

ACPE Final Examination Guidelines

For Students studying Online units who live outside 100kms of ACPE

The final examination period dates for each study period are published at the commencement of the Academic Year. Final exams will be conducted on the LMS site and invigilated by ACPE staff via Zoom.

Exam dates and times will be according to the published timetable available on the ACPE website.

The ACPE Final Exam Guidelines below are intended for reference to:

1. Students studying Online units who live outside 100kms of ACPE.

NOTE: If you live inside 100kms of ACPE studying units online, you will be required to attend your exams On Campus. Please refer to the “ACPE Final Examination Guidelines – For Students studying On-Campus units & Students studying Online units who live inside 100kms of ACPE”.

1. Student Responsibilities

Each student is responsible for:

- a. Checking the ACPE Calendar for the advertised final examination period.
- b. Ensuring they are available for the full duration of the final examination period.
- c. Checking the final examination timetable.
- d. Adhering to the final examination timetable.
- e. Submitting all examination related forms within the published time frames on the form.
- a. Familiarising yourself with all exam requirements in relation to the [ACPE Examinations- Undergraduate & Postgraduate Policy](#) , [Academic Integrity Policy](#) and [Student Code of Conduct](#).

2. Exam Room/Space Requirements

- a. Students are required to complete their exams on a reliable PC or laptop with a stable internet connection and camera. Please avoid using tablets to complete exams.
- b. Clear your workspace of any notes or study material. Blank paper for writing is permissible.
- c. Turn off all other devices (*make sure you are only using one screen for your exam*).
- d. Close all other applications and search tabs on your computer – other than zoom and canvas.
- e. Students must ensure that the exam is completed in a quiet and secure room/space.
- f. There should be no other person present in the exam room/space when completing the exam.

3. What You Can and Cannot Bring to an exam

- a. You **are not** permitted to wear a cap, hoodie etc during the exam.
- b. You **are not** permitted to wear a watch in the during the exam.
- c. Headphones **are not** permissible once the exam has started.
- d. You may **ONLY** have on your desk/computer area the following items:
 - i. Student ID card (or valid photo ID such as a drivers licence or passport)
 - ii. Pens, pencils, ruler, erasers

- iii. Water bottle
- iv. Permitted items that have been identified on the Examination Timetable.
- e. Pencil/pen cases **are not** allowed on or beside your desk/computer space unless they are fully transparent. You may instead use a clear A4 plastic sleeve to hold the writing instruments.
- f. You **are not** permitted to use a mobile phone during the exam for any reason. This includes using it as a calculator.
- g. Food and drink other than water is not permitted during the exam, unless pre-approved special exam provisions apply.
- h. Anything in your exam room/space/environment must be made available for inspection via the camera by the exam supervisor/s.

NOTE: You will not be allowed to leave the room for any reason so please ensure you have everything you need before the exam begins. Toilet breaks are not permitted.

4. Online Entry into the Examination Room

- a. Students will be provided with a *Zoom link on the day of the examination via the LMS unit assessment page.*
- b. Once logged in, you will be required to sign an Exam Declaration form prior to entering the exam room.
- c. Students will then need to log in to Zoom with their camera on prior to the start of the exam.
- d. The exam supervisor may then place you into individual break-out rooms, depending on the number of students sitting the exam.
- e. Students must then identify themselves to the exam supervisor by showing their student ID card.
- f. Students must also show the exam supervisor via their web cam a clear desk space, with only permissible materials.
- g. Students may be asked to share their screen prior to the exam commencing and continue sharing for the duration of the exam.
- h. Students are not permitted to have any other browsers or documents open on their device other than zoom and canvas unless specified by the unit coordinator.

NOTE: The exam will be time locked; it will open at the time advertised and close after the allocated exam time has elapsed.

5. Starting the Examination

- a. The exam is time-locked and the exam supervisor will advise you when you can start your exam.
- b. You are required to follow all instructions given by the examination supervisor/s before and for the duration of the exam.

6. During the Examination

- a. If you have a question during the exam, please use the zoom chat function to talk to the exam supervisor.
- b. You must remain with the camera on for the entire allocated exam time; you cannot leave the exam early. You must remain online until the exam on the LMS closes.
- c. You may be asked at any time during the exam to show your exam space by moving your webcam around the room.

- d. You must not 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. 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.
- e. If you need to leave the examination room for any reason, including visiting the toilet, you will **not** be allowed to continue the exam.
- f. If an examination supervisor suspects you of academic misconduct (e.g. cheating) during an examination, they will take prompt action to prevent the continuance of the suspected academic misconduct. You may be allowed to complete the examination. The examination supervisor will report an allegation of academic misconduct. The examination supervisor may take a screen shot/s as evidence of the breach.
- g. If you are found to have contravened the College policy on Academic Honesty or fail to observe any of the requirements specified in the Examination Guidelines, your exam will be void and other penalties may apply.
- h. The exam papers may be put through Turnitin to get a similarity report; this will compare responses between students and online sources to address academic integrity.

7. Entering the Examination Late

- a. You will not be permitted to commence an examination after more than half the exam time has lapsed from the commencement of the LMS exam being opened. If you are admitted late, no additional time will be given to you to complete the exam.
- b. If you arrive late and are not permitted into the examination room, you will be considered to have missed the examination.

8. Technical Issues

- a. Students should note that computer, or other electronic difficulties will not be considered grounds for special consideration or a deferred exam.

9. At the End of the Examination

- a. You will be notified when 10 minutes of the examination are remaining.
- b. The examination is time locked and will close at the published time and save your paper.
- c. You must wait while the examination supervisor confirms your examination paper has been submitted.
- d. On instruction from the examination supervisor, you may then leave the Zoom exam room.

10. Missed Examinations

- a. In the event of a missed examination, you shall not normally be permitted to undertake a deferred examination unless exceptional circumstances can be satisfactorily demonstrated.
- b. Failure to inform yourself of the date and time of an examination is not a plausible reason to be considered for a deferred examination and you will be considered to have failed the exam.
- c. To be considered as a candidate for a deferred examination, you **MUST** lodge a "*Request for Deferred Final Exam*" form to the College via Student Services within two (2) working days of the missed examination, and attach relevant documentation that supports your request.

11. Clashing Examinations

- a. If you identify an unavoidable clash in the Examination Timetable you MUST notify the College at least 5 working days before the Final Exam Week commences.
- b. Notification of clashing examinations MUST be submitted on the “*Notification of Final Exam Clash*” form to the College.
- c. When there is an examination clash, the College will reschedule one of the clashing exams and notify you via your ACPE email of the details of the rescheduled exam.
- d. Examinations rescheduled due to an exam clash will be conducted as close as possible to, but not before, the original examination timetable.

12. Special Exam Provisions for Individuals

- a. If you require special examination provisions due to a long term or short-term disability and/or special need you MUST lodge a formal request for the required provision/s each examination period.
- b. Requests for special exam provisions MUST be submitted on the “*Request for Special Exam Provisions*” form, with official documentation that supports your 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 Exam*” form to the College via Student Services.
- c. The College will notify you via your ACPE email of the details of the outcome of your request.
- d. The College strives to accommodate legitimate requests for special examination provisions, (e.g. scribes, readers, special equipment, need to take food into the examination room), where possible to do so.

13. Deferred Examinations

(See also previous section on Missed Examinations)

- a. Deferred examinations shall be conducted for students who have lodged a valid claim for missing a scheduled exam.
 - b. Deferred examinations are conducted following the final examination week at times determined by the College, usually within two weeks following the final examination period.
 - c. Students MUST sit a deferred examination at the date and time scheduled by the College unless any prior request for an additional change of arrangements has been approved.
 - d. The decision to allow deferred examinations shall be made by the Dean of the College.
 - e. The College will advise the student, via their ACPE email, of the Dean’s decision concerning their request for a deferred examination and, if approved, the day and time of their scheduled deferred exam.
 - f. An exam may be deferred no more than once, after the original scheduled examination.
-