

EXAMINATIONS POLICY

Section 1 - Purpose and Scope

Purpose

- (1) The purpose of this Policy and the associated procedure is to achieve coordinated and consistent examination practices to ensure the integrity of Final Examinations (as one form of assessment).
 - a. The Examinations Procedure sets out additional requirements that apply to students undertaking a Final Examination.
 - b. Where possible, academic staff should be guided by this Policy and Procedure when setting other types of examinations (such as in-unit quizzes, mid-term examinations or practical assessments).

Scope

- (2) This Policy applies to:
 - a. all students (on campus and online); and
 - b. all academic staff.

Section 2 – Definitions

- (3) In this Policy:
 - a. **Deferred Examination** is a Final Examination conducted after the timetabled Final Examination period due to unavoidable, compassionate, or compelling circumstances.
 - b. **Exam Invigilator** is a person who supervises an examination and monitors students' conduct during the examination to ensure academic integrity is maintained.
 - c. **External Exam Invigilator** is an approved person appointed to supervise the conduct of an examination conducted outside the ACPE Campus (Sydney Olympic Park). Invigilator are properly trained and provide consistent examination conditions.
 - d. **Final Examination** means any examination held within the published final examination period. It includes examinations that have been deferred or re-scheduled.
 - e. **Learning Management System (LMS)** is the software application used by the College for the administration, documentation, tracking, reporting, and delivery of ACPE's educational courses.
 - f. **Online/Remote Examinations** refers to examinations that are delivered online via the LMS and are invigilated remotely by ACPE staff or authorised partners.
 - g. **Open Book Exam** is an examination which permits notes, texts or resource materials to be taken into the examination room.

- h. **Re-scheduled Examination** is a Final Examination that is re-scheduled by the College. It includes rescheduling an examination:
- i. that has been cancelled or unduly disrupted due to unforeseen reasons impacting on all or many of the students (for example, flooding of an examination room); or
 - ii. for one or more students due to a clash of examination times.

Section 3 – Policy Statement

Principles

- (4) The College conducts Final Examinations as one form of assessment that provides an opportunity for students to demonstrate the extent to which they have achieved some or all of the learning outcomes of the unit.
- a. In some cases, examinations are held for the purpose of satisfying the requirements of relevant external bodies, which may stipulate certain components of a program must be assessed under examination conditions.
- (5) This Policy does not prescribe the use of a Final Examination.
- a. If a Final Examination is set, it must be conducted in accordance with this Policy and associated Procedure.

Refer also to the *Assessment Policy* which outlines the College's broader assessment principles.

- (6) Every written examination set for a Final Examination is unique to that cohort and examination time.

The College produces a total of two (2) unique examination papers each time a Final Examination in a unit is set. This means there are different papers for students sitting the examination at a different time (for example, a Deferred Examination).

Publication of Examination Timetable

- (7) The College will publish the dates of each Final Examination period for each study period at the start of the Academic Year. These dates are published on the ACPE website.
- (8) The College will release the Examination Timetable no later than 4 weeks prior to the start of the Final Examination period for the study period.
- a. The Examination Timetable will include the date, time, duration, permissible materials and location of each Final Examination held during the Final Examination period.
 - b. This information is published on the ACPE website.

- (9) The College makes details of the structure and format of the Final Examination paper for each unit (including whether it is an Open Book examination or other aids are permitted) available to students on the Unit Assessment Guide. This detail will include information on the types of questions the examination will contain and an indication of the unit content that is being examined.
- (10) No Final Examinations are held before the start date of the Final Examination period.
- (11) The College will determine when a Re-scheduled or Deferred Examination is to be timetabled.

Note: This is usually within two weeks following the Final Examination period.

- (12) Examinations held in class time, such as quizzes, mid-term and 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 the teaching period.

Examination Duration

- (13) The maximum duration of a Final Examination is three (3) hours excluding reading time.
 - a. A maximum of ten (10) minutes reading time may be allowed at the beginning of a Final Examination.
- (14) If the start time of a Final Examination is delayed for any reason, the Examination Invigilator may extend its concluding time by the amount of the delay.
 - a. The decision of the Examination Invigilator is final.
- (15) If a Final Examination is disrupted for any reason, the examination may be:
 - a. Continued, with an adjustment made up to the length of the disruption.
 - b. Considered complete, with the examination scripts to be marked.
 - c. Abandoned and rescheduled. Students will be informed of the Rescheduled Examination date within one working day.

The decision of the Examination Invigilator or relevant senior manager is final.

Examination Invigilator

- (16) The College will nominate one or more persons as Examination Invigilator for every Final Examination.

Online/Remote Examinations

- (17) Where Final Examinations are held via an online/remote format (whether planned or due to unforeseen circumstances), ACPE will provide adequate authentication processes and resources to ensure the integrity of the online examinations.

- a. The relevant processes and requirements will be communicated to students in a timely manner.

Examination Collection and Storage

- (18) Staff involved in the development or delivery of examination papers must take all necessary measures to ensure that all copies, whether in draft form, final form, or completed are stored and managed in a secure manner.
- (19) The College keeps all Final Examination papers and scripts in a secure location up to and during the Final Examination period.
- (20) All completed examination papers (scripts) are kept by the College for a minimum of six months. The six months starts from the end date of the relevant Final Examination period.
- a. Where a student lodges an appeal, the completed Examination script is to be kept for a minimum period of five years following the outcome of the appeal. This, in accordance with the ACPE Grievances, Complaints and Appeals Policy and Grievances, Complaints and Appeals Procedure.
- (21) The College disposes of completed Final Examination scripts via confidential waste disposal.

Related documents

This Policy should be read in conjunction with but is not limited to:

- Examination Procedure
- Academic Integrity Policy and Procedure
- Assessment Policy and Procedure
- Student Code of Conduct

Legislation:

- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act 2011
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Document Administration

Policy Name	Examinations Policy POL-06
Policy Owner	Dean
Approval Authority	Academic Board
Approval Date	29 June 2023
Effective Date	As at Approval Date
Next Review #	Three years from the Approval Date

Amendment history	
Version 1	<p>Original Policy and Procedure approved in 2017 substantially revised in line with new template for policies and procedures (Policy Revision Project). Changes made to reflect current practices, titles and departments, compliance with HES and in response to COVID-19 pandemic. This version (Version 4) split into separate Policy and Procedure documents, with editing changes. The Procedure is focussed on matters directly affecting students.</p> <p>Further changes made around appeals of final examinations. Period changed from 6 months to 5 years minimum, in accordance with the ACPE Grievances, Complaints and Appeals policy and procedure documents.</p>

Unless otherwise indicated, this Policy will still apply beyond the Review date