

EXAMINATIONS PROCEDURE

Section 1 - Purpose and Scope

- (1) This Procedure promotes the integrity of Final Examinations by setting out the requirements which apply to students undertaking such examinations (including online examinations).

Section 2 – Definitions

- (2) In addition to the definitions set out in the Examinations Policy, the following definitions apply:
- a. **Academic Integrity** means to act in a way that maintains integrity of all academic work and is not academically dishonest in any way.
 - b. **Academic Dishonesty** means seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another student to do so. While academic dishonesty may sometimes be unintentional, it is still unacceptable in an academic environment. (Refer also to the *Academic Integrity Policy*). Academic dishonesty includes, but is not restricted to:
 - i. all forms of cheating in examinations;
 - ii. the act of collusion;
 - iii. taking unauthorised information, materials or aids into an examination, irrespective of whether the unauthorised objects relate directly to the examination content;
 - iv. using unauthorised information, material or aids in an examination; and
 - v. acquiring, attempting to acquire, possessing or distributing examination or assessment materials without the approval of the College.

Section 3 – Procedures

Student Responsibilities

- (3) Each student is responsible for:
- a. Checking the ACPE Calendar for the published Final Examination period.
 - b. Ensuring they are available for the full duration of the Final Examination period.
 - c. Checking the Final Examination timetable and adhering to its schedule.
 - d. Making themselves aware of relevant information regarding their Final Examinations. This includes whether or not it is 'Open Book' and/or if any aids are permitted and if so, to bring such aids if they are permitted as they will not be supplied.

- e. Submitting all examination-related forms (and required evidence) within the time-frames specified. These forms are available on the ACPE website and include:
 - i. Notification of Final Exam Clash Form.
 - ii. Application for a Deferred Final Examination Form.
 - iii. Request for Special Provisions in Examinations Form.
 - iv. External Exam Invigilator Nomination Form.

Approved Materials in the Examination Room

- (4) Students are only permitted to take the following items into the examination room:
 - a. student ID card or valid photo ID (driver licence or passport);
 - b. pens, pencils, ruler, erasers in a clear plastic sleeve;
 - c. clear water bottle; and
 - d. items that are authorised on the published Examination Timetable (for examples, the resources authorised in Open Book examinations, scientific calculator, ruler).
 - e. All items taken into an examination room must be made available for inspection by an Examination Invigilator.

Requirements during Final Examinations

- (5) **Students are required to:**
 - a. 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.
 - b. Place mobile phones, smart watches, electronic devices, computers, notes, books and similar items in a bag in the designated area as directed by the Examination Invigilator.
 - c. Obey all instructions provided by Examination Invigilators and other staff members.
 - d. Refrain from communicating in any way with another student once they have entered the Final Examination room.
 - e. Write their name and/or 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.
 - f. Only turnover and commence reading time when instructed by the Examination Invigilator.
 - g. Only commence writing when instructed by the Examination Invigilator.
 - h. Raise their hand for assistance from the Examination Invigilator when they have a question.
 - i. Keep their eyes on their own paper and do not allow others to view their paper.

Restrictions during Final Examinations

(6) Students are NOT permitted to:

- a. Enter a Final Examination room once more than half the published exam time has lapsed. (excluding any reading time)
- b. Leave a Final Examination room until more than half the exam time has lapsed. (excluding any reading time)
- c. Be readmitted to a Final Examination room unless they were under approved supervision during the full period of their absence (for example, using the bathroom).
- d. Obtain, or attempt to obtain, assistance in undertaking or completing the Final Examination.
- e. Receive, or attempt to receive, assistance in undertaking or completing the Final Examination.
- f. Bring a dictionary, book or any electronic recording devices into the examination room without a written authorisation from ACPE.
- g. Wear a cap, hoodie, etc. in the examination room (head-coverings for religious or medical reasons are exempt.)
- h. Wear a watch in the examination room.
- i. Place pencil/pen cases on or beside their desk, unless the cases are fully transparent. Students may use a clear A4 plastic sleeve to hold the writing instruments.
- j. Use a mobile phone in the examination room for any reason. This includes using it as a calculator.
- k. Bring any food, unless pre-approved special exam provisions apply.
- l. Take anything into the examination room which has not been made available for inspection by the Examination Invigilator.

Misconduct during Final Examinations

- (7) Students **must not** do anything to distract or disadvantage other students during an examination.
 - a. If a student behaves in an unacceptable or disorderly manner or otherwise disrupts an examination, the Examination Invigilator may expel the student from the examination room. Their decision is final.
- (8) Students **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 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:
 - a. oral communication
 - b. written or visual communication
 - c. any form of electronic or telephonic communication.

- (9) If an Examination Invigilator suspects a student of any form of academic misconduct (e.g., cheating), they will take prompt action to prevent the suspected academic misconduct from continuing.
- Even where the Invigilator permits the student to complete the examination, a report of alleged academic misconduct will still be made.
 - The Invigilator may take a photograph/s as evidence of the breach.
- (10) If a student is:
- disruptive in the examination room;
 - found to have contravened the *Academic Integrity Policy* and associated procedure;
 - failed to observe the *Student Code of Conduct* or other College policies; or
 - failed to observe any of the requirements specified in the *Examination Policy* or this Procedure,
- the student's examination will be void and other disciplinary penalties may apply, even if it cannot be demonstrated that a student gained an advantage as a result of their conduct. (See the *Grievances, Complaints and Appeals Policy and Procedure*).

Completing the Final Examination

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

Examination Procedures for Students completing exams Online

- (12) Students studying online and living within 100 kilometres of the ACPE Olympic Park campus must attend examinations according to the published ACPE Final Examination timetable.

- (13) Students studying online and living outside 100 kilometres of the ACPE Olympic Park campus can:
- elect to attend the on campus examination as per the published ACPE Final Examination timetable; **OR**
 - be supervised remotely by an ACPE staff member or by an approved external Examination Invigilator;

NOTE: These examinations must be conducted during the Final Examination period and where possible, on the scheduled time and date on the exam unless otherwise approved by the Dean.

- (14) Where Final Examinations are held online, students are responsible for ensuring they complete their examination under examination conditions ensuring:
- a private space where they will not be interrupted;
 - a cleared workspace of any notes or study material;
 - a steady and stable internet connection and web camera; and
 - appropriate technology to sit their exam, including meeting the requirements of the College or its designated online invigilation partner (where required).

Online Entry into the Examination

- (15) Students:
- will be provided with a link via the LMS unit assessment page to log in to the online exam room;
 - will be required to log in to Zoom with their camera on, identify themselves to the exam invigilator by showing their student ID card and show their desk space via the webcam.
 - may be asked to share their screen prior to the exam and continue sharing for the duration of the exam.
 - are not permitted to have any other browsers or documents open on their device other than Zoom and Canvas unless specified by the invigilator.

During the Online Examination

- (16) Each exam is time-locked, and the exam invigilator will advise when students can commence the exam. Students are to observe the following conditions during the exam:
- If students have a question during the exam, they may use the Zoom chat function to talk to the exam invigilator
 - Camera must remain on for the entire allocated exam time; students cannot leave the exam early.
 - Students may be asked at any time during the exam to show their exam space by moving their webcam around the room.
 - Students must not communicate or receive communication in any way with another student during the examination.

- e. If students need to leave the room for any reason, they will NOT be allowed to continue the exam.
- f. Students will not be permitted to commence an exam after more than half the exam time has lapsed. If students are admitted late, no additional time will be given to complete the exam.

Completing the Final Online Examination

(17) Students will:

- a. be notified when 10 minutes for the examination are remaining. The exam is time locked and will close at the published time, and student paper will be saved.
- b. remain online until the invigilator confirms their exam paper has been submitted, and only then students may leave the Zoom exam room.

Technical Issues

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

Deferred Examinations

(19) A student may only be permitted to undertake a Deferred Examination if the College considers there are unavoidable, compassionate or compelling circumstances. These circumstances may include:

- a. serious personal or emotional trauma (such as a death in the immediate family);
- b. exceptional circumstances involving serious student illness which would prevent attendance at the examination; or
- c. sporting or cultural commitments at State, national or international level.
- d. Unavoidable commitments such as jury duty, court appearance, military reserve, emergency service.

(20) To be considered as a candidate for a Deferred Examination, students must:

- a. lodge an *Application for Deferred Final Exam form* prior to the exam period and/or no later than two (2) working days from the missed examination; and
- b. attach documentation that provides relevant evidence to support the student's request to sit a Deferred Examination. For medical circumstances, a NSW registered medical practitioner and/or a relevant professional must complete the required section of the form.

(21) An examination may be deferred no more than once, after the original scheduled Final Examination.

(22) The College will not grant a Deferred Examination for situations such as:

- a. a normal change of work arrangements such as a change in shift;
- b. holiday arrangements;
- c. social and leisure events or personal commitments;
- d. misreading the examination timetable; or
- e. forgetfulness.

Students will be notified of the outcome of their request for a deferred examination via their ACPE email account.

Clashing Examination Times

- (23) The College makes every effort to avoid scheduling clashing examination times.
- a. A student who is affected by a timetable clash (that is, two (2) or more examinations scheduled at the same time) can apply for an alternative examination time by submitting a *Notification of Final Exam Clash Form* no later than five (5) working days before the first day of the Final Examination period.
- (24) Students are notified via their ACPE email account of their revised final examination timetable.
- (25) Rescheduled examinations are conducted as close as possible to, but not before, the original examination timetable.

Special Examination Provisions for Individuals

- (26) The College strives to accommodate legitimate requests for special examination provisions, (for example, scribes, readers, special equipment, additional time) where it is possible to do so.
- (27) Students seeking special examination provisions due to a long term or short-term disability and/or special need must lodge a formal request for the required provision/s prior to each examination period by:
- a. submitting a *Request for Special Provisions in Examinations* form, with the relevant evidence/documentation; and
 - b. lodging the Form with Student Services no later than five (5) working days before the Final Examination period commences.
- (28) If a *Request for Special Provisions in Examinations* is lodged after the Final Examination period has commenced, the student must also lodge a *Request for Deferred Final Examination* form.
- (29) The College will notify the student via the student's ACPE email of the details of the outcome of the request.

Related documents

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

- Examination Policy
- Academic Integrity Policy and Academic Integrity Procedure
- Assessment Policy and Procedure
- Diversity, Equity and Inclusion Procedure (Supporting Students with Disability)
- Student Code of Conduct
- Grievances, Complaints and Appeals Policy and Procedure
- Notification of Final Exam Clash Form
- Application for a Deferred Final Examination Form
- Request for Special Provisions in Examinations Form
- Nomination of External Invigilator Form

Document Administration

Policy Name	Examinations Procedure
Policy Owner	Dean
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Amendment history	
Version 1	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 (4) split into separate Policy and Procedure documents, with editing changes. The Procedure is focussed on matters directly affecting students.

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