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UNIVERSAL
BUSINESS
SCHOOL
SYDNEY

Student Guide to Exam procedures 2018



Exam Timetable

- All UBSS exams will be run on a special **timetable** distributed by the Academic Operations Coordinator
- It is important that you **check** this timetable **as soon as** you receive it as your exam **MAY NOT** be in the same room or at the same time as your lecture
- You must attend the exam for the **Group you belong to (according to MyGCA)** for large subjects.
- ***You should also keep checking your myGCA account and email for possible changes to the exam timetable***
- Running late for an exam because you didn't know that it was in a different room or at a different time to your normal lecture **IS NOT** a valid excuse.
- *It is your responsibility to turn up 10 minutes before the start of the exam at the right room .*

CHECK
MYGCA
FOR EXAM
INFO

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Your Responsibilities

- arrive **10 minutes** before the start of your exam to the allocated room
- provide your own equipment where required and allowed (e.g. pens, pencils, calculators, textbooks) and check that it works. Borrowing of ANY stationery (including calculators) **is NOT PERMITTED**
- Only bottled water is permitted into the exam venue (No other food or drinks are allowed into an exam unless arranged in advance with the Academic Operations Coordinator)
- observe and follow the college's exam protocols
- listen and follow the exam invigilator's instructions politely and courteously
- cover up your work and don't let anyone copy
- do not disturb, distract or disrupt other students
- do not talk during the exam
- do not use your mobile phone or any other devices
- answer or attempt all questions to the best of your ability



THINGS
YOU
SHOULD
KNOW

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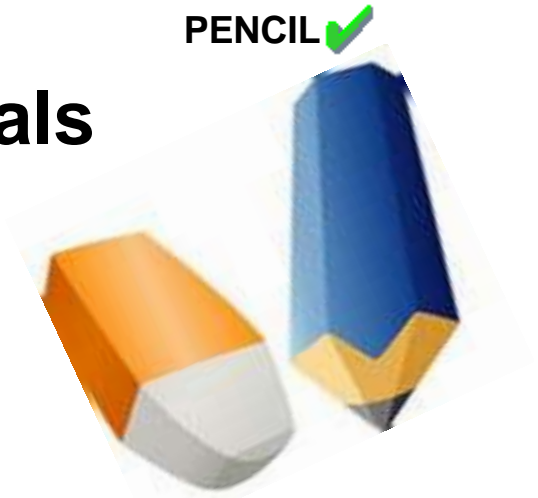
Permitted Student Materials



BLACK PEN



STUDENT ID



PENCIL

ERASER



BOTTLED WATER



RULER



PENCIL SHARPENER

**CAN YOU
BRING
THIS WITH
YOU?**

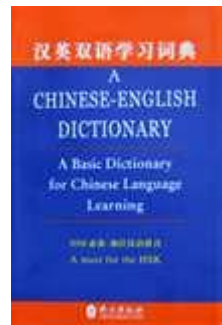
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Permitted items for specific exams: consult your lecturer beforehand

**CAN YOU
BRING
THIS WITH
YOU?**



**ELECTRONIC
DIARY**



**PAPER
DICTIONARY**



CALCULATOR



*** Refer to your exam cover sheet**

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Prohibited Items



MOBILE PHONES X



SOFT DRINKS X



IPODS X



NOTES (UNLESS OPEN BOOK EXAM) X



MP3 PLAYERS X



FOOD X



SNACKS X



HATS X



PENS OTHER THAN BLACK X



APPLE WATCH X



GAMES & OTHER ELECTRONIC DEVICES X

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YOU CAN NOT BRING THIS WITH YOU!

When you arrive....**CHECK**

- Are you in the right room and exam?
- Is your mobile phone turned **OFF and in your bag or handed to the invigilator?**
- Is your mobile phone, iPod, and any other electronic devices placed in your bag or with the Exam Invigilator?
- Is your bag (including handbags) left at the front of the room?
- Have you been to the toilet (if necessary)?



**CHECK
CHECK
CHECK**

You will **NOT** be allowed to do the exam if...

- You are suspected of being under the influence of alcohol or illegal drugs.
- You are not enrolled in the subject.
- You don't have your GCA Student ID Card or a photo ID with your name on it.
- You have outstanding fees (non-financial)
- You are rude, disruptive or abusive towards exam invigilators or other students.
- You arrive more than 10 minutes late to the exam and more than 5 minutes late for a test.



CHECK
CHECK
CHECK

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BEFORE THE EXAM

Before the exam starts...

Make sure you get everything you need for the exam (textbook and notes (if permitted), pens, pencils, eraser etc.) out of your bag when you arrive.



Once the exam starts, you will **NOT** be allowed to access your bag.

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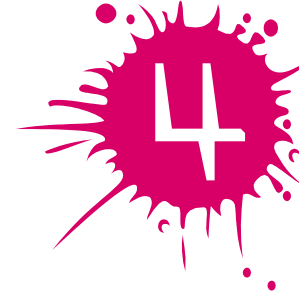
Before the exam starts...

Place your student ID Card in the top right hand corner of your desk.

You will not be permitted to enter the exam venue without photo identification. If the picture on your student card has faded, please have it replaced at Student Services before the exam commences.



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Before the exam starts...

Whilst you are waiting for the exam to start you need to be completely **SILENT**. Under exam conditions **talking is NOT allowed**.

Any student found talking during the exam will be in breach of GCA exam protocols and issued with a warning.

Continued talking will result in **a report submitted to the Academic Integrity committee**, who will impose a penalty for this action



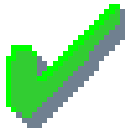
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Before the exam starts...

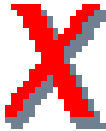
Carefully fill in your student number in the boxes provided at the top of your answer sheet. Start from left to right, don't worry if your number doesn't fill all the boxes.

1	3	3	4	6	2		
---	---	---	---	---	---	--	--



Make sure you don't leave any blank boxes in the middle or beginning of your student number.

1	3	3		4	6	2	
---	---	---	--	---	---	---	--



	1	3	3	4	6	2	
--	---	---	---	---	---	---	--



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Before the exam starts...

Listen carefully to the exam invigilators as they read out the college exam protocols. These are the rules governing the exam. Any student caught breaking these rules will be formally reported to the Academic Integrity committee, who will impose a penalty for the action. These are listed on the front cover sheet of every exam.

All student BAGS and BOOKS (unless open book) must be placed at the FRONT of the class

NO TALKING during the exam

Students are NOT to retrieve items from their bags during the exam

All MOBILE PHONES and other ELECTRONIC DEVICES, such as iPods and mp3 players are to be switched OFF and placed in the student's bag or handed to the invigilator for the duration of the exam

Students must place their student CARD on the top RIGHT HAND corner of their desk during the exam

LATE students will not be admitted

Students caught cheating will be marked ZERO and their exam paper marked in red pen. An appeal may be submitted in writing to the Dean.

Students leaving the exam room have to hand in their exam papers and will not be allowed to return to the exam room

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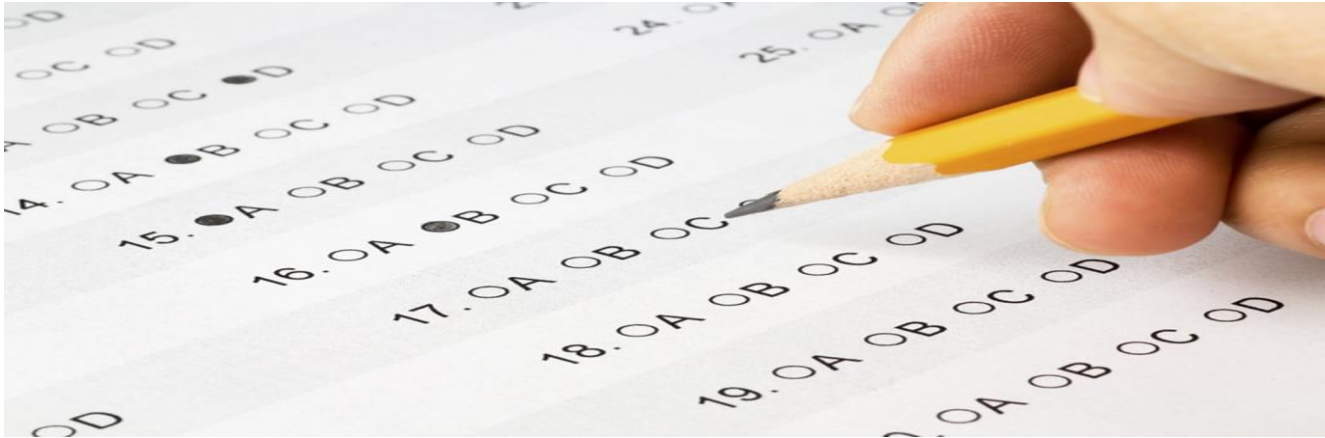
During the Exam... hands up



If you need anything during the exam (e.g. to go to the toilet, ask a question etc.) you must **raise your hand and WAIT for an exam invigilator.**

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During the Exam... the bubble sheet



Make sure you **COLOUR IN THE ANSWER BUBBLE COMPLETELY AND FIRMLY** as faintly coloured or partially completed bubbles will not register with the computer when the paper is marked, resulting in an incorrect answer.

If you make a **mistake** put your hand up and **ask for another answer sheet** as answers not completely erased will also register with the computer as incorrect (e.g. two answers for the same question)

Torn or smudged answer sheets should also be replaced with new ones **scoring zero**

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Early Finishers/Latecomers

No student is allowed to leave the exam room **within the first 30 minutes of the exam**

Latecomers (**more than 10 minutes late for exams and more than 5 minutes late for tests**) will NOT be permitted into the exam room and will not sit the exam.

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During the exam... *“I need help”*



An exam invigilator can only answer a question about the exam's structure e.g. how many questions you have to answer in Section B or where you record your answers for Part 1.

An exam invigilator **CANNOT help you with the meaning** of a word or question.

They also **CANNOT help you answer** a question or say whether you have the right or wrong answer

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DURING
THE EXAM



During the exam... *“I need the bathroom”*

- Students are only permitted to leave the room once the exam has started if they need to go to the bathroom
- Students wishing to leave the exam room for any other reason will be required to hand in their exam paper and will **NOT** be allowed to re-enter the room
- Students wishing to go to the bathroom must raise their hand and wait for an exam invigilator. This invigilator will accompany them to a nominated bathroom
- Only one student is allowed to be absent from the room at any time
- Students are not allowed to take any items with them to the bathroom

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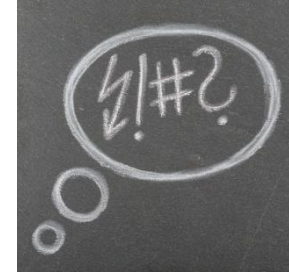


Illness

If you are sick and cannot attend an exam, you must provide a medical certificate **AND apply online on myGCA within five days of the exam date**. The Academic Operations Coordinator will determine if you are eligible to take the exam at a later date or if you will be given an estimate or alternative assessment

If you become sick during the exam and are unable to continue, you must hand in your exam paper/s regardless of how many questions you attempted. If you want to apply for a resit exam you must provide a medical certificate within **five days** of the exam date **AND apply online on myGCA**,. The Academic Operations Coordinator **will determine if you are eligible to resit the exam at a later date.**

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Disruptive and Abusive Students

GCA has **ZERO tolerance** towards students who refuse to follow the college code of conduct. This includes students who are physically or verbally abusive or uncooperative to staff (this includes exam invigilators) or other students.

Students who deliberately and provocatively **refuse** to follow the **exam invigilator's instructions** will be asked to leave the exam room and be reported to the Academic Integrity committee, who will decide on the penalty.

Penalties include a zero score for the exam.

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Cheating

GCA requires each and every student to follow correct exam protocol. Cheating in exams, regardless of what form, is a serious violation of UBSS conduct and will not be tolerated.



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Students Suspected of cheating

Students suspected of whispering, sharing answers or looking at other students' work will be warned.

If the behaviour continues, the student will be reported to the Academic Integrity committee, who will decide on a penalty for the action.

THE STUDENT WILL STILL BE REQUIRED TO COMPLETE THE EXAM

Students can **appeal** the decision. This must be made in writing to the Chair of the Academic Integrity committee (AIC) of UBSS **within 5 working days of receiving the penalty notice.**



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Students caught cheating

Students caught cheating in any way during exams will be reported to the Academic Integrity committee and a penalty will be imposed. This includes the use of electronic devices, hidden notes, copying other students work or sharing answers. Any offending material will be immediately confiscated and **WILL NOT** be returned

Students caught cheating will be formally reported to the Academic Integrity committee who will decide on the penalty for this action.

THE STUDENT WILL STILL BE REQUIRED TO COMPLETE THE EXAM

Students can **appeal** the decision. This must be made in writing to The chair of the Academic Integrity committee of UBSS **within 5 working days of the exam**



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“Pens down please...”

When this announcement is made, **the exam is over** and **YOU MUST STOP WRITING.**

Any student still writing after being told to stop will be reported to the Academic Integrity committee and may receive a zero for the exam.



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After the Exam

- Remain seated and wait for the exam invigilator to collect your exam paper/s
- Do **NOT** leave your desk until the exam invigilator has told you to.
- Make sure to collect your student card off the desk and take all your personal belongings with you.
- Return any borrowed items of stationery (pencils, pens, erasers etc.) to the exam invigilator
- You do not have to swipe your student card as the roll of attendance taken during the exam will be used as a record of attendance.
- Leave the floor immediately

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