|  |
| --- |
| Gambia College |
| Examination Policy |
| Examination Rules and regulation |
|  |
| **Gambia College** |
| **6/20/2019** |

|  |
| --- |
| [Type the abstract of the document here. The abstract is typically a short summary of the contents of the document. Type the abstract of the document here. The abstract is typically a short summary of the contents of the document.] |

Contents

[Purpose 4](#_Toc505680199)

[Policy Statement 4](#_Toc505680200)

[Examinations assess learning outcomes 4](#_Toc505680201)

[Examination sessions 4](#_Toc505680202)

[Timing of Examinations 5](#_Toc505680203)

[Examination Scheduling 5](#_Toc505680204)

[Examination Guidelines (provided at the end of the teaching period) 6](#_Toc505680205)

[Responsibility of the School for examination preparation 6](#_Toc505680206)

[Collection of Examination Papers 6](#_Toc505680207)

[Examination types 7](#_Toc505680208)

[Distinctive Examination papers 7](#_Toc505680209)

[Concurrent use of the same examination paper (use of the same examination paper for students in two or more different locations 8](#_Toc505680210)

[Student sitting to an examination 8](#_Toc505680211)

[Rules for students and invigilators 8](#_Toc505680212)

[Examination Attendance & Submission 8](#_Toc505680213)

[Late arrival 9](#_Toc505680214)

[Identification during Examination 9](#_Toc505680215)

[Use of writing paper 9](#_Toc505680216)

[Written Material 9](#_Toc505680217)

[Open Book Examinations 10](#_Toc505680218)

[Electronic Devices 11](#_Toc505680219)

[Keeping of personal belongings (bags, books etc) 11](#_Toc505680220)

[Mobile telephones 11](#_Toc505680221)

[Starting time of Examination 11](#_Toc505680222)

[Early departure from examination rooms 12](#_Toc505680223)

[Signing of examination attendance register 12](#_Toc505680224)

[Talking during examination 12](#_Toc505680225)

[Leakage 12](#_Toc505680226)

[Mass cheating 12](#_Toc505680227)

[Illness during examination 13](#_Toc505680228)

[Insult/Assault on Supervisors/Invigilators 13](#_Toc505680229)

[Conclusion of examination 14](#_Toc505680230)

[Materials left outside examination room 14](#_Toc505680231)

[Notification of examination adjustment and special adjustment requirements 14](#_Toc505680232)

[Deferral of Written Examinations 14](#_Toc505680233)

[Results Release after Deferred Examinations 16](#_Toc505680234)

[Alternative Examinations 16](#_Toc505680235)

[Final Examination Feedback 17](#_Toc505680236)

[Practical Examinations 17](#_Toc505680237)

[Examination Re-sits 18](#_Toc505680238)

[Lost Examinations 18](#_Toc505680239)

[Special Circumstances 19](#_Toc505680240)

[Student Integrity (e.g. cheating and plagiarism) 19](#_Toc505680241)

[Related Procedures 20](#_Toc505680242)

[Availability of Subject/ Course Lecturer 21](#_Toc505680243)

[Paper-based examinations 21](#_Toc505680244)

[Computer-based examinations 21](#_Toc505680245)

[Examinations conducted in a clinical or science laboratory 21](#_Toc505680246)

[Interruption to Examinations 21](#_Toc505680247)

[Role of the Registrar and Vice principal 22](#_Toc505680248)

[Reference to the following documents 22](#_Toc505680249)

# Purpose

This policy details the Gambia College's requirements around examination practices. It is also intended for the purpose of achieving coordinated and consistent examination practices across all schools and units in Gambia College.

# Policy Statement

Examinations play an integral part in assessing the skills and knowledge attained by students as a result of studying a particular subject. The College conducts both practical and written examinations in many subjects and courses, and expects students to be aware of the associated requirements of those examinations. This policy outlines the basic principles supporting examinations at the College and the expectations of both students and staff. This policy should be read in conjunction with the Gambia College’s Assessment Policy which outlines the broader assessment principles of the College.

# Examinations assess learning outcomes

Examinations will assess a student’s grasp of published subject learning outcomes. Final examinations will assess most (if not all) learning outcomes for the subject, while quizzes/tests/ assignments and mid-semester/Trimester/Term (Continuous assessment) examinations will assess only some learning outcomes.

# Examination sessions

Examinations are held between 8am and 6.00 pm, Monday to Friday as per normal scheduled class times. This excludes special cases.

Incorrectly reading or misunderstanding the examination timetable will not be accepted as a reason for failure to attend an exam.

# Timing of Examinations

Examination dates and times should be noted in school calendar. The Examination Timetable is published for all students to see. Each Semester/Trimester/ Term, an examination timetable will be published and students are notified of its publication by pasting them on the notice boards or in the classrooms. Additionally, the date for release of the Examination Timetable is clearly outlined on all the school Calendars. Where an examination is to be postponed or rescheduled, a notice will be sent out to the students and staff as soon as possible..

Continuous assessment examinations held during class time will not be on the Examination timetable, but will be clearly outlined within the relevant Course Outline.

A timetable can only be published once as a draft before becoming FINAL.

Final timetables should be published two weeks before the Examinations wherein a Draft should be published a week before the Final one. Lectures are expected to stop at least a week before Exams.

# [Examination Scheduling](http://handbook.acu.edu.au/handbooks/handbook_2017/general_information/examination_policy#collapseSix)

* All major examination by schools must be published and shared with sister schools, the office of the Registrar and Deputy Rector, three weeks before the examination to avoid clash in the use of space. Where there is a clash in the use of space, the Vice Principal or the Registrar will work out a solution to the best interest of both parties.
* An end of term, semester and programme examinations paper should not be less than one and half hours and not more than three hours in duration including reading time.
* Examinations will be scheduled taking into consideration the mix of courses undertaken by students and endeavoring to minimize, or preferably eliminate, clashes of examinations for units taken by class cohorts or individual students.
* Where clashes cannot be avoided, special arrangements will be made to enable affected students to undertake the examinations as close as possible to the scheduled time.
* A student may be required to undertake a maximum of two examinations in a single day..
* A student should have a minimum of 30 minutes break between end time of one examination and start time of another.

# Examination Guidelines (provided at the end of the teaching period)

Any instructions specific to the examination are provided by the lecturer in the class prior to the examination being conducted. For example, if an open book examination is to be held in class the following week, the lecturer will outline how many pages of notes are allowed to be brought into the exam. If the examination is to be held in the examination period for the Semester/Trimester/Term, examination instructions will be provided in the last class of the Semester.

# Responsibility of the School for examination preparation

For all School-based examinations, the School is responsible for:

* setting and publishing an examination timetable;
* ensuring that School-based examinations do not cause a timetable clash with other examinations;
* organising examination venues;
* quality control of examination papers, including content and ensuring adherence to the standard assessment format;
* printing of quality-assured examination papers;
* supply of examination materials (for example, writing booklets and multiple choice answer sheets;
* provision of adequate examination invigilation;
* preparing adequately for students with a disability and/or ill-health;
* marking of examination papers and submission of results
* providing examination feedback to students

## [Collection of Examination Papers](http://handbook.acu.edu.au/handbooks/handbook_2017/general_information/examination_policy#collapseFourteen)

Lecturers in Charge, or nominee, must collect students’ examination scripts in person from the designated location, within 2 working days after the examination.

# Examination types

Throughout a typical course of study, students will undertake a variety of examination types including, but not limited to:

Written examinations:

* Multiple choices
* Short answer
* Extended essays
* Case studies
* Essay questions

For written examination, two or more of the above examination types should be combined in one examination.

Practical examinations:

* Practical exercises.

Oral Examinations:

* Oral examination activities

Portfolio assessment

* Although not an examination, but for schools that includes Portfolio in its assessment, examination results cannot be submitted without including Portfolio grades. All courses including Practical assessment have highlight portfolio grades in the mark sheet.

# Distinctive Examination papers

Every written examination shall be offered with a distinctive examination paper for that cohort and examination time. Every subject/ course tutor or department shall prepare a total of three (3) unique examination papers for each examination. This ensures that there are different papers for students sitting the exam at the scheduled time, the scheduled deferred time (due to absenteeism), and allowing for one additional examination time (special circumstances alternative exam).

## Concurrent use of the same examination paper (use of the same examination paper for students in two or more different locations

Concurrent use of the same examination paper is permissible only:

* where an examination is being held for the same unit in multiple locations at the same time;
* where required for units being taught out or as part of transition arrangements

Requests for concurrent use of the same examination paper must provide the following:

* a separate examination request and examination paper for each campus hosting the examination, even where content is identical;
* where concurrent use of an examination paper is requested to be used for multiple units the request must identify each of the units and campuses to be examined concurrently.

Requests for use of an examination paper for multiple examinations will be accommodated where possible. If not possible, an additional examination paper will be required

# Student sitting to an examination

A student is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College’s documents such as enrolment, admission and payment documents, and who is assigned an individual Gambia College student ID.

# Rules for students and invigilators

## Examination Attendance & Submission

* In keeping with the Assessment Policy – Gambia College, students are strongly encouraged to attend and complete all examinations in order to attain a final grade that fully represents the student’s total knowledge of the subject and to provide the greatest chance for academic success.
* All on campus examinations must be attended at the appointed time, with the examination submitted to the examination invigilator prior to leaving the room (or the lecturer/tutor if the examination is held in class time).
* A student who fails to attend/submit an examination or quiz with no satisfactory explanation will receive a mark of 0 for the examination unless they are granted a deferred examination or special circumstances.
* Attendance at examinations must be prioritised over any other clashing class attendance. Students will have their attendance recorded at every examination.
* Examination invigilators are supposed to be in the examination with the examination papers at least 30 minutes before the start of the examination.
* Examination invigilators who fail to attend or on time with no prior arrangement will be considered as breaking the codes of the examinations and a serious misconduct.
* Examination invigilators are not supposed to leave the examination hall at any time during the examination without a replacement. The invigilator is the last to leave the hall after all the students have submitted their papers.

## Late arrival

All students must arrive in the examination hall at least 30 minutes before the start of the examination so as to settle down and allow the invigilator to verify and check College ID cards. Students arriving more than 30 minutes after the published examination start time will not be permitted to enter the examination room and should immediately discuss possible special circumstances or options for deferral of examination. It is the responsibility of the student to ‘be well informed about course requirements and seek academic assistance if in doubt’; forgetting the start time of an examination, misreading subject codes or failing to check the time on the timetable will not be considered an acceptable reason for a deferred examination.

## Identification during Examination

Students are required to take their College (Student) ID into all examinations. A student without a College ID will not be allowed to write to the examinations unless cleared by the Office of the Registrar.

Students are required to be in proper Uniform during examination. A student not in proper uniform will not be allowed to write to the examinations.

## Use of writing paper

Writing papers will be supplied. Students are not permitted to take their own writing papers into the examination.

## Written Material

Unless identified as an Open Book Examination, students will not be permitted to take any written material into an examination. This includes any written material on electronic devices, paper, or any other written material at all (including on their body such as arms).

If students are identified as having unauthorized written material within an examination room (regardless of the details of that written material) prior to the examination start time, they will be requested to leave the room immediately to dispose of the written material (e.g. to leave papers outside or wash arms if writing is on them). The examination start time will not be delayed to wait for students to return to the room, however students will have up to 30 minutes to re-enter the examination room as outlined above.

If written material or electronic device is identified after the examination has started, students will be required to leave the examination room immediately and not return; they will be referred to the Discipline committee.

If a student requests to leave the examination room at any stage during the examination (e.g. toilet break), they will be escorted to and from the requested location. On reentering the examination room, the student will be required to reveal to the examination invigilator anything which may be in their hands or pockets, to ensure continued academic integrity is maintained.

## Open Book Examinations

Open book exams seek to assess a student’s understanding of key concepts, rather than recall or memorization. Open book exams are important tools as an assessment method and students should be diligent in preparing for such an exam, as the key is locating information in a quick and timely manner.

In an open book exam in any school, students may bring in hardcopy reference material, including handwritten notes, hardcopy dictionaries and textbooks with any annotations. The lecturer will advise students in the last week of lectures before the exam of what hardcopy material will be allowed for that particular exam. No electronic devices will be allowed into an open book examination.

It is a student’s responsibility to be equipped with the necessary tools for exams or quizzes (including textbooks, dictionaries, notes, software packages etc), and lack of preparation or equipment will not be accepted as reason for deferral of examination.

## Electronic Devices

Calculators may be allowed into an open book exam only if it is a science-based exam and requires complicated calculations to be completed. Students must check with the subject lecturer in advance if calculators have been approved for use in their particular exam. No formulas or any other information are permitted to be stored or written on any part of the calculator. Other devices which are not primarily calculators but which have a calculator function are not permitted.

Any other type of electronic device including laptop computers, iPads, tablet computers, electronic dictionaries, mobile phones, wearable Apple watch and digital pen cameras are not permitted in the exam room at any time, in an open book or a closed book exam with the exception of special cases.

Students with disability e.g. Visual impairments are allowed to use laptops for the examinations

## Keeping of personal belongings (bags, books etc)

No handbags, briefcases, files folders etc. are allowed into the examination room. Where these items have to be kept in the examination hall, the examination invigilator will indicate the approved location within the room for any personal belongings taken into the examination room; any belongings not placed in this location may be removed from the student for the period of the examination. The invigilator will not be held accountable for lost or damaged personal belongings.

Examination invigilator’s mobile phones must be on silence and should be used for examination purpose only.

## Starting time of Examination

The time listed on the examination timetable is the time when the examination commences. Students must not commence writing until the supervisor has given permission.

## Early departure from examination rooms

Except in special circumstance, a student must not leave the examination room until 30 minutes after the commencement of, or during the final 10 minutes of an examination.

Students who wish to leave the examination room prior to the scheduled finish time (and within the times specified above) must adhere to instructions provided by the invigilator.

## Signing of examination attendance register

Each student shall sign an examination attendance form bearing his name, at the time of handing over their examination scripts.

## Talking during examination

During the examination no student shall speak to any other student or make noise or disturbance. A candidate must put up his/her hand if he/she needs the services of an invigilator. Candidates will be asked out of the hall after two warnings and the case refered to the Discipline Committee.

## Leakage

Where cases of leakage are established in a subject the entire result of the candidates offering the subject shall be withheld pending the cancellation of the subject results by the examination committee. The results of any candidates who are found to be innocent by the committee shall be released.

Candidates proved to have been involved in the leakage of any subject in which leakage has been established shall have their entire results withheld pending cancellation by the committee. The student(s) responsible will be immediately withdrawn from the college. (See student code of conduct)

Where it is established that the college staff condoned, connived, at or encouraged the leakage, the entire results of all candidates shall be withheld pending cancellation by the committee. Where it has been proven that the college staff is the culprit, disciplinary actions will be taken against that staff.

## Mass cheating

Where there are established cases of mass cheating/collusion in a subject as a result of bad invigilation/supervision, the entire results of the candidates shall be withheld pending cancellation of the subject results for those confirmed to have cheated.

Where more than half of the students in a subject are involved in cheating/collusion this should be regarded as mass cheating, except when the number of students in that subject is less than half the number.

Students who disobey the regulations will be reported to the proper authority and may have their results cancelled.

In all cases of irregularity, misconduct or malpractice, the committee may, after considering the report, cancel either the result of the subject or the entire results of all the subjects of the examination of the student concerned.

## Illness during examination

If a student becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the student to complete the examination.  In this circumstance the student may submit an application for special consideration as per the *Assessment Policy and Assessment Procedures*.

If the student decides to continue the examination, the Examination Supervisor may make a decision to move the student to an alternative location, to reduce disruption to other students.  The time required for the move will be added to the student’s allocated examination time.

Where a student leaves the examination hall on the grounds of illness for more than 30 minutes will not be admitted into the hall and shall apply for a deferred examination.

If a student becomes ill during an examination and is unable to continue the examination, the student may apply for a deferred Examination. If a deferred Examination is granted, the uncompleted examination (when the student fell ill) will not be marked.

## Insult/Assault on Supervisors/Invigilators

Where a student insults or assaults a supervisor/invigilator in the lawful performance of their duties inside or outside the examination hall, or in any other way disturb the conduct of the examination, the entire result of the candidate shall be withheld pending cancellation by the Examination Committee. The candidate may be handed over to the college authorities. In addition, the candidate shall be banned from taking any examination conducted by the college for a period of not less than three years.

Any student who violates any of these rules will be dealt with in accordance with the decisions of Disciplinary Committee governing the examination.

## Conclusion of examination

At the conclusion of the examination all students shall stop writing when instructed to do so, and shall gather their scripts together ready for collection by the invigilator. Failure to stop when told to do so may result in the deduction up to 5 marks. All students must maintain examination conditions until all papers have been collected and the supervisor/invigilator has given students permission to leave the examination room.

## Materials left outside examination room

The Gambia College accepts no responsibility for the security of any materials left outside an examination room.

# Notification of examination adjustment and special adjustment requirements

Students with a disability and/or medical condition should consult the Special needs focal person to register for examination adjustments as early as possible, preferably at the time of enrolment as and no later than the census date of the relevant study period.

Where examination adjustments are not addressed to the Special needs focal person, one of the following actions will be taken:

* The student may be required to sit their examination/s during the deferred examination period; or
* The Special needs focal person may liaise with the relevant School/s regarding the provision of a School-based examination/s outside the central examination period; or
* The Special needs focal person may liaise with the School/s regarding alternative assessment/s in lieu of an examination/s.

## Deferral of Written Examinations

In certain situations, students may apply for deferral of a written examination. These circumstances include:

* Serious personal or emotional trauma (such as a death in the immediate family)
* Exceptional circumstances involving serious student illness, which would prevent attendance at the examination
* Religious observances ( the day itself) which clash with the published Examination Timetable
* Officially recognized Public Holidays
* A student who delivers a baby during the examination period

Deferral of examination will not be granted for:

* Reasons based on pregnancy
* Other study commitments
* Work commitments
* Holiday arrangements
* Social and leisure events or personal commitments
* Misreading the examination timetable
* Lack of preparedness (e.g. student does not have access to set text for open book exam)
* Forgetfulness.

Special Circumstances may apply in relation to events such as travel overseas, work commitments or important functions such as weddings. These will be reviewed on a case by case basis on consideration of the facts and the supportive documentation supplied. If applying for a deferral for a significant event such as a wedding, a formal request must be submitted prior to date of the examination in which you are seeking a deferral wherever possible.

Applications for deferral of written examination will not be granted where the relevant decision-maker is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student missing the examination.

Applications for such consideration should be submitted at least three days before the scheduled date of the examination. In rare situation where that is not possible, applications will be accepted until three working days after the scheduled examination date. To apply for deferral of examination, students must complete the Deferred Examination Application Form (to be provided) and submit this to an Academic coordinator of their school within the above time frames. The application form must be accompanied by documentary evidence supporting the application for deferral.

Please note – if the student is claiming serious illness as their reason for deferral application, a medical evidence will be required which details the student’s lack of fitness to sit an exam on all available exam dates.

Some practical examinations may also be deferred if certain circumstances apply. Please see Practical Examinations section below for further information.

All other examination / quiz assessment items must be attempted at the appointed time.

**Timing of Deferred Examinations**

All deferred examinations are to be held not more than three months after the examination took place. If the student is unable to attend the advertised deferred examination time due to the same situation as applied in their original examination deferral application, they should contact the Director of School for consultation with the Academic Board to discuss further options.

Students who fail to sit the deferred examination at the advertised and notified deferred examination time without any notification to the College will automatically fail the examination.

# Results Release after Deferred Examinations

Results are normally released at the end of a Semester/Trimester /Term prior to the deferred examination period. Any student who has an approved deferred examination for that Semester/Trimester /Term will receive an Incomplete grade (IC) for that subject/Course until such time that the deferred examination is marked and the grade released. Results are released for deferred examinations as soon as possible after marking is completed and students will be notified.

## Alternative Examinations

Under some circumstances, students may be offered the opportunity to sit an alternative examination outside of the examination period. These circumstances may include resolving a grade appeal or other academic situations where the Grievance Policy or Special Consideration Policy has been applied. If this occurs, students will be contacted in writing (usually via email) to advise them of the alternative examination date and time; this time is not negotiable. Where possible, this time will be scheduled to coincide with the student’s usual attendance at the College, however this may not be possible due to timetabling of other subjects.

Students sitting an alternative examination will be expected to adhere to the usual examination practices as outlined elsewhere in this policy. Alternative examinations will be unique papers to ensure academic integrity is maintained.

# Final Examination Feedback

Students may request to view their marked examination papers and discuss the marking with a permanent member of staff within 10 days of the results being released.

Marked examination papers will be retained for a period of 12 months after the completion of the teaching period. Final examinations scripts are not returned to students.

# Practical Examinations

Practical examinations are considered ‘high stakes’ assessment, in that they test the skills and knowledge required to be a safe practitioner.

Mid-semester practical exams are usually held in normal scheduled class time.

Final practical examinations are held in the practical examination period and are outlined on the Examination Timetable and school calendar. As with all exams to be held in examination period, students are expected to be familiar with the Examination Timetable to ensure attendance at the relevant exams.

In certain situations, students may apply for deferral of a practical examination if there are circumstances that significantly hamper their ability to attend at the scheduled examination time. These circumstances include:

* Serious personal or emotional trauma (such as a death in the immediate family)
* Exceptional circumstances involving serious student illness which would prevent attendance at the examination
* Religious observances( the day itself) which clash with the published Examination Timetable
* Officially recognized Public Holidays
* A student who delivers a baby during the examination period

Applications for deferral of examination will not be granted where the decision-maker is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student missing the examination. Deferral of examination will not be granted for:

* Reasons of Pregnancy Other study commitments
* Work commitments
* Holiday arrangements
* Social and leisure events or personal commitments
* Misreading the examination timetable
* Lack of preparedness (e.g. student does not have access to set text for open book exam, finance)
* Forgetfulness.

Applications for such consideration should be submitted at least three days before the scheduled date of the examination. In rare situation where that is not possible, applications will be accepted until three working days after the scheduled practical examination date. To apply for deferral of practical examination, students must complete the Deferred Examination Application Form (to be provided) and submit this to an Academic coordinator of their school within the above timeframes. The application form must be accompanied by documentary evidence supporting the application for deferral.

Please note – if the student is claiming serious illness as their reason for deferral application, a medical evidence will be required which details the student’s lack of fitness to sit an exam on all available exam dates (e.g. where an online quiz is available for a week, the medical evidencemust cover the full week).

# Examination Re-sits

The Gambia College will not offer standard examination re-sits for any subjects, however under certain circumstances a re-sit may be offered as resolution to an academic issue (e.g. grade appeal). Any student who wishes to be considered for a re-sit of an exam due to grade appeal must follow the steps outlined in the Grievance Policy or the Complaints and Appeals Policy – (whichever applies).

Where a re-sit is granted due to the application of either of the above policies, the re-sit grade will be the final grade applied to the subject.

# Lost Examinations

Academic Staff who handle student examinations are required to exercise due diligence in handling these items to ensure they are not lost or damaged.

Where there are reasonable grounds to believe that the examination was attended and/or submitted correctly but the lecturer is unable to locate the examination paper, the lecturer should contact the Director of School who will take remedial action depending on the specific circumstances of the case.

Possible remedial action includes:

Offering the student the choice of repeating the examination (in the deferred examination period) with an apology.

# Special Circumstances

Students may apply for consideration of other circumstances that significantly hamper their ability to attend an examination and which are outside of the normal circumstances for deferral (i.e. further to or outside of other provisions outlined in this policy). These circumstances may include temporary or permanent disability, original circumstances extending beyond the agreed deferral date, or other exceptional and unforeseen circumstances. Applications for such consideration should be submitted before the deferred assessment date. In rare a situation where that is not possible, applications will be accepted until three days after the scheduled date. Students must follow prescribed procedures to apply for consideration and must supply supporting documentary evidence. The Registrar will make decisions on approval of special circumstances based on the evidence provided.

It should be noted that applications for special circumstances will not be granted where the Registrar is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student missing the examination date.

# Student Integrity (e.g. cheating and plagiarism)

Students are accountable to standards of professionalism and ethics throughout their course of study and therefore the Gambia College takes a strong position on cheating and plagiarism (student integrity). All students should ensure that their examinations are appropriately protected and that they follow the examination instructions when preparing possible materials to take into examination.

Please refer to the Student Code of Conduct for details on academic dishonesty and the consequences for students who breach these policies.

# Related Procedures

Venues for examinations- all examinations venue must adhere to the Gambia College examination standards. Students will sit to examinations at the school which they attend classes or in case of over flow of students use one or two of the other schools for the unit being examined, or an established examination centre.

Examination Invigilator – supervises the examination and ensures academic integrity is maintained in the examination room throughout the time allowed for the examination. In the examination room, the Invigilator’s decision is final and not negotiable. If a student is requested to leave an examination by the Invigilator, they must do so immediately without further discussion. If the student believes they were asked to leave the examination without just cause, the student should follow the relevant steps and report the matter immediately to the Head of School or Registrar or deputy Rector

An Examination Invigilator may require any person in the examination room to:

* confirm their identity and eligibility to be in the examination room through provision of a student’s ID Card or a clearance from Registry;
* show that they are not in possession of any unauthorised device or material as specified in the code of conduct;
* answer any question relating to their behaviour whilst under examination supervision;
* leave an examination room if a invigilator considers that a student's behaviour is such as to disturb or distract any other student;
* surrender any device or material, which the Examination Invigilator considers to be unauthorised, for the duration of the exam; and/or
* comply with any direction that the Examination Invigilator deems necessary to ensure the proper and efficient conduct of the examination.

# Availability of Subject/ Course Lecturer

## Paper-based examinations

The Subject/ Course Lecturer of a unit/module, or alternative contact as approved by Head of School or equivalent, must be contactable during the whole period of the examination to answer any questions which may arise regarding the examination paper. The examination Committee or examination Invigilator must not make a determination regarding the content of an examination paper.

Where a subject/ course Lecturer of a unit/module is deliberately absent and no member of his/her department is available that will be considered misconduct and penalties will be applied.

## Computer-based examinations

The Subject/ Course Lecturer must be present for at least 15 minutes at the beginning of a computer-based examination to set and deliver the required password for/to students and to ensure the examination commences appropriately.

The Subject/ Course Lecturer must provide students sitting a computer-based examination, and the examination invigilator (s) with written information equivalent to that provided on the cover sheet of a paper-based examination.

## Examinations conducted in a clinical or science laboratory

Where an examination is conducted in a clinical setting or science laboratory, the Subject/ Course Lecturer must be present for the duration of the examination and is responsible for the supervision of all students undertaking the examination.

If an electronic device has been approved for use in an examination, the Subject/ Course Lecturer, or nominee approved by the Head of School or equivalent, must be present to inspect such devices.

## [Interruption to Examinations](http://handbook.acu.edu.au/handbooks/handbook_2017/general_information/examination_policy#collapseTwelve)

Where an examination is affected by an unexpected interruption (for example, a power failure, computer/software malfunction, minor incidents etc.) the invigilator will implement appropriate and immediate action including any action necessary.

Minor disruptions to an examination, for a period of 15 minutes or less, will be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time by approval of the Head of School.

The Registrar or Vice Principal will determine the appropriate course of action in the event of a significant disruption to an examination.  A significant disruption may include repeated minor disruptions in the same examination session.

# Role of the Registrar and Vice principal

It is the responsibility of both the Registrar’s and Vice principal’s office to make sure that all examinations are conducted in a conducive manner free of all possible disruptions and in a standard form.

All schools shall submit their examination timetables and invigilators timetable to the office of the Registrar and Vice Principal two weeks before the start of the examinations.

The Registrar and Vice principal have a mandate to do spot checks during the conduct of examinations and report any abnormalities to the Head of School, advise and even take necessary actions where needed in the case of serious abnormalities.

# Reference to the following documents

* Staff code of Conduct
* Student code of conduct
* Assessment policy
* Assessment Procedure
* Focal person on disability
* Grievance Policy or Special Consideration Policy