



CHRISTIAN HERITAGE COLLEGE

POLICY: Invigilation of External Examinations

Policy Group(s):	Group C: Administration – 1: Academic (Ref: C1/0209.2)		
Related Policy:	Examinations Grievance Policy and Procedures for Domestic Students – Non-Academic Grievances		
Commencement Date:	February 2009	Review Date:	February 2014

POLICY STATEMENT

Intent:

Units which are offered in the External mode may include in their assessment schedules the requirement that students sit examinations. It is important that the arrangements which apply to these examinations and the conditions under which they are administered are comparable with those of examinations which are conducted as part of units which are offered in the Internal mode.

This policy is intended to provide guidelines regarding the administration of examinations for units which are offered in the External mode, including the appointment of invigilators and the conditions under which the examinations are to be conducted.

Scope:

All examinations which are conducted as part of units which are offered in the External mode.

Restrictions: Nil

Exclusions: Nil

Objectives:

1. To provide guidelines for the organisation and implementation of examinations for units which are offered in the External mode, including the appointment of invigilators and the administration of the examinations.
2. To ensure the impartiality and integrity of the conditions under which examinations for units which are offered in the External mode are conducted.
3. To ensure comparability of these processes with examinations for units which are offered in the Internal mode.

Policy Provisions:

1. General

- 1.1 The administration of examinations for units which are offered in the External mode is to be comparable with the administration of examinations for units which are offered in the Internal mode.

- 1.2 Christian Heritage College (CHC) will approve and appoint external examination invigilators.
- 1.3 The assuring of the impartiality and integrity of the conditions under which examinations for units which are offered in the External mode are conducted is the responsibility of CHC.

2. Approval and Appointment of External Examination Invigilators

- 2.1 CHC will maintain a register of approved external examination invigilators.
- 2.2 CHC will approve and appoint external examination invigilators.
- 2.3 If an approved external invigilator is not available in a location which is within 100 kilometres of the student, the student may nominate an external invigilator for approval by CHC to supervise the examination at a location and time approved by CHC.
- 2.4 The nominated person must not be related to the student by birth or marriage, or live at the student's address.
- 2.5 The nominated person is to be of good standing and is to be from one of the following professions:
 - 2.5.1 Education – teacher, lecturer, school administrator;
 - 2.5.2 Legal – solicitor, Justice of the Peace, Commissioner of Declarations;
 - 2.5.3 Ministry – pastor, church administrator, ministry leader.
- 2.6 If approved, the person may be invited to join the register of approved external invigilators.

3. Administration of External Examinations

- 3.1 Examinations for units which are offered in the External mode and which are held in an on-campus sitting will be administered at the same time and under the same conditions as examinations for the Internal-mode version of the units.
- 3.2 Examinations for units which are offered in the External mode and which are held in an off-campus sitting will be administered on the same date, or as close a date as possible, and under the same general conditions as examinations for the Internal-mode version of the units. Where examination times are different, the External examination paper will be a different version from the equivalent Internal examination paper.

Supporting Procedures and Guidelines:

1. Register of Invigilators

- 1.1 To be added to the Register of Invigilators, a person is to be nominated for addition to the register.
- 1.2 To be added to the Register of Invigilators, a person is to meet the stated criteria.

2. Determining the Need to Engage an External Invigilator

- 2.1 Students who are enrolled in a unit in the External mode and who live within 150 kilometres of CHC are to attend an on-campus sitting of the external examination. This examination will be scheduled to occur in the Examination Week at the same time as the sitting of the examination undertaken by students who are enrolled in the unit in the Internal mode.
- 2.2 Students who are enrolled in a unit in the External mode and who do not live within 150

kilometres of CHC are to attend an off-campus sitting of the external examination at a location and time approved by CHC. This examination will be supervised by an external invigilator who has been approved and appointed by CHC.

- 2.3 Students who are enrolled in a unit in the External mode and who live within 150 kilometres of CHC but consider themselves to have special circumstances which prevent them from travelling to CHC may apply in writing to the Registrar to attend an off-campus sitting of the external examination at a location and time approved by CHC. This examination will be supervised by an external invigilator who has been approved and appointed by CHC.

3. Communication with Students

- 3.1 In Week 6, the Registrar's Office will inform students who live within 150 kilometres of CHC and who are required to sit an external examination of the requirement to attend the on-campus sitting of that examination.
- 3.2 In Week 6, the Registrar's Office will notify students who do not live within 150 kilometres of CHC and who are required to sit an external examination that arrangements will be made regarding an off-campus sitting of that examination. This notification will include the likely location of the examination.
- 3.3 In Week 8, the Registrar's Office will contact those students for whom an invigilator cannot be found, inviting them to nominate an appropriate invigilator. The criteria for appropriate persons will be communicated to the student at this time.
- 3.4 At the release of the Examination Timetable, detailed information regarding the off-campus sitting of the examination will be sent to students.

4. Appointment of External Examination Invigilators

- 4.1 At the beginning of Week 6, the Registrar's Office will consult the Register of External Invigilators and makes approaches to invigilators based on students' locations.
- 4.2 Students who wish to nominate an external invigilator are to submit a completed "Nomination of External Invigilator" form to CHC following their receipt of unit study materials indicating that they are required to sit an external examination. Forms will not be accepted after the beginning of Week 10 of an academic semester.
- 4.3 The "Nomination of External Invigilator" form is to contain all required information for it to be processed:
- 4.3.1 Student's personal details;
 - 4.3.2 Student's enrolment details;
 - 4.3.3 Name and contact details of the proposed invigilator;
 - 4.3.4 Occupation of the proposed invigilator;
 - 4.3.5 Relationship of the proposed invigilator to the student;
 - 4.3.6 Date and time of the external examination;
 - 4.3.7 Declaration for the signature of the proposed invigilator, giving consent to his/her nomination.
- 4.4 Upon receipt of a completed "Nomination of External Invigilator" form, CHC will send to the proposed invigilator the following documents:
- 4.4.1 "Information for External Examination Invigilators" form:
This form provides a detailed description of the role of an external invigilator and the conditions under which the external examination is to be administered.

4.4.2 “Conflict of Interest Declaration and Agreement” form:

The proposed invigilator will be asked to confirm that he/she bears no relationship to the student who is undertaking the off-campus sitting of the external examination which will compromise the impartiality and integrity of his/her supervision of the examination, and that he/she agrees to act as an external invigilator for the examination concerned. A suggested venue for the sitting of the examination is also to be provided by the proposed invigilator. This venue is to meet the requirements stated on the “Information Sheet for External Examination Invigilators”.

- 4.5 Upon receipt of the signed “Conflict of Interest Declaration and Agreement”, the name of the invigilator will be added to the register of invigilators, for later confirmation.
- 4.6 In Week 14, or approximately two weeks prior to the beginning of the CHC Exam Week for each semester, the invigilator will be sent an Examination Pack.
 - 4.6.1 The Examination Pack will contain sufficient copies of the relevant external examination, a letter to the invigilator from the Unit Lecturer giving detailed instructions regarding the external examination, a sufficient number of CHC Exam Booklets in which students are to write their responses to the external examination, the conditions under which the external examination is to be administered, a “Supervision of External Examination” form and a stamped envelope addressed to CHC.
 - 4.6.2 The invigilator is to complete the “Supervision of External Examination” form to confirm that the external examination was administered according to the guidelines provided by CHC. The form will also ask the invigilator to confirm whether he/she is willing to be placed on a register of external invigilators should any future CHC students in the particular location require this service. This form, with all copies of the external examination and all used and unused copies of the CHC Exam Booklets, is to be returned to CHC.

5. Administration of External Examinations

- 5.1 The off-campus sitting of the external examination is to take place on the same date, or as close a date as possible, as the examination for the Internal-mode version of the unit.
- 5.2 The examination will commence at a time to be negotiated between the student, the invigilator and the Registrar’s Office and, if applicable, the holder of the venue.
- 5.3 The conditions under which the external examination will be administered will be the same as those for examinations which are held on-campus. The details of these conditions are included in the Examination Pack supplied to the invigilator.

6. Assurance of Off-Campus Examination Supervision and Conditions

- 6.1 The impartiality and integrity of the supervision of the external examination and the conditions under which it is administered is assured by:
 - 6.1.1 The declaration by the invigilator that no conflict of interest exists in the performance of his/her supervision duties;
 - 6.1.2 The agreement of the invigilator to abide by the conditions under which the external examination is to be administered;
 - 6.1.3 The experience gained in CHC examination processes by invigilators who have been engaged in supervision on multiple occasions and whose names appear on the CHC register of external examination invigilators.

POLICY FURTHER INFORMATION

**Relevant Commonwealth/
State Legislation** Nil

ACCOUNTABILITIES

Implementation: Registrar's Office

Compliance: Registrar's Office

Monitoring and Evaluation: Registrar's Office

Development/Review: Policy Committee

Approval Authority: Academic Board

Interpretation and Advice: Registrar's Office

WHO SHOULD KNOW THIS POLICY?

Students who are enrolled in units in the External mode
Members of Boards of Studies

EFFECTIVENESS OF THIS POLICY

Performance Indicators:

- The number of successfully completed external examinations
- The number of invigilators who remain on the CHC External Invigilator's Register

Other:

Definitions and Acronyms: CHC – Christian Heritage College

APPROVAL – section maintained by the Registrar

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C1/0209.2	Yes	18/02/09	Academic Board	4.4

REVISION HISTORY – section maintained by the Registrar

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
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