



CHRISTIAN HERITAGE COLLEGE

## **POLICY: Examinations**

<b>Policy Group(s)</b>	Group B: Academic – 1: Students (Ref: B1/0502.1-1216)		
<b>Related Policy:</b>	Code of Conduct Grievance Policy and Procedures for Domestic Students – Academic Grievances Grievance Policy for Overseas Students Invigilation of External Examinations		
<b>Commencement Date:</b>	May 2002	<b>Review Date:</b>	October 2021

### **POLICY STATEMENT**

#### **Intent:**

In accordance with its foundation on Christian principles as informed by Scripture, CHC is concerned to maintain the highest levels of personal and professional, moral and ethical conduct. Examinations are significant elements of assessment regimes within academic programs and it is of vital importance that these are conducted with the highest level of integrity. It is also vital that students, staff and invigilators are familiar with the rules regarding examinations. This policy outlines those rules and conditions under which examinations at CHC are prepared, undertaken and invigilated.

#### **Scope:**

All students, academic staff and invigilators.

*Restrictions:* Nil

*Exclusions:* Nil

#### **Objectives:**

1. To provide clear guidelines to CHC students and staff concerning the conduct of examinations.

#### **Policy Provisions:**

##### **1. General**

- 1.1 The Academic Registrar is responsible for the Examinations Timetable within the declared Examinations and Deferred/Supplementary Examinations periods that are held at the end of each semester.
- 1.2 The Examination Timetable will be published on the CHC website. It is the responsibility of students to consult the Examination Timetable and to ensure they are available.
- 1.3 Unit Coordinators are responsible for the preparation of examination instruments and for the copying of those instruments.
- 1.4 All examination instruments will be kept in a secure office and locked in a filing cabinet.

- 1.5 After copying, the examination instrument will be delivered to the Academic Registrar for holding prior to the examination date.
- 1.6 All examination instruments will be delivered to the Academic Registrar a minimum of three days prior to the examination date.
- 1.7 The Academic Registrar or their delegate will arrange for the invigilation of all examinations within the declared Examinations and Deferred/Supplementary Examinations periods.
- 1.8 The Academic Registrar will advise Facilities regarding the rooms and/or other facilities required for the administering of the examinations. This does not apply to external exams.
- 1.9 Facilities is responsible for the arranging of the physical setting of the examination rooms. This does not apply to external exams.

## **2. Preparation of the Examination Instrument**

- 2.1 Unit coordinators are to prepare examination instruments with sufficient time to permit the instrument to be checked by another academic staff member for errors.
- 2.2 The official CHC examination front page is to be used for all examination instruments.
- 2.3 Instructions in the examination instrument will clearly state what materials or equipment, if any, may be used during the examination. This will also be communicated to students through the Unit Outline.
- 2.4 The maximum set length of any examination shall be three hours.
- 2.5 Extra time of 50% of the declared length of the examination, to a maximum of one hour, is allowed to students who choose to avail themselves of it.
- 2.6 CHC acknowledges that lecturers may set 'time limited' examinations for which extra time is not permitted.
- 2.7 In the case of 'time limited' examinations, students who believe themselves to have circumstances which justify additional time may apply in writing to the Dean of their School for special consideration (See Policy Provision 6).

## **3. Conduct of Examinations**

- 3.1 The declared Examinations period is part of the semester, and students are expected to be available for examinations at any time during this period until the date nominated as the end of the semester.
- 3.2 Examinations will be invigilated by persons deemed appropriate and trained by CHC.
- 3.3 Invigilators will have all authority and control of the examination room.

## **4. Student Conduct**

- 4.1 Students must comply with all directions given by the examination invigilator, and with all instructions given in the examination paper, or displayed in the examination room.
- 4.2 Students must bring their CHC Student Identification Cards to each examination. The cards are to be displayed on their desks to allow invigilators to verify their identities and to record their attendance at examinations. Students who fail to produce their CHC Student Identification Cards will not be permitted to sit examinations. Notice of the requirement to produce their CHC Student Identification Cards is provided to students during Orientation, on the CHC website and in the official CHC Examinations Timetable.
- 4.3 Students' bags are to be left outside the examination room, or at the back of the room out of reach.

- 4.4 Technology related devices (e.g. mobile telephones, smart watches and iPads) are not permitted in the examination room unless allowed under the 'Materials/equipment permitted' indicated for particular examinations.
- 4.5 Where any such devices are permitted, the access to Wi-Fi will be disabled for the period of the examination and it is the responsibility of the lecturer or the Dean of the School to ensure all devices are disabled.
- 4.6 Students are not permitted to share resources.
- 4.7 Unless otherwise stated by the invigilator, students are not permitted to place anything on desks except Student Identification Cards, writing equipment (either loose or contained in a clear plastic case), other permitted materials as notified and water bottles.
- 4.8 Food is not to be brought into the examination room without a medical certificate.
- 4.9 Students are expected to be ready to be admitted to the examination room at least ten minutes prior to the advertised commencement time for the examination.
- 4.10 In exceptional circumstances, late students may be admitted to the examination room up to thirty minutes after the commencement of the examination. In such cases, students are not permitted any extra time to complete the examination, but are to follow the schedule set for the administering of the examination.
- 4.11 Students must not behave in any manner which disturbs, distracts or adversely affects another student.
- 4.12 Students must not cheat, or incite or assist another student to cheat.
- 4.13 A student caught cheating in an examination will be immediately dismissed from the examination room and referred to the Dean for appropriate disciplinary action. In such circumstances, the student will forfeit the examination.
- 4.14 Students may not leave the examination room within the first thirty minutes or within the final fifteen minutes of the examination session. Normally, a student who leaves the examination room will not be permitted to re-enter. The invigilator may determine that it is appropriate for a student to leave the examination room and be permitted to re-enter.
- 4.15 Students who complete examination papers prior to the conclusion of the examination time are to raise their hands to alert the invigilator. With the invigilator's permission, they are to collect their belongings and leave the room in such a manner as to not disturb other students (subject to Provision 4.12).
- 4.16 Students must not remove any examination materials from the examination room unless specifically authorised to do so.

## 5. Perusal

- 5.1 Perusal time of 10 minutes shall be allowed prior to the commencement of an examination.
- 5.2 During the perusal period, students may not write on the examination paper, or any answer sheets provided, or the Examination Booklet.
- 5.3 During the perusal period, students may ask questions about the examination rules or the instructions to candidates on the examination paper.
- 5.4 Students may ask questions about possible errors on the examination paper, but may not ask questions about the substance of the examination content.
- 5.5 Lecturers may choose to make themselves available during perusal but will leave examination room upon the commencement of the examination.

## 6. Special Consideration

- 6.1 Students may apply for special consideration regarding the sitting of an examination due to requirements and/or arrangements, such as disabilities, special needs and specific medical conditions, which may affect their sitting of an examination.
- 6.2 Applications for special consideration are to be made in writing to the Academic Registrar and are to include:
  - 6.2.1 details of the situation for consideration of special requirements/arrangements;
  - 6.2.2 supporting documentation for such requirements/arrangements from a medical professional; and
  - 6.2.3 the nominated units for which the special requirements/arrangements are required and, where the examination timetable has been published, the date, time and location of the examination;
- 6.3 Applications for special consideration are to be received no less than four weeks prior to the publicised Examination Week to which the special consideration is to apply. Late applications will not be considered unless extenuating or extreme circumstances exist.
- 6.4 Application must be made each semester to which the special consideration pertains. If the condition remains unchanged, the supporting documentation need only be submitted at the time of the first application for special consideration and will be kept on the student file for reference.
- 6.5 Upon receipt of an application for special consideration, the Academic Registrar or their delegate will liaise with the Dean or Course Coordinator to determine the appropriateness of the application.
- 6.6 The outcome of the application will be communicated to the student no less than two weeks prior to the Examination period.
- 6.7 In the event of a successful application, the Dean or Course Coordinator will provide to the Academic Registrar the details of the arrangements which comprise the special consideration. The Academic Registrar will then ensure the implementation of those arrangements (see Supporting Policy and Procedures 1).

## 7. Deferred Examinations

- 7.1 Students who, through medical or other exceptional circumstances beyond their control (such as work requirements, the death of a close relative or involvement in a motor vehicle breakdown or accident), are unable to attend an examination at the prescribed time or to complete an examination in the time allowed after having commenced it at the prescribed time, may apply to sit for a deferred examination. Written application for a deferred examination should be submitted to the Academic Registrar prior to, within ten working days of the prescribed time of the examination and must include supporting documentation.
- 7.2 A deferred examination is the same examination as administered in the examination period.
- 7.3 The Academic Registrar or their delegate will communicate the outcome of any decision concerning the granting of a deferred examination to the student within five (5) working days of the receipt of the application.
- 7.4 Deferred examinations are not permitted without supporting documentation such as a valid medical certificate, letter from the student's employer denying leave from work commitments at the prescribed time of the examination, a valid death certificate or statutory declaration. Deferred examination times are not permitted when a student has misread the examination timetable or for reasons of personal convenience, other activities (including engagements and weddings) or holiday arrangements.

## 8. Supplementary Examinations

- 8.1 A supplementary examination is offered to a student during the Examiners' Meeting and upon the recommendation of the lecturer.
- 8.2 A supplementary examination is not the same examination administered in the examination period; but must be comparable in level of difficulty, length and administered under the same conditions as the original examination.
- 8.2 Students have the right to decline the offer of a supplementary examination.
- 8.3 Students do not have the right to request a supplementary examination.
- 8.4 A supplementary examination will be offered when insufficient evidence is at hand to determine if a student will, or should, be granted a passing exit result for a unit of study.
- 8.5 A result of Supplementary Pass 'NP' or Fail 'F' is the only result outcome following a supplementary examination.

### Supporting Procedures and Guidelines:

#### 1. Special Consideration

As per Provision 6 above, students may apply for special consideration for an examination. The following are two such examples. Other requirements/arrangements may be required to ensure specific needs of students are considered and provision made for all students to have an equivalent opportunity to perform under examination conditions.

- 1.1 Additional Time – Where a student has a circumstance which requires additional time for an examination, the Academic Registrar or their delegate will consider the application, liaise with the Course Coordinator and determine the amount of extra time which will be permitted.
- 1.2 Computer – Where a student has applied to use a computer in an examination, the Academic Registrar or their delegate will undertake the following steps:
  - 1.2.1 Consider the application, liaise with the Course Coordinator and determine if the application is valid.
  - 1.2.2 If it is determined to be a valid request, the Course Coordinator will contact the IT Coordinator with the request to prepare a suitable computer for use in the examination not less than one week prior to the commencement of the Examination period. It is crucial the IT Coordinator is provided the courtesy of enough time to allocate and prepare the computer for the examination.
  - 1.2.3 The Academic Registrar or their delegate will communicate with the student.
  - 1.2.4 The Academic Registrar or their delegate will collect the computer and ensure the invigilator is aware of the student's requirement (using their student number), and ensure the invigilator delivers it to the examination room prior to the students entering the room.
  - 1.2.5 At the completion of the examination, the student will close the computer.
  - 1.2.6 The invigilator will deliver the computer to the Academic Registrar or their delegate who will then request the IT Coordinator to back up the file and extract the student responses, either through printing or providing an electronic version to the Registrar or their delegate. These files will then be passed on to the unit coordinator with the other student responses.

#### 2. Invigilation

- 2.1 The invigilator will collect the relevant examination papers and examination materials from the Academic Registrar's Office at least 30 minutes prior to the advertised commencement time of the examination.

- 2.2 The invigilator will prepare the examination room by distributing the examination paper and examination booklet(s) as required, and writing the details of the examination session on the whiteboard. This is to include the unit(s) being examined, the time allowed (including perusal), whether or not the exam is 'time limited', and the proposed start and finish time.
- 2.3 Ten minutes prior to the advertised commencement time of the exam, the invigilator will allow students to enter the examination room and to prepare for the examination. Students are to place their CHC ID cards on their desks to allow the marking of the examination roll.
- 2.4 At the scheduled commencement time for the examination, the invigilator shall read aloud general instructions for the conduct of examinations, including reference to the examination details displayed on the whiteboard. This is to be followed by the announcement of any specific instructions from the unit co-ordinator.
- 2.5 Following the giving of instructions, the invigilator will announce the commencement of perusal time (see Provision 5 above).
- 2.6 At the conclusion of the perusal period, the invigilator will announce the commencement of the examination time and instruct students that they can begin writing.
- 2.7 Following the commencement of the examination time, the invigilator will circulate throughout the room to mark the examination roll by viewing students' CHC Student Identification Cards.
- 2.8 During the examination, the invigilator will monitor students' conduct by circulating regularly around the room.
- 2.9 During the examination, a student wishing to speak to the invigilator shall raise his/her hand, and wait for the invigilator.
- 2.10 During the examination, the invigilator may determine if it is appropriate for a student to be permitted to leave the examination room for a period and pre-determined purpose and re-enter the examination room.
- 2.11 Unit co-ordinators will not supervise final examinations in units for which they are responsible, except in exceptional circumstances.
- 2.12 The invigilator will alert students to the conclusion of the examination session at 15 minutes, 10 minutes, five minutes and one minute.
- 2.13 In the case of an examination that is not 'time limited', the invigilator will remind students of the details of the extra time permitted. The invigilator will alert students to the conclusion of this time in the same manner (see 4.14).
- 2.14 At the conclusion of the examination, the invigilator will instruct students to cease writing, to arrange their examination papers for collection by the invigilator, and to collect their belongings and leave the examination room. The invigilator will collect the examination papers and arrange the room for the next examination session.
- 2.15 The invigilator will deliver the examination papers to the Academic Registrar's Office. The Academic Registrar, or their delegate, will then deliver the examinations to the relevant School Administration Office for return to the unit coordinators for marking.

## **POLICY FURTHER INFORMATION**

**Relevant Commonwealth/  
State Legislation:** HESF 2015

## ACCOUNTABILITIES

<b>Implementation:</b>	Academic Registrar
<b>Compliance:</b>	Academic Registrar
<b>Monitoring and Evaluation:</b>	Academic Board
<b>Development/Review:</b>	Academic Registrar
<b>Approval Authority:</b>	Academic Board
<b>Interpretation and advice:</b>	Academic Registrar

## WHO SHOULD KNOW THIS POLICY?

All staff and students

## EFFECTIVENESS OF THIS POLICY

<b>Performance Indicators:</b>	<ul style="list-style-type: none"><li>Number of grievances</li></ul>
<b>Other</b>	Nil
<b>Definitions and Acronyms:</b>	CHC Christian Heritage College
	Dean The head of the School administering a course, includes the Executive Director, Millis Institute
	School The academic organisational units of CHC, includes the Millis Institute

## APPROVAL – section maintained by the Deputy Registrar Academic Quality

Reference No.	Approved	Date	Committee/Board	Resolution No./ Minute Ref.
B1/0502.1	Yes	23/05/2002	Academic Board	4.2

## REVISION HISTORY – section maintained by the Deputy Registrar Academic Quality

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No./ Minute Ref.
1209	Yes	03/12/2009	Academic Board	4.2
0213	Revision Approved	07/02/2013	Academic Board	4.1
1216	Revision Approved	02/12/2016	Academic Board	4.1