



## CHRISTIAN HERITAGE COLLEGE

### **POLICY: Invigilation of External Examinations**

<b>Policy Group(s):</b>	Group C: Administration – 1: Academic (Ref: C1/0209.2; 0318)		
<b>Related Policy:</b>	Code of Conduct Examinations Grievance Policy and Procedures for Domestic Students – Non-Academic Grievances		
<b>Commencement Date:</b>	February 2009	<b>Review Date:</b>	February 2014 March 2018 Scheduled Review March 2023

### **POLICY STATEMENT**

#### **Intent:**

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.

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 the rules for administering 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 external examinations are conducted in a way which maintains academic integrity, consistency, equity, transparency and security.

#### **Policy Provisions:**

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

- 1.1. Examination: in the context of this policy refers to an assessment task normally in written form, which is scheduled under the jurisdiction of the Academic Registrar during the official examination period on

behalf of the specific courses.

- 1.2. Examination venue: the place where an examination is officially scheduled to be conducted.
- 1.3. 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.
- 1.4. 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.
- 1.5. 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.
- 1.6. Students are required to sign the statement on the cover page indicating that they will not communicate with any other person regarding the contents of examinations.
  - 1.6.1. Students are not permitted to remove examination papers from the examination rooms.
- 1.7. The student will nominate an invigilator.
- 1.8. Christian Heritage College (CHC) will approve and appoint external examination invigilators.
- 1.9. CHC is responsible for assuring the impartiality and integrity of the conditions under which examinations for units which are offered in the External mode are conducted.

## **2. Approval and Appointment of External Examination Invigilators**

- 2.1. CHC will approve and appoint external examination invigilators
- 2.2. CHC will maintain a register of approved 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 alternate 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. If approved, the person may be invited to join the register of approved external invigilators.

## **3. Administration of External Examinations**

- 3.1. 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.
- 3.2. Invigilators are required to report any breaches to student conduct to the Academic Registrar.
- 3.3. 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.
  - 3.3.1. 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.
  - 3.3.2. Students must sign the declaration statement on the cover sheet of the examination paper.
  - 3.3.3. Examination papers will not be accepted without a signed declaration statement.
- 3.4. Students must take into the examination venue their own writing instruments in a clear container (e.g. clear pencil case or plastic bag) if required, and only additional prescribed material (e.g. calculator) if specified on the examination title page.
- 3.5. 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 invigilator to ensure all devices are disabled.

## 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 and must meet the stated criteria as per Policy provision 4.6.

### 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 Academic 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 Academic Registrar 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 Academic Registrar 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 Academic Registrar 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 Academic Registrar 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; and
  - 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 they bear no relationship to the student who is undertaking the off-campus sitting of the external examination which will compromise the impartiality and integrity of their supervision of the examination, and that they agree to act as an external invigilator for the examination concerned.
  - 4.4.3.A suggested venue for the sitting of the examination is also to be provided by the proposed invigilator.
    - 4.4.3.1. 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.

## 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 Academic Registrar 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.
- 5.4. Approximately two days prior to the date of the on campus sitting of the relevant examination, the invigilator will be sent an email to the email address provided on the *Nomination of External Invigilator* form that will have attached:
  - 5.4.1.the relevant external examination, and any other related materials
  - 5.4.2.the relevant CHC Exam Booklet (3 or 7 pages) in which students are to write their responses to the external examination,
  - 5.4.3.an *Invigilation of External Examination* form
- 5.5. At the completion of the examination the invigilator is to:
  - 5.5.1. collect all examination materials from the student(s)
  - 5.5.2.scan and email to the Academic Registrar any materials upon which answers are provided

5.5.3. complete the *Invigilation 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 they are willing to be placed on a register of external invigilators should any future CHC students in the particular location require this service) and scan and email to the Academic Registrar.

5.5.4. Mail all examination materials to Academic Registrar

5.6. Upon the return of the completed examination the academic registrar will provide the materials to the relevant school administration officer for distribution to lecturers.

5.7. Lecturers are to retain copies of the students' examination papers for a period of at least 6 months, in case any academic grievances are submitted.

## 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 their 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** Higher Education Standards Framework (HESF, 2015)

## ACCOUNTABILITIES

<b>Implementation:</b>	Academic Registrar
<b>Compliance:</b>	Academic Registrar
<b>Monitoring and Evaluation:</b>	Academic Registrar
<b>Development/Review:</b>	Director of Quality and Standards
<b>Approval Authority:</b>	Academic Board
<b>Interpretation and Advice:</b>	Academic Registrar

## WHO SHOULD KNOW THIS POLICY?

Academic Registrar  
Deans of Schools  
Invigilator  
Members of Boards of Studies  
Students who are enrolled in units in the External mode

## EFFECTIVENESS OF THIS POLICY

**Performance Indicators:**

- The successful processing of external examinations
- The number of invigilators who remain on the CHC External Invigilator’s Register

**Other:**

**Definitions and Acronyms:**

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 Director of Quality and Standards**

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 Director of Quality and Standards**

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0318	Yes	22/03/2018	Academic Board	5.2