.

Outcomes

(21) Outcomes will consist of the College Dean's choice of:

a. no change (final grade including examination marks stands);
b. final grade based only on prior work in the unit (where that work represents more than 50% of the total marks for the unit);
c. final grade based on prior work on the unit and the marks for the components of the examination the student was able to finish;
d. a Special Examination, if no previous Special Examinations have been granted for that unit attempt, or if an examination is the only acceptable method of assessment for that unit, as specified in the Accreditation

documentation for that unit. Each student may only be granted one (1) Special Examination through Reasonable Adjustment for that unit;

e. an alternate assessment.

Breach of Policy

(22) When a breach of this Policy is suspected, the student will be dealt with under the Student Breach of Academic Integrity Procedures and the relevant University By-Laws.

Status and Details

Status	Historic
Effective Date	15th January 2022
Review Date	29th July 2023
Approval Authority	Academic Board
Approval Date	29th July 2020
Expiry Date	26th May 2022
Responsible Executive	Louise King Provost
Implementation Officer	Michelle Spillane Manager Timetabling and Examinations and Results
Enquiries Contact	Michelle Spillane Manager Timetabling and Examinations and Results

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