

## EXAMINATIONS POLICY AND PROCEDURE – UNDERGRADUATE & POSTGRADUATE

### 1 Purpose and Scope

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ACPE is committed to ensuring its examinations policies and procedures are fair, transparent, and ethical and ensure the academic integrity of the courses.

**Scope:**

- All campuses (including online).
- All students enrolling in undergraduate and postgraduate courses.

### 2 Policy Statement

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This policy applies to all final examinations conducted at the end of each semester. The purpose of this policy and the associated procedures is to achieve coordinated and consistent examination practices to ensure the integrity of the assessment at ACPE.

A final examination is one form of assessment that provides an opportunity for a student to demonstrate that they have met some or all of the learning outcomes of a unit. A 'final examination' is any examination held within the allocated examination period.

This policy should be read in conjunction with the College's Assessment Policy which outlines the broader assessment principles of the College.

This Policy does not prescribe the use of a final examination. However, should a final examination be set, it must be conducted in accordance with this policy.

#### 2.1 Publication of Examination Timetable

ACPE will publish the dates of each final examination period for each study period at the commencement of the Academic Year.

Printed versions of this document are not controlled. Please refer to the ACPE website for the latest version.

Final examinations will not be held before the start date of the final examination period.

Examinations that are to be rescheduled will be at a time determined by the College, usually within two weeks following the final examination period.

Deferred examinations that are to be rescheduled will be at a time determined by the College, usually within two weeks following the Final Examination period.

Examinations held in class time, such as quizzes, mid-semester & practical exams will not be shown on the Examination Timetable but will be clearly outlined in the relevant Unit Assessment Guides published on the Learning Management System in the first week of semester.

## 2.2 Student Responsibilities

Each student will be responsible for:

- Checking the ACPE Calendar for the advertised final examination period.
- Ensuring they are available for the full duration of the final examination period,
- Checking the final examination timetable,
- Adhering to the final examination timetable.
- Submitting all examination related forms within the published time frames on the form

## 2.3 Examination Procedures for Online Students

Students studying in online mode and living within 100km of the ACPE Olympic Park campus must attend examinations according to the published ACPE Final Examination timetable.

Students studying online and living outside 100km of the ACPE Olympic Park campus can elect to attend the on campus examination as per the published ACPE Final Examination timetable **OR** under supervision of a College approved external examination invigilator **OR** supervised remotely by an ACPE staff member if a suitable examination invigilator cannot be found. These examinations must be conducted during the final examination period.

An External Examination Invigilator nomination form must be submitted at least one calendar month prior to a student's first examination for assessment and approval of the College. Once approved, the examination must be conducted during the Final Examination Period.

Where possible, it is expected that externally invigilated exams should be conducted on the scheduled day of the exam, according to the Final Examination timetable.

## 2.4 Examination Format

A standard cover page will be used on all final examination papers conducted on campus.

The cover page will be written in English.

All online examinations will be delivered on the Learning Management System.

## 2.5 Examination Duration

The maximum duration of a final examination will be three hours (excluding reading time).

A maximum of ten minutes reading time may be allowed at the beginning of each final examination.

If the start time of a final examination is delayed for any reason, the concluding time of the examination may only be extended by the amount of the delay.

If a final examination is disrupted for any reason, the examination may be:

- continued, with an adjustment made up to the length of the disruption.
- considered completed, with the examination scripts marked.
- abandoned and rescheduled. Students will be informed of the rescheduled examination date within one working day. Special consideration is not necessary in this case.

## 2.6 Quality Assurance

Details of the structure and format of the final examination paper will be made available to students prior to the start of the final examination period. This detail will include information on the types of questions the examination will contain and an indication of the unit content the paper will examine.

Every written examination is offered with an examination paper unique to that cohort and examination time. A total of two (2) unique examination papers are produced each time a unit is offered. This ensures that there are different papers for students sitting the examination at the scheduled time or the scheduled deferred time.

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Where a unit includes in-unit quizzes, mid-semester examinations or practical assessments, they will follow *this policy*, as much as is practicable.

## 2.7 Examination Procedures

Where sufficient notice has been provided, ACPE will cater for students with a disability or other special needs to ensure fairness and equality of opportunity for all students.

There will be an Examination Invigilator in charge at every final examination.

### **Students will be required to:**

- provide their ACPE Student ID Card as photographic proof of identity for the duration of the final examination. This must be visible at all times during the examination.
- place mobile phones, smart watches, electronic devices, computers, notes, books and similar items in a bag in the designated area as directed by the Invigilator.
- ensure any water brought into the final examination room is in a clear and unmarked bottle.
- obey all instructions provided by an Examination Invigilator.
- refrain from communicating in any way with another student once they have entered the final examination venue.
- write their name, student number clearly on their examination paper, multiple choice sheet and each of their answer booklets during the examination. No extra time will be given at the conclusion of the examination for writing their name details or transferring their answers onto a multiple-choice answer sheet.
- writing is not permitted until instructed by the examination supervisor
- turnover and start the paper only when the examination supervisor advises them to do so.

### **Students are NOT permitted:**

- to enter a final examination venue once 40 mins from the time of commencement (excluding any reading time) has elapsed.
- to leave a final examination venue before 40 mins from the time of commencement (excluding any reading time) has elapsed.
- to obtain, or attempt to obtain, assistance in undertaking or completing the final examination script.

- to receive, or attempt to receive, assistance in undertaking or completing the final examination script.
- to bring a dictionary or any electronic recording devices into the examination venue without a written authorisation from ACPE.
- to wear a cap, hoodie, etc. in the examination room
- to wear a watch in the examination room.
- to place pencil/pen cases on or beside their desk, unless the cases are fully transparent. Students may instead use a clear A4 plastic sleeve to hold the writing instruments.
- to use a mobile phone in the examination room for any reason. This includes using it as a calculator.
- to bring any food and drink other than water, unless pre-approved special exam provisions apply.
- to take anything into the examination room which has not been made available for inspection by the examination supervisor/s.
- do anything to distract or disadvantage other students during an examination. If a student behaves in an unacceptable or disorderly manner or otherwise disrupt an examination, the examination supervisor may expel the student from the examination room.
- to communicate or attempt to communicate in any way with another student or attempt to receive any communication from another student during the examination, in the examination room or in any other room or place visited by the student for any reason during the examination. This includes, but is not limited to forms of communication such as:
  - i. oral communication
  - ii. written or visual communication
  - iii. any form of electronic or telephonic communication.

### **2.7.1 During the Examination**

- Students must raise their hand for assistance from the examination invigilator when they have a question.
- Students must keep their eyes on their own paper and do not allow others to view their paper.

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- If an examination supervisor suspects a student of academic misconduct (e.g. cheating) during an examination, they will take prompt action to prevent the continuance of the suspected academic misconduct. The student may be allowed to complete the examination, but the examination supervisor will report an allegation of academic misconduct. The examination supervisor may take a photograph/s as evidence of the breach.
- If a student is disruptive in the examination room, found to have contravened the College policy on Academic Integrity, or fail to observe any of the requirements specified in the Examination Information and Procedures for Students, the student's examination will be void and other penalties may apply.

### **2.7.2 At the end of the examination**

- Students will be notified when 10 minutes of the examination are remaining.
- No student may leave the examination room during the last 10 minutes of the exam.
- At the conclusion of the examination, students must put their pens and pencils down when instructed to do so by the examination supervisor. If students are undertaking an online exam, they must immediately submit the examination paper in the Learning Management System (LMS).
- Students must wait in their seat and refrain from talking or gesturing while the examination supervisor collects all students' examination papers and answer booklets and/or confirms that online examinations have been submitted for assessment.
- On instruction from the examination supervisor, students may then leave the exam room in a quiet, orderly manner.

## **2.8 Approved Materials in the Examination Room**

Students are only permitted to take the following items into the examination room:

- student ID card or valid photo ID (driver licence or passport)
- pens, pencils, ruler, erasers in a clear plastic sleeve
- clear water bottle
- items that are identified on the published Examination timetable such as in an advertised Open Book Examination.

## 2.9 Deferred Examinations

In the event of a missed final examination, a student will not normally be permitted to undertake a deferred examination unless there were unavoidable, compassionate or compelling circumstances. In such instances, the *Special Consideration Policy* will apply. These circumstances may include:

- Serious personal or emotional trauma (such as a death in the immediate family).
- Exceptional circumstances involving serious student illness which would prevent attendance at the examination.
- Sporting or cultural commitments at State, national or international level.

To be considered as a candidate for a deferred examination, students must lodge a *Request for Deferred Final Exam* form (available at the ACPE website) to the College within two (2) working days of the missed examination, and attach to it documentation that supports the student's request to sit a deferred examination. Where relevant, a NSW registered medical practitioner and/or a relevant professional (i.e. Legal) must complete the required section of the form.

Deferral of examination will not be granted for:

- Work commitments
- Holiday arrangements
- Social and leisure events or personal commitments
- Misreading the examination timetable
- Forgetfulness

Deferred examinations are conducted at a time determined by the College, usually within two weeks following the final examination period.

An examination may be deferred no more than once, after the original scheduled examination.

## 2.10 Clashing Examinations

Every effort will be made to avoid clashing examination times. If two (2) or more examinations are scheduled at the same time, students can apply for a consideration of an alternative examination time by completing and submitting the *Notification of Final Examination Clash Form* at least 5 working days prior to the first day of the Examination Week.

Students will be notified via their ACPE email account of their revised final exam timetable.

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## 2.11 Special Exam Provisions for Individuals

The College strives to accommodate legitimate requests for special examination provisions, (e.g. scribes, readers, special equipment, additional time) where possible to do so.

If a student requires special examination provisions due to a long term or short-term disability and/or special need they must lodge a formal request for the required provision/s each examination period.

Requests for special exam provisions must be submitted on the *Request for Special Exam Provisions* form to the Student Services and Learning Support team, be supported by official documentation that supports their request, and be lodged with the College no later than 5 working days before the Final Exam Week commences. Requests lodged after the Exam Week has commenced must also be accompanied with a “*Request for Deferred Final Examination*” form.

The College will notify the student via the student’s ACPE email of the details of the outcome of the request.

## 2.12 Examination Collection and Storage

All final examination papers and scripts will be kept in a secure location up to and during the final examination period by the College.

All completed examination papers will be kept by ACPE for a minimum of six months. The six months starts from the end date of the relevant final examination period. Where an appeal has been lodged, the final examination script is to be kept for a minimum of six months following the outcome of the appeal.

Completed final examination scripts will be disposed of via confidential waste disposal.

## 2.13 Compliance and Breaches

ACPE may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).

## 2.14. Online/Remote Examinations

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Where it is necessary to change from invigilated on campus examinations to an online/remote format due to unforeseen circumstances, ACPE will consider the provision of adequate authentication processes and resources to ensure the integrity of the online examinations.

### 3 Definitions

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- **Academic Integrity** means to act in a way that maintains integrity of all academic work and is not academically dishonest in any way.
- **Academic Dishonesty** means seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another student to do so Refer to the Academic Integrity Policy. Academic dishonesty includes, but is not restricted to:
  - The act of collusion
  - Taking unauthorised information, materials or aids into an examination, irrespective of whether the unauthorised objects relate directly to the examination content (refer to Exam Administration Guidelines)
  - Using unauthorised information, material or aids in an examination
  - Acquiring, attempting to acquire, possessing or distributing examination or assessment materials without the approval of the College.
- **Census Date** is the official count of the student population for each study period in each course and unit.
- **Deferred Examination** is an examination conducted after the Final Examination Period due to unavoidable, compassionate, or compelling circumstances.
- **Exam Invigilator** is a person who supervises an examination and monitors students' conduct during the examination to ensure academic integrity is maintained.
- **External Exam Invigilator** is an approved externally nominated person to supervise the conduct of an examination conducted outside the ACPE Campus.
- **Learning Management System (LMS)** is the software application used by the College for the administration, documentation, tracking, reporting, and delivery of all our educational courses.
- **Online/Remote Examinations-** Refers to exams that are delivered online via the LMS and are invigilated remotely by ACPE staff
- **Open Book Exam** is an exam which permits notes, texts or resource materials to be taken into the examination room.

- **Student** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission, and payment documents, and who is assigned an individual student ID.

## 4 Related Documents

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- Special Consideration Policy and Procedure
- Academic Integrity Policy
- Assessment Policy and Procedure
- Diversity and Equity Policy
- Student Code of Conduct
- Grievances, Complaints and Appeals Policy and Procedure
- Notification of Final Examination Clash Form
- Request for Deferred Final Examination Form
- Request for Special Exam Provisions

### **Legislation:**

- Higher Education Standards Framework 2015
- Tertiary Education Quality and Standards Agency Act 2011
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

## 5 Policy Administration

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<b>Policy Name &amp; Code:</b>			Examinations Policy and Procedure (POL-06)
<b>Policy Owner:</b>			CEO and Dean
<b>Approval Authority:</b>			Academic Board (ACPE)
<b>Next Review:</b>			September 2023
<b>Approval Date</b>	<b>Effective Date</b>	<b>Version</b>	<b>Summary of changes</b>
27 Oct 17	02 Nov 17	1	Policy revised and approved. Effective date: 02 Nov 2017.  New policy – split out from harmonised HE policy. Approved by Academic Board (ACPE), October 2017.
26 Jun 18	27 Jun 18	2	<ul style="list-style-type: none"> <li>• Document, already approved by the Academic Board in October 2017, was updated to reflect current ACPE practices, titles and departments.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Document format changed in line with the new document template for ACPE policies, procedures and Torso.</li> <li>• References to other SGA colleges have been removed.</li> <li>• References to Director of Education have been replaced with Dean &amp; Operations Director.</li> <li>• References to Executive Director replaced with Dean and Operations Director.</li> <li>• References to Associate Dean (Programs and Quality) have been replaced with Dean &amp; Operations Director.</li> <li>• References to Director, Student Services &amp; Retention replaced with Student Services &amp; Learning Support Manager.</li> <li>• Changes made to document format include:             <ul style="list-style-type: none"> <li>- Document code, version and dates moved to 'Policy Administration' section.</li> <li>- Paragraphs numbered.</li> <li>- Previous 'Further Information Section' with references to related policies moved to new 'Related Documents' section. This section includes a list of related policies, procedures, and other documents.</li> <li>- 'Policy Administration' table reformatted.</li> <li>- Numbering system updated.</li> <li>- Footer updated to include document title, document code, and document version only.</li> </ul> </li> <li>• <i>Section 2.5 - Examination Duration</i> updated to adjust the maximum duration of a final examination from two to <u>three</u> hours as the maximum duration allowed for final exams.</li> <li>• Section 2.9 – Deferred Examinations has been updated to include the following statement, to reflect current practices:             <p><i>To be considered as a candidate for a deferred examination, you MUST lodge a "Request for Deferred Final Exam" form (available at the ACPE website) to the Registrar's Office within two (2) working days of the missed examination, and attach to it documentation that supports your request to sit an alternate. Where relevant, a NSW registered medical practitioner and/or a relevant professional (i.e. Legal) must complete the required section of the form.</i></p> </li> <li>• <i>Section 3.7 – Examination Procedures/Students are NOT permitted to</i> has been updated. The following point has been removed as students are no longer allowed to leave the examination venue while sitting a final exam:</li> </ul>
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			<ul style="list-style-type: none"> <li>- <i>to be readmitted to a final examination venue unless they were under approved supervision during the full period of their absence.</i></li> </ul> <p>The following points have been added for consistency with current practices:</p> <ul style="list-style-type: none"> <li>- to wear a cap, hoodie, etc. in the examination room</li> <li>- to wear a watch in the examination room.</li> <li>- to place pencil/pen cases on or beside your desk, unless they are fully transparent. You may instead use a clear A4 plastic sleeve to hold the writing instruments.</li> <li>- to use a mobile phone in the examination room for any reason. This includes using it as a calculator.</li> </ul> <p><i>Section 2.11 - Examination Collection and Storage updated to reflect current minimum time for ACPE to keep final examination scripts.</i></p>
04 Oct 18	05 Oct 18	3	<ul style="list-style-type: none"> <li>• Revision of document to ensure accuracy and compliance with relevant HES.</li> <li>• Definitions added to the relevant section.</li> </ul>
14 Mar 19	14 Mar 19	3.1	<ul style="list-style-type: none"> <li>• References to Dean and Operations Director replaced with CEO and Dean.</li> <li>• References to Student Services and Learning Support Manager replaced with Director of Student Services and Campus Wellbeing.</li> </ul>
25 May 20	25 May 20	3.2	<ul style="list-style-type: none"> <li>• The term subject has been replaced with 'unit' to be consistent across all College documentation</li> <li>• Section 2 Policy Statement has been updated to include the following information including a direct link to the Assessment Policy: <i>This policy should be read in conjunction with the College's Assessment Policy which outlines the broader assessment principles of the College.</i></li> <li>• Section 2.1 Publication of Examination Timetable has had additional information provided: <ul style="list-style-type: none"> <li>- <i>Examinations that are to be rescheduled will be at a time determined by the College, usually within two weeks following the final examination period.</i></li> </ul> </li> <li>• <i>Deferred examinations that are to be rescheduled will be at a time determined by the College, usually within two weeks following the Final Examination period.</i></li> <li>• <i>Examinations held in class time, such as quizzes, mid-semester &amp; practical exams will not be shown on the Examination Timetable but will be clearly outlined in the relevant Unit Assessment Guides published on the Learning Management System in the first week of semester.</i></li> <li>• 2.2 Student Responsibilities has been updated to</li> </ul>

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			<p>include:</p> <p><i>Checking the ACPE Calendar for the advertised final examination period.</i></p> <p><i>Submitting all examination related forms within the published time frames on the form</i></p> <ul style="list-style-type: none"> <li>• 2.3 Examination Procedures for online students has been updated in response to the COVID-19 pandemic: <i>OR supervised remotely by an ACPE staff member if a suitable examination invigilator cannot be found. These examinations must be conducted during the final examination period.</i></li> </ul> <p>The following addition was included for more clarity of the procedure:</p> <p><i>An External Examination Invigilator nomination form must be submitted at least one calendar month prior to a student's first examination for assessment and approval of the College. Once approved, the examination must be conducted during the Final Examination Period.</i></p> <ul style="list-style-type: none"> <li>• Section 2.4 Examination Format has been updated in response to the COVID-19 pandemic: <i>A standard cover page will be used on all final examination papers conducted on campus. All online examinations will be delivered on the Learning Management System.</i></li> <li>• 2.8 Approved Materials in the Examination Room has been updated in response to the COVID-19 pandemic: <i>items that are identified on the published Examination Timetable such as in an advertised Open Book Examination.</i></li> <li>• 2.11 Special Exam Provisions for Individuals has included an additional example of what might be requested: <i>additional time</i></li> <li>• 2.12 Examination Collection and Storage the additional information has been included: <i>All final examination papers and scripts will be kept in a secure location up to and during the final examination period by the College.</i></li> <li>• 2.14 Online/Remote Examinations has been added in in response to the COVID-19 pandemic: <i>Where it is necessary to change from invigilated on campus examinations to an online/remote format due to unforeseen circumstances, ACPE will consider the provision of adequate authentication processes and resources to ensure the integrity of the online examinations.</i></li> <li>• Definitions: The following terms and definitions have been included: <i>Deferred Examination, Exam Invigilator, External</i></li> </ul>
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			<p><i>Exam Invigilator, Learning Management System (LMS) Online/Remote Examinations</i></p> <ul style="list-style-type: none"> <li>• Related Documents section, the following document was added: <i>Request for Special Exam Provisions</i></li> </ul>
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\* Unless otherwise indicated, this policy will still apply beyond the review date.