

## EXAMINATION POLICY & GUIDELINES

Document ID	3.10
Related Documents	UBSS Academic Progression & Intervention Policy GCA International Students' Support Policy UBSS Supplementary Exam Policy UBSS Examination Procedures (PowerPoint Presentation)
Date	Refreshed June 2018
Date of Next Review	June 2019
Authorised by	UBSS Academic Senate
Approved by	UBSS Academic Board December 2011
Version	v12.1
Responsible Officer	Executive Dean
References and Legislation	National Codes of Practice for International Students (NCPIS) Standard(s): Standard: 13

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# 1 Context

This policy outlines the conditions and principles under which examinations are conducted at UBSS, and the responsibilities of students in adhering to them. It applies to paper-based examinations and examinations conducted on the Moodle learning system.

# 2 Scope

## 2.1 Rationale

UBSS is required to establish protocols and procedures for the administration of examinations. It is also committed to providing a safe learner-centred environment for the conduct of examinations.

## 2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code

# 3 Definitions

Item	Definition
<b>Examination</b>	That is held during the trimester as specified in the Subject Outline for any subjects;  That is held at the conclusion of a trimester but is offered within the examination period for that trimester; and For reading subjects that were offered during the trimester.
<b>Invigilator</b>	An Invigilator is to a person contracted by UBSS to supervise examinations according to the rules of this policy and the procedures outlined in the UBSS Examination Procedures document. An invigilator must not be a lecturer of UBSS, in either an employed or an honorary capacity.
<b>Regular Examination</b>	A Regular Examination is a mid-trimester or end-of-trimester examination that is set for all students in a class.
<b>Supplementary Examination</b>	A Supplementary Examination is a resit examination that is held for students who, for approved reasons, are not able to attend the regular examination or who failed the overall regular assessment but meet special criteria for the right to sit for a supplementary examination.

Item	Definition
<b>Permitted Items</b>	Permitted Items refers to items that students are allowed to bring into an examination room. They include the Student Card, a black pen, a lead pencil, an eraser, a ruler and bottled water. Calculators and language dictionaries may be brought into the examination room if explicitly permitted on the cover page of the examination paper.
<b>Prohibited Items</b>	Prohibited Items refers to items that students cannot bring into the examination room. They include electronic devices such as mobile phones, iPods, MP3 players and iPads, paper notebooks, loose notes or paper, post-it notes, hats and food. Any information found concealed or written on a Permitted Item will be viewed as evidence of an intention to cheat. Prohibited Items also refer to any writing or concealed material found on any part of a student’s person or clothing (such as hands, arms, legs, feet; scarves and shoes).
<b>Incident Report</b>	Incident Report refers to a report prepared by an Invigilator that describes proven or suspected misbehaviour or misadventure during an examination. Incident reports must be signed by the student and are submitted to the Executive Dean.
<b>Moodle</b>	Moodle is an online learning system that may be used to administer examinations that are multiple-choice or short answer in nature.

## 4 Conduct of Examinations & Requirements of Students

Students are required to read and familiarise themselves with this Policy **and** the UBSS Examination Procedures document (PowerPoint presentation) posted in the Policies & Procedures Section of their MyGCA account **prior** to the commencement of examinations. During each trimester, the Examination Procedures are sent as an attachment to the MyGCA bulletin informing students of the examination timetable.

Ignorance of this policy and procedures is not accepted as an excuse for violation of examination policy or procedures.

All students are required to follow the invigilator’s instructions at all times before, during and after the examination period.

For examinations, students must -

- Be on time and go to the correct examination room as advertised by UBSS;
- Upon request by the invigilator, present their GCA Student Card;
- Bring their own permitted items; Not bring prohibited items;
- Not disturb, distract or disrupt other students;

- Remain completely silent while waiting for the exam to start;
- **NOT talk at any time in the examination room.** Any student found talking during the exam is in breach of UBSS exam procedures and is issued with a warning. A student found talking in the examination room more than once is **disqualified**, with the student's exam paper scoring an automatic **zero**;
- NOT take any exam papers or writing booklets (used or unused) from the exam room;
- Not take a mobile phone into the examination room. Mobile phones are to be switched off and left with the invigilator; NOT be late for any examination. Late students may not be permitted into the exam room and therefore may not be allowed to sit for the exam.

Where a subject has more than one class offered within a trimester, each class will have a significantly different mid-term exam to be delivered to each class.

The above rules also apply to mid-trimester examinations held during timetabled classes. The timetable for mid-trimester tests is published in the subject outline that the lecturer uploads onto Moodle before each trimester. Due to their lower assessment weightings, mid-trimester examinations are generally supervised by the lecturer; however, external invigilators may be employed if approved by the **Executive Dean**.

## 5 Special Consideration and Conditions

Students who have a physical or other disability and who require additional assistance or facilities in order to undertake an examination are required to advise Student Services at least two weeks prior to the holding of the examination. Documentation must be provided where relevant. Appropriate arrangements are then be made in consultation with the student.

## 6 Misbehaviour & Misadventure during Exams

### 6.1 Misbehaviour

Students who deliberately and provocatively **refuse** to follow the **invigilator's/lecturer's instructions** or **who are disruptive towards other students** are **automatically disqualified** from the exam and required to leave the exam room. A mark of zero is recorded on their exam paper, and they are denied any request for a Supplementary Examination. The invigilator must provide a written report of the incident to the **Executive Dean**.

### 6.2 Cheating

Cheating in an examination is a very serious offence. Cheating refers to, but is not limited to, behaviour that includes: attempting to copy the work of others; attempting to communicate with other students in the examination room in order to obtain or share information; being in possession of prohibited items; and attempting to access websites, personal computer folders, emails, etc. during Moodle examinations with a view to falsely fabricating answers and/or information.

**PROHIBITED** items found in the exam room before an exam starts, during reading time or within the examination period are confiscated and an incident report is submitted by the invigilator to the **Academic Operations Coordinator**, who formally reports the incident to the Academic Integrity committee at the next scheduled meeting.

Students caught cheating in any way during exams will be reported to the Academic Integrity committee. Any offending material found by the invigilator/lecturer is immediately confiscated and is NOT returned to the student (with the exception of personal items of value). An incident report is prepared by the invigilator and submitted, with evidence attached, to the Academic Operations Coordinator, who formally reports the incident to the Academic Integrity committee at the next scheduled meeting. All incidents of cheating are put on the student's record.

### 6.3 Incident Report

Invigilators who consider that students have misbehaved, catch students cheating or discover students with prohibited items must prepare an incident report that is signed by both invigilators in the examination venue. This report, with all relevant evidence attached, is submitted to the Academic Operations Coordinator.

The Chair of the Academic Integrity committee and committee members review these reports after every test or examination period, and decide on the most appropriate actions to be taken. Students are informed of the Academic Integrity committee decisions in writing. Decisions are reached based on the nature of the incident/s.

For a minor offence, the student may be counselled about their misbehaviour, with the test or examination mark upheld. For a serious offence where there is a clear intention to cheat, a grade of zero may be given for the test or examination.

All incident reports, whether upheld or dismissed, are placed on the student's MyGCA journal, and are taken into account if further incident reports are submitted for that student.

## 7 Non-Attendance at Examinations

Students who cannot attend an examination must advise Student Services prior to the commencement of the examination. They must then apply for a Supplementary Examination via their MyGCA account. Absences from mid-trimester examinations must be applied for within a student's MyGCA account. All application requests must be accompanied by a valid Medical Certificate with provider number or an official document that describes an emergency (such as a police report).

The **Executive Dean** or delegate considers appropriately documented requests for make-up examinations. If granted, the **Executive Dean** or delegate advises the lecturer that the student may take a supplementary assessment or contacts the student via their MyGCA account to arrange a Supplementary Final Examination. If the request is denied, the student is not able to sit the examination again and a zero mark is recorded.

Requests for resit examinations (Supplementary Final Examinations or Supplementary Mid-Trimester Examinations) are only approved where **timely, clear and compelling evidence** of illness or emergency is proven by the student, and are only considered within the rules and principles outlined in the *UBSS Supplementary Examination Policy*.

## 7.1 Non-Attendance at Mid-Trimester Examinations

Students who have approved leave are eligible for a supplementary exam. The student is responsible for contacting the Academic Coordinator to arrange this exam. The exam must be taken within two weeks of returning to the School.

## 8 Illness During an Examination

A student who becomes ill during an examination and is unable to continue must raise their hand to advise the invigilator. They must submit their exam paper/s to the invigilator regardless of how many questions they have attempted. The invigilator prepares an Incident Report outlining the circumstances; this report is signed by both the invigilator and the student. Students who wish to take a supplementary examination must make a formal application as outlined above.

## 9 SUPPLEMENTARY EXAMINATIONS

A **Supplementary Examination** is a resit examination that is held for students who:

- For approved reasons such as valid medical reasons or other reasons for their absence, are not able to attend the regular examination; OR
- Failed the overall regular assessment but meet special criteria required to sit for a supplementary examination.

**Eligibility for a Supplementary Examination** refers to the criteria that must be satisfied **prior** to UBSS approving an application to sit for a supplementary examination.

### 9.1 Eligibility

To be eligible for a supplementary examination a student must:

- Not have attended the regular final examination due to illness or an emergency situation. In this case the student must produce official evidence of the illness (such as a medical certificate) or the emergency situation (such as a police report) which confirms that the illness or emergency occurred at the same time the examination was held. Medical leave must be applied for during the final exam period. If approved, the student is allowed to follow the steps below; OR
- Be in their final trimester at the end of the most recent examination period, do not have a mark in the range 40 – 49, but have finished all other subjects, and have a CoE that has expired or is due to expire before the end of the next trimester of study; OR.
- Have failed the subject with a final mark in the range 40-49 and were officially recorded as having attempted all required assignments and the final examination for the subject. Having failed the initial overall assessment, the maximum mark the student can achieve in this case is 50. If the student achieves a mark below 50, the student fails the subject and will have to repeat the subject.

A student who failed a subject due to cheating is not eligible for a supplementary exam for the subject.

## 9.2 Steps for Applying for Supplementary Examination

Supplementary exams are only provided for subjects in the trimester just completed. No supplementary exams are offered or allowed for subjects delivered prior to this timeframe.

Students applying for a Supplementary Final Exam must select an exam time using the “Resit Exam Timetable” on-line through their MyGCA account.

In very unusual circumstances, the Executive Dean or Program Director may ask the lecturer for the subject in which the student failed to review the student’s performance over the entire trimester. If the particular student has performed consistently in other assessment tasks over the trimester and their Final Examination grade was a marginal fail the Academic Dean may, on the recommendation of the lecturer, awarded a Pass with a mark of 50.

If the student has applied to undertake a Supplementary Final Examination and their performance in the earlier assessments satisfy the required criteria, they are approved to sit for the Supplementary Final Examination.

The Supplementary Final Examination substitutes for first-sits of both the In-Trimester and Final Examination. Hence, students passing the Supplementary Final Examination also pass in the subject.

If the student is successful in the Supplementary Final Examination, a pass grade of 50 marks is awarded for the subject. No higher grade than 50 marks can be awarded where the original grade for that subject was below 50 marks.

Students eligible to sit for a delayed Final Examination due to illness or emergency must attempt the Supplementary Final Examination paper; however, their script mark is also their subject mark. (They can therefore receive a mark above 50)

No credit is given to students who do not attend their timetabled Supplementary Final Examination.

All Supplementary Final Examinations are conducted by Student Administration and are held during the first three weeks of the following trimester. Student Administration informs students of the appropriate arrangements and notifies students of final marks.

## 9.3 Conduct of Supplementary Examinations

Subject Coordinators/Assessors must:

Be available (or, if unavailable, make alternative arrangements with the Academic Coordinator for a nominee to be available) to answer any inquiries from invigilators or students during a supplementary examination.

Arrange for marking and recording of results by the date specified.

Ensure that the Supplementary Examination paper is at least 85 percent different in content (but with weighting of 100 percent) to the original examination paper.

## 9.4 Cost of Supplementary Examinations

Eligible students will be charged a fee of \$200 per subject, payable prior to the Supplementary examination sitting.

## 10 Document Change Control

Version	Change Description	Date	Author
v12	Refreshed format	November 2017	Professor Ian Bofinger
v12	Amendment to definition of examination (Section 3)	November 2017	Professor Greg Whateley
v12	Amendment regarding non-duplication of examination papers in the case of multiple classes (Section 4)	November 2017	Professor Greg Whateley
v12	Incorporation of supplementary examination matters into single policy (Section 9)	November 2017	Professor Greg Whateley
V12.1	6.2 Cheating – reporting process added	June 2018	Jotsana Roopram
V12.1	6.3 Incident report process expanded	June 2018	Jotsana Roopram