

## EXAMINATION POLICY & GUIDELINES

Document ID	3.10
Related Documents	UBSS Academic Progression & Intervention Policy GCA International Students' Support Policy UBSS Supplementary Examination Policy UBSS Examination Procedures (PowerPoint Presentation)
Date	Refreshed June 2021
Date of Next Review	June 2023
Authorised by	UBSS Academic Senate
Approved by	UBSS Academic Senate December 2011
Version	V19
Responsible Officer	Executive Dean
References and Legislation	Tertiary Education Quality Standards Agency Act 2011 (TEQSA Act); Higher Education Standards Framework 2021; Education Services for Overseas Students Act 2000 (ESOS Act); Education Services for Overseas Students Regulations 2001; National Code of Practice for Providers of Education and Training to Overseas Students 2018; Australian Qualifications Framework

### Table of Contents

1	Context .....	1
2	Scope .....	1
2.1	Rationale .....	1
2.2	Legislative Context .....	1
3	Definitions.....	2 - 3
4	Conduct of examinations and requirements of students .....	3 - 4
5	Special consideration and conditions.....	4
6	Academic misconduct during examinations.....	4 - 5
6.1	Misbehaviour .....	4
6.2	Cheating .....	4
6.3	Prohibited Items.....	4 - 5
7	Student attendance at examinations .....	5
8	Illness during an examination.....	6
9	Supplementary examinations.....	6 - 7
9.1	Eligibility.....	6
9.2	Steps for applying for Supplementary examinations.....	6 - 7
9.3	Cost of Supplementary examinations.....	7

10 Examination support for students	Independent MBA Business School	7
11 Document change control		8

## 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 invigilated and online examinations (examinations conducted on the Moodle learning platform and Invigilator Plus).

## 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 (invigilated/online).

### 2.2 Legislative Context

Tertiary Education Quality Standards Agency Act 2011 (TEQSA Act);

Higher Education Standards Framework 2021;

Education Services for Overseas Students Act 2000 (ESOS Act);

Education Services for Overseas Students Regulations 2001;

National Code of Practice for Providers of Education and Training to Overseas Students 2018;

Australian Qualifications Framework

### Related Policies

Other UBSS policies associated with this policy can be found on this link: <https://www.ubss.edu.au/policies-and-procedures/?tab=Policies%20and%20Procedures>

These include but are not limited to:

- GCA Privacy Policy;
- Academic Appeals Policy;
- Academic Misconduct Policy;
- Academic Progression Monitoring and Intervention Policy;
- Course Completion, Graduation, Transcripts and Testamurs Policy;
- Expulsion Policy;
- Grievance and Appeals Policy (Academic)
- Student Orientation Policy;
- Student Code of Conduct;
- Student Academic Records Management Policy

### 3. Definitions

Item	Definition
<b>Examination</b>	That is held at the end of every 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 a person who supervises examinations according to Examinations policy and the procedures outlined in the UBSS Students Guide to examinations. An invigilator must not be a lecturer at UBSS, in either an employed or an honorary capacity.
<b>Supplementary Examination</b>	A Supplementary examination is a resit examination that is scheduled every trimester for eligible students.
<b>Permitted Items</b>	Permitted items refer to items that students are allowed to use during the examination. These include student photo identification (student card, drivers licence or passport), stationery including pens, pencils, erasers and rulers. Non-programmable calculators may be utilised during an examination, if explicitly permitted on the cover page of the examination paper. For restricted open book examinations, material explicitly permitted on the cover page of the examination paper.
<b>Prohibited Items</b>	Prohibited items refer to items that students cannot use/ have access to during an examination. They include weapons, electronic devices such as mobile phones, iPods, MP3 players and iPads, smart watches, headphones, cigarettes, e-cigarettes or other forms of smoking such as vapes, paper notebooks, loose notes or paper (unless permitted on the examination cover page), post-it notes, hats or headgear (except for religious purposes). No food items are permitted except for bottled water in clear bottles. 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). Spell check, auto correct, translation websites and opening different tabs are strictly prohibited.
<b>Academic Misconduct</b>	Academic misconduct is behaviour displayed by a student that is contrary to the Student Code of Conduct. It often refers to misconduct in the preparation and submission of academic work/assessments.
<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.
<b>Moodle</b>	Moodle is an online learning system that may be used to administer examinations.
<b>Cheating</b>	Is the gaining of a reward by dishonest means. The term is generally used for the breaking of rules to gain unfair advantage in a competitive situation. This broad definition will necessarily include acts and in any situation where individuals are given preference using inappropriate criteria.
<b>Contract cheating</b>	Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.
<b>Plagiarism</b>	Plagiarism is the practice of presenting someone else's ideas or work as one's own, without acknowledging the source. It is a form of academic misconduct.

Independent MBA Business School	
Item	Definition
<b>Invigilator Plus</b>	Invigilator Plus is an online invigilation service that helps ensure the academic integrity of online examinations. Examination monitoring is conducted using a combination of highly trained personnel and a powerful platform backed by artificial intelligence to observe any changes on the screen and record each incident.
<b>TURNITIN</b>	Turnitin is a learning and teaching software technology. It scans and checks for plagiarism in submitted documents and is currently incorporated into the assessment submission process at UBSS.

## 4. Conduct of Examinations and Requirements of Students

Students are required to read and familiarise themselves with this Policy and the UBSS Student Code of Conduct, posted in the Policies & Procedures Section of the UBSS website. During each trimester, the Student Guide to Examinations, detailing examination (invigilated/online) procedures are sent as an attachment to the MyGCA bulletin informing students of the examination timetables.

As a reminder students are not permitted to have unauthorised absences from the examination and unauthorised persons in the room.

Ignorance of this policy and procedures is not accepted as an excuse for breaking exam protocols.

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 aware of the scheduled examination date and time as reflected on the examination timetable. All examinations at UBSS are at AEST time.
- Log into Moodle / Invigilator Plus on time.
- There is no reading time for online examinations.
- For examinations conducted through Invigilator Plus, students are required to present a student photo identification such as a valid student card, driver's license or passport; this needs to be produced prior to the start of the examination and is the first stage of the examination check-in process.
- Bring their own permitted items;
- Not have prohibited items in their testing area.

A student found in breach of any of the above may be reported to the Academic Integrity committee.

### 4.1 Lecturers must:

- Be available (or, if unavailable, make alternative arrangements with the Office of the Executive Dean for a nominee to be available) to answer any enquiries from invigilators or students during an examination.
- Arrange for marking and recording of results by the date specified.
- Notify the examination team of the required permitted materials for invigilated examinations prior to the examination session.
- Must refer all examination related enquiries from students to the UBSS examination team.

### 4.2 Students must:

- Check Moodle access prior to the start of the examination.
  - have access to a personal laptop or PC
  - have licensed Microsoft word software
  - a reliable Wi-Fi/network connection

- complete the practice examination during the trimester (Practice examinations are mandatory for all students, to ensure that students familiarise themselves with the online examination process prior to the commencement of final examinations).
- test their equipment prior to the practice examination and final examination.
- Submit the examination paper through Moodle using the submission link - examination file submissions by email will not be accepted
- Not have any unauthorised person in the testing area with the student unless covered by special consideration.
- Complete and submit their own work.
- submit the correct file - blank, incorrect or corrupt files/ examination papers will not be accepted
- submit or complete examinations in the specified time slot –examinations submitted after the deadline has passed will not be accepted.

### 4.3 Eligibility for the Final Examination

If a student has not completed all assessments as set out in the subject outline for any subject, the student may be assessed as not having successfully achieved the learning outcomes of the subject. As such, a student may be denied the opportunity to attempt the final examination by the Executive Dean or delegate.

## 5. Special Consideration and Conditions

Students who have a physical or other disability and requires additional assistance or facilities in order to undertake an examination are required to advise the Learning Support Coordinator at least two weeks prior to the scheduled examination.

The request for special consideration should contain information as to the specific adjustments that must be made for the examination and also accompanied by medical evidence. The medical evidence is recommended to be in the form of a letter from a registered Australian medical practitioner which is no more than 1 month old.

The Learning Support Coordinator will inform the Executive Dean or delegate, who will decide on an appropriate arrangement, in consultation with the student. Documentation must be provided for all applications.

## 6. Academic misconduct and misbehaviour during examinations

### Misbehaviour

Students who deliberately and provocatively refuse to follow the UBSS staff and invigilators' instructions or who are disruptive will be considered to have committed an act of Academic Misconduct and as such will be reported to the Academic Integrity Committee.

The Invigilator Plus team must provide a written report of the incident to the UBSS examination team. The Academic Integrity committee is provided with the incident details and decides the appropriate outcome for the student. All decisions made by the Academic Integrity committee are recorded in the student's journal.

### Cheating

Cheating in an examination is a very serious offence. Cheating refers to, but is not limited to, behaviour that includes contract cheating, attempting to copy the work of others, impersonation of a student, attempting to communicate with other students during an examination in order to obtain or share information; being in possession of prohibited items and attempting to access notes, websites, personal computer folders, emails, translation software etc. during

the examination with a view to falsely fabricating answers and/or information. Students caught cheating in any way during examinations will be reported to the Academic Integrity committee.

## Prohibited Items

Items identified before an examination starts, or within the examination period. Students are issued a warning by the invigilator and an incident report is completed by the invigilator. Any offending material found by the invigilator is immediately noted as academic misconduct on the student's profile within the invigilation software.

All examinations submitted by students are put through TURNITIN software. TURNITIN is an Internet-based plagiarism detection service that generates a similarity index to existing texts, which lecturers review prior to grading. Examinations with a similarity index of more than 20% will be subject to investigation by your lecturer and reported to the Academic Integrity Committee, who may decide on a zero grade for your examination.

## Incident Reports

### *Invigilator Plus*

Invigilators who suspect that any student has breached the UBSS examination rules (students have misbehaved, been caught cheating or find students with prohibited items) must prepare an incident report, with all relevant evidence attached. These are submitted to the Examination Team who forward these to the Academic Integrity committee for review at the next scheduled meeting. All incidents of cheating and misconduct are recorded in the student's journal.

### *Online Moodle Examinations*

Students are required to maintain the standards of integrity by not cheating/plagiarising while conducting online examinations. Any academic misconduct will be investigated and referred to the Academic Integrity Committee who may decide that the student receive a mark of zero for that examination or be issued a warning, depending on the nature of the incident/s. Online examination submissions are critically examined by the lecturers to minimize the risk of cheating/plagiarism. The lecturer sends this information including relevant evidence to the Academic Integrity Committee via email.

## Treatment of Incidents

The Chair of the Academic Integrity committee and committee members review these reports after every 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 and precedent.

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

All incident reports, whether upheld or dismissed, are placed on the student's journal, and are considered if the student breaches the examination rules in future or other examinations.

# 7. Student attendance at examinations

## 7.1 Non-Attendance at examinations

Students who cannot attend an examination due to medical reasons or emergencies must advise Student Services prior to the commencement of the examination. All application requests must be accompanied by a valid medical certificate with a provider number or an official document that describes the emergency (such as a police report). Absences from examinations must be applied for on a student's MyGCA account.

Students must then apply for a Supplementary examination via their myGCA accounts.

The Executive Dean or delegate considers appropriately documented requests for Supplementary examinations. If granted, the Executive Dean or delegate advises the student that they may proceed with a supplementary examination or contacts the student via their myGCA account to arrange a supplementary examination. If the

request is denied, the student is not able to sit the supplementary examination and a zero mark is recorded. The student will need to repeat the subject.

Requests for supplementary examinations are approved only where timely, clear and compelling evidence of an illness or an emergency is proven by the student, and is only considered within the rules and principles outlined in the UBSS Supplementary Examination Policy.

## 8. Illness during an examination

A student who becomes ill during an examination and is unable to continue, must notify the invigilator. The student must submit their examination 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 sent to the UBSS Examination team. 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 for the final examination that is held for students who:

- For approved reasons such as valid medical reasons or other reasons (emergency) for their absence, are not able to attend the final examination; OR
- Failed the overall regular assessment but meet the criteria required to sit for a supplementary examination.
- Supplementary examinations is the second and *final* examination sitting.

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 examination period. If approved, the student is allowed to follow the steps below under section 9.2; or
- Be in their final trimester at the end of the most recent examination period, not have a mark in the range of 40% – 49% and recorded as having attempted all required assignments and the final examination for the subject, 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;
- 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 misbehaviour or cheating in the final examination is not eligible for a supplementary examination for the subject.

In the instance where the examination is an invigilated examination the student will only be eligible for a supplementary examination if the student has completed the practice examination during the trimester.

### 9.2 Steps for Applying for Supplementary Examination

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

Students applying for a Supplementary examination must lodge an online application on their myGCA account.



#### Independent MBA Business School

In very unusual circumstances, the Executive Dean or the Program Director may request that the lecturer for the subject in which the student failed, conduct a review of the student's performance over the trimester.

If the particular student has performed consistently (ie. 50%) in all other assessment tasks over the trimester and their final examination grade was a marginal fail, the Executive Dean or Program Director may, on the recommendation of the lecturer, awarded a Pass with a mark of 50.

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

The supplementary examination substitutes the final examination. Therefore students who pass the supplementary examination also pass in the subject.

If the student is successful in the supplementary 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 examination; 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 examinations. There is no other or alternate examination sitting after the Supplementary examination.

All Supplementary Examinations are scheduled in the first week of the following trimester. Students who are eligible to write supplementary examinations are only permitted to write in the following trimester.

### Cost of Supplementary Examinations

Eligible students will be charged a fee of **\$250** per subject, payable one week prior to the Supplementary examination sitting.

## 10. Examination Support for Students

For Moodle examinations - an email address has been set up for students who have questions and/or need to report examination related issues [exams@ubss.edu.au](mailto:exams@ubss.edu.au)

For Invigilator Plus examinations - An email address has been set up for students who have questions and/or need to report examination related issues [ubssexams@invigilatorplus.com.au](mailto:ubssexams@invigilatorplus.com.au)

- Issues reported via the inbox *after* the scheduled examination slot in which the examination was written will not be attended to.
- When reporting issues through either of the support emails, please include your student number, name and subject code, and attach screenshots, where necessary.



## 11. 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
v13	Refreshed and new review date embedded	August 2019	Professor Greg Whateley
v14	Addition of mid trimester tests to all sections of the policy AIC Procedure updated in Section 6 9.1 Clarification of Eligibility criteria 9.2 Lecturer responsibilities removed and added as 4.2 9.2 Supplementary examination cost increased from \$200 to \$250 7.2 Change to re-sit tests	December 2019	Assistant Professor Jotsana Roopram
v15	Inclusion of reference to online examinations	July 2020	Assistant Jotsana Roopram
v16	Removal of Executive Dean Correct citation of National Code Added references to related policy documents	June 2021	Anurag Kanwar
v17	<ul style="list-style-type: none"> <li>Addition of Invigilator Plus information</li> <li>Expanded on definitions – prohibited items, cheating, contract cheating, plagiarism, Invigilator Plus, TURNITIN</li> <li>Additional information added to 4.1, 4.2 and 4.3</li> <li>Additional information added to Sections 5, 6, 7 and 9</li> <li>Additional section (Section 10) added – Examination Support for Students</li> <li>Amendment to eligibility for final and supplementary examinations</li> </ul>	May 2022	Associate Professor Jotsana Roopram  Associate Professor Wayne Smithson
V18	Addition of unauthorised persons	September 2022	Anurag Kanwar
V19	Position names and Branding update	December 2023	Nupur Chanda