

CHS Examinations Policy and Procedures

Document ID	CHSQF027 Examinations Policy and Procedures
Category	Academic
Document Owner	Dean
Approved By	Academic Board
Authorised By	Academic Board

Version control

Version	Summary of changes	Approval date	Next review date
1.0	Document Established	Academic Board: 11 September 2018 Board of Directors: 18 September 2018	20 September 2020
1.1	Minor changes to the job title and extension of review date	CEO: 12 October 2023	12 October 2024

Table of Contents

1. Purpose.....	3
2. Scope	3
3. Definitions.....	3
4. Procedures.....	4
4.1 Location of Examinations	4
4.2 Timing of Examinations	4
4.3 Student Availability for Examinations	4
4.4 Examination Adjustments for Students with Disabilities, Medical Conditions or other exceptional circumstances.	5
4.5 Examination Room Procedures	5
4.5.1 Powers of supervisors	5
4.5.2 Conduct of candidates	5
4.5.3 Entry to examination room.....	5
4.5.4 Starting time	6
4.5.5 Reading time	6
4.5.6 Late arrival	6
4.5.7 Early departure from examination rooms	6
4.5.8 Conclusion of examination	6
4.5.9 Where nominated materials may be taken into an examination room	6
4.5.10 Use of dictionaries in examinations	7
4.5.11 Use of personal electronic devices in examinations	7
4.5.12 Mobile phones.....	7
4.5.13 Student Illness during the examination.....	7

4.5.14	Interruption to Examinations	7
4.5.15	Breach of Procedure.....	8
4.5.16	Materials Left Outside Examination Room.....	8
4.6	Deferred Examinations.....	8
5.	Responsibilities	8
5.1	Student Responsibilities	8
5.2	Dean’s Responsibilities.....	9
5.3	Responsibilities of the Director of Studies	9
5.4	Responsibilities of the Academic Registrar	9
5.5	Responsibilities of the Academic Staff	10
6.	Records	10
7.	Related Documents	10
8.	Related Legislation.....	10

1. Purpose

This policy outlines the guidelines on the preparation, approval, execution and marking of examinations at the College.

2. Scope

This policy applies to all staff and enrolled students participating in assessment tasks in all units of study. This policy covers the conduct of mid-semester tests and final examinations and not cover the conduct of quizzes.

3. Definitions

Term	Definition
<i>Academic integrity</i>	means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research to ensure that information and ideas are generated and communicated in an honest and ethical way and that use of other's ideas and writing are acknowledged.
<i>Closed book examination</i>	is an examination during which students are not permitted access to external materials including, and not limited to, notes, books, or other reference materials and electronic devices excluding calculators.
<i>Deferred examination</i>	is a postponed examination opportunity that may be applied for and granted on a discretionary basis where serious or extenuating circumstances prevent a student from sitting the exam on the scheduled date.
<i>Examination</i>	is a formal and invigilated assessment of a student's knowledge, and/or skill in a unit of study.
<i>Final examination</i>	is an examination scheduled during the final examination period after the end of each teaching period.
<i>Invigilated examination</i>	is an examination conducted under supervision.
<i>Mid-semester test</i>	is an invigilated examination scheduled during the teaching period.
<i>On-campus examination</i>	is an examination conducted at a registered campus of the College of Health Sciences.
<i>Off-campus examination</i>	is an examination conducted at a location that is not a registered campus of the College of Health Sciences, e.g. an examination centre.
<i>Open book examination</i>	is an examination during which students are permitted to bring their own reference materials, as specified by the examiner.
<i>Special Consideration</i>	is a policy that takes into account serious or extenuating circumstances beyond a student's control that significantly impairs their ability to perform an assessment task or to make satisfactory academic progress.

4. Procedures

The following principles and practice form the foundation for this policy and inform the design, development and implementation of formal examinations at CHS.

- a) Examinations will be designed to:
 - i. be summative;
 - ii. validate a student's performance over a range of topics in a unit of study
 - iii. assess a student's progression towards achieving the range of Unit Learning Outcomes;
 - iv. define and maintain academic standards and integrity; and
 - v. where applicable, satisfy professional accreditation requirements for a unit and/or course.
- b) Examinations in a unit of study may be conducted during the teaching period and/or during the scheduled final examination period after the end of the teaching period. Mid-trimester tests conducted during the teaching period will typically be of shorter duration and lower overall weight than final examinations conducted after the end of the teaching period.
- c) The composition of the final examination will typically cover all topics in a unit of study, and contribute towards the achievement of all the Unit Learning Outcomes.
- d) The duration of a final examination in a unit of study will not exceed three hours, except where a documented allowance has been made to accommodate a student with special needs.
- e) Examinations for students enrolled in units across multiple campuses in the same teaching period shall have the same questions and be conducted simultaneously under the same conditions.
- f) Where a unit of study is being taught across multiple campuses in the same teaching period, separate scripts will be produced for mid-semester tests and/or final examinations conducted at different times.
- g) All examinations will be moderated and approved no later than five working days prior to the scheduled examination date.

4.1 Location of Examinations

- a) Students will sit all of their formal examinations at a CHS registered campus or designated examination site under equivalent conditions to on-campus examinations.
- b) For students enrolled in online mode, examinations may also be conducted fully online.

4.2 Timing of Examinations

Standard study periods

An official two-week examination period will be held at the end of each trimester during which time formal examinations will be held. Examinations will be held within the time period 9am to 8pm Monday to Friday (excluding public holidays).

4.3 Student Availability for Examinations

Students must be available to undertake examinations throughout the periods designated for examinations as outlined in the academic calendar. Students are also required to be available at times specified in unit outlines for unit-based examinations.

4.4 Examination Adjustments for Students with Disabilities, Medical Conditions or other exceptional circumstances.

Where a student has an illness or exceptional circumstances which they believe impacts on their ability to undertake an examination in the normal way, they may apply to the Dean to have the examination conditions adjusted. The application must provide documentary evidence of the reason for the application. After considering the documentary evidence, the Dean will make a decision on it and how the examination conditions will be varied.

4.5 Examination Room Procedures

4.5.1 Powers of supervisors

Supervisors have responsibility for the conduct of examinations and will exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination. A supervisor need not enter into debate with a candidate for any direction given to the candidate.

A supervisor will require any person present in the examination room to:

- provide a CHS student card or other official photographic evidence (e.g. passport, drivers licence) to confirm his/her identity and eligibility to be in the examination room. The evidence must be displayed on the student's desk during the examination. If the student does not have photographic identification in their possession, they will adhere to the procedures prescribed by the supervisor. Any student attending the examination without photo identification must report to the examination supervisor at the end of the examination in order to have their identity validated, such as through a smart phone photograph, which can be compared with a valid student ID or other official photographic evidence (such as a driver's licence or passport) within 48 hours of the examination.
- sign an attendance list;
- show that they do not have any unauthorised material;
- answer any question the supervisor considers necessary;
- leave the examination room if a supervisor considers that their behaviour or appearance is such as to disturb or distract any other candidate;
- surrender any material which the supervisor considers to be unauthorised; and/or
- comply with any direction the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

4.5.2 Conduct of candidates

While in the examination room candidates must comply with all directions provided by the supervisor. Cheating in examinations will lead to serious penalties for an offending student. The Student Academic Integrity Policy outlines the procedures followed when cheating in an examination is suspected and provides details on potential penalties.

4.5.3 Entry to examination room

Upon entering an examination room, a student must proceed to their designated desk. A student will only leave their desk with the permission of, or by the direction of a supervisor. No person other than a supervisor, authorised party, or a person granted approval by the supervisor, may enter or remain in an examination room during an examination, or during the period of 15 minutes immediately preceding or following an examination.

4.5.4 Starting time

Times listed on the examination timetable are the times when students are allowed to commence reading the examination paper, or if there is no provision for reading time, to commence the examination.

4.5.5 Reading time

During reading time, no writing is permitted. Candidates must not commence writing on the examination paper or the examination booklet until the reading time has ended and the supervisor has given permission for writing to commence.

4.5.6 Late arrival

Candidates who arrive within the first 45 minutes of the official starting time of the examination start will be permitted to undertake the examination but will not be allowed any additional time. Candidates who arrive more than 45 minutes after the examination start time will not be permitted to undertake the examination.

4.5.7 Early departure from examination rooms

A candidate must not leave the examination room until 45 minutes after the commencement of writing time or during the final 10 minutes of an examination. Candidates who wish to leave the examination room prior to the scheduled finish time (and within the times specified above) will adhere to instructions provided by the supervisor.

4.5.8 Conclusion of examination

At the end of the examination all remaining candidates must remain seated at their allocated desk until their papers have been collected by the supervisor, or until the supervisor has given permission for the candidate to leave the examination room.

4.5.9 Where nominated materials may be taken into an examination room

Where specified books or other materials are permitted to be taken into an examination, such materials will be limited to those specifically nominated by the Unit Lecturer. These materials will be listed on the examination paper cover page. The supervisor or other authorised party will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorised materials.

4.5.10 Use of dictionaries in examinations

Neither English language dictionaries nor bilingual translation dictionaries are permitted in an examination room.

4.5.11 Use of personal electronic devices in examinations

Personal electronic devices may not be brought into or used in an examination room except with the prior approval of the Unit Coordinator. Approval must clearly identify the category of electronic device allowed in the examination. Electronic devices which can be approved are restricted to those which are hand-held, internally powered, silent and not capable of wireless communication with other electronic devices. Calculators and other electronic devices approved for use in an examination must have all programmable memory cleared prior to being brought into the examination room. Non-programmable calculators must have volatile memory only and must not have alpha facilities. Any approved electronic device brought into an examination room will be inspected by the supervisor and/or authorised party.

4.5.12 Mobile phones

Mobile phones are not permitted in any examination room at any time.

4.5.13 Student Illness during the examination

If a candidate becomes ill during an examination and temporarily leaves the examination venue while remaining under supervision, the candidate may continue with the examination. However, the student will need to complete the examination at the end of the scheduled time and no additional time will be made available. If the candidate cannot continue with the examination because of illness or other exceptional circumstances, the supervisor will note this and report the matter to the Dean. After considering relevant supporting documents, the Dean will determine whether the student is to be given a supplementary/re-sit examination.

4.5.14 Interruption to Examinations

Where an examination is impacted by an unexpected interruption (e.g. power failure, computer/software malfunction, earthquake, bomb threat, fire alarm, etc.) the Dean or relevant Director of Studies will determine whether the examination can proceed. Where the examination cannot proceed the Dean will determine the appropriate course of action, which may include:

- the examination being declared void and a new examination scheduled for a date and time within the current examination period;
- students' examination scripts may be marked and an adjusted examination result determined;
- an alternative assessment item may be set with a suitable due date for submission; or
- an additional assessment item may be set with a suitable due date for submission. Minor disruptions to an examination (for a period of 15 minutes or less) will usually be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time.

4.5.15 Breach of Procedure

An examination supervisor may expel any candidate from the examination room immediately who commits an infringement of this Policy. The supervisor will then report the infringement to Director of Studies or the Dean.

4.5.16 Materials Left Outside Examination Room

Students need to safely secure all their belongings, as CHS accepts no responsibility for securing students' belongings either inside and outside an examination room.

4.6 Deferred Examinations

- Students who are prevented by exceptional and unavoidable circumstances from attending a scheduled examination may apply to the relevant Director of Studies for a Deferred Examination using the Special Consideration Application Form (refer Assessment Policy).
- Deferred Examinations are conducted outside the normal scheduled examination period, and exactly follow the format of the normally scheduled examination, though it is expected that the content will vary from the normally scheduled examination. The manner of the variation(s) will, as far as possible, maintain the integrity of the normally scheduled examination and ensure parity with students who have completed the normal examination.
- Deferred Examination can only be considered on medical or compassionate grounds if the student concerned has been seriously affected by illness whether physical or psychological, disability through accident, or other adverse circumstances beyond the student's control that may prevent them from attending or substantially and adversely impact their performance in the examination.
- Deferred Examination will not be granted on grounds of student's misunderstanding of the manner, time, date and venue of examinations.
- A student who has been granted a Deferred Examination is entitled to the full range of marks and grades subject to their performance in the Deferred Examination.
- Applications for Deferred Examination must be received no later than two working days after the scheduled exam. All applications for Deferred Examination must be supported by appropriate documentary evidence, which in the case of illness shall include a medical certificate issued by a registered medical practitioner or medical authorities.
- A student who has been granted a Deferred Examination must attend the examination at the time, place and date set by the College. Unless there are additional exceptional circumstances the Director of Studies shall not agree to reschedule the Deferred Examination.

5. Responsibilities

5.1 Student Responsibilities

CHS students are expected to:

- familiarise themselves and comply with this and all other related assessment procedures and policies, in particular the Assessment Policy and Academic Integrity Policy;

- notify all relevant academic and support staff prior to, or as soon as possible after, commencing the teaching trimester of any special needs they have that may require an application for Special Consideration; (refer Assessment Policy)
- be available to sit examinations during the scheduled time on the date allocated;
- be present at the examination venue not later than ten minutes before the time specified for the commencement of the examination;
- bring to the examination venue all equipment necessary to complete the examination (e.g. writing tools, calculator etc.)
- carry in their possession a student identification that accredits them as a student of CHS.

5.2 Dean's Responsibilities

It is the Dean's responsibility to specifically ensure that:

- examination methods and practice in all units of study comply with this and other related policies;
- where a unit of study is being taught across multiple campuses, all aspects of the examination in the unit are equivalent; and
- all examinations have been moderated and approved no later than five working days prior to the scheduled examination date.

The Dean shall make a decision on the engagement of invigilators and the manner examinations are supervised.

5.3 Responsibilities of the Director of Studies

The Director of Studies is responsible for the organisation of examinations scheduled during the official examination period, and the officially scheduled deferred examination sessions, including timetabling, venues, invigilation and other requirements, with authority to delegate tasks to the academic staff on campuses where relevant.

The Director of Studies takes measures to ensure examinations are conducted with integrity and with due diligence required to prevent or detect cheating.

The Director of Studies shall report any suspected instances of cheating in examinations to the Dean who shall refer the case to Academic Discipline Committee for consideration and recommendation on the type of sanction needed. The Academic Discipline Committee is an ad-hoc Committee of the Academic Board, whose chair is nominated by the Academic Board.

The Director of Studies is responsible for the recruitment, training, rostering and supervision of examination invigilators assigned to invigilate the final examination as per the published timetable, as well as deferred examination sessions if necessary. In cases of small classes, the unit lecturer and or tutor may act as invigilator though the Director of Studies is responsible for the integrity of the process.

5.4 Responsibilities of the Academic Registrar

The Academic Registrar or nominee facilitates the conduct of all examinations including communication with students. All official communications with students and implementation of decisions arrived at by the Board of Examiners for specific assessments or deferred examinations decided by the Board of Examiners shall be through the Academic Registrar.

The Academic Registrar may also support the sourcing of invigilators for conduct of the final examinations. The Academic Registrar's role does not extend to the academic contents of examinations or appropriateness of the assessments.

5.5 Responsibilities of the Academic Staff

Academic staff are the custodian of the academic values, standards and ideals. They are required to be vigilant and uphold the academic ideals that underpin the College's mission and goals. Thus, all academic staff are individually and jointly responsible for maintenance of the academic standards, integrity and values. They should promote the principles of fair play and academic honesty widely among the CHS students and stakeholders.

All academic staff are required to follow the College's Assessment Policy and Procedures as well as the College's Examination Policy and Procedures in designing and conducting assessment in their respective units of study.

It is the responsibility of the unit lecturers and tutors to support the invigilators and supervise the conduct of the examination including resolution of queries raised by students.

Unit lecturer are responsible for collecting the examination papers from the venue at the conclusion of the examination.

6. Records

Records associated with this policy will be maintained according to the Records Management Policy and Record Retention and Disposal Schedule. Unit lecturers are required to keep all marked examination papers or electronic files submitted by students for 6 months minimum or longer when the student appeals.

7. Related Documents

This policy should be read in conjunction with the following policies:

- CHS Academic Management Plan
- CHS Academic Integrity Policy and Procedures
- CHS Assessment Policy and Procedures
- CHS Award of Grades Policy
- CHS Board of Examiners Terms of Reference

8. Related Legislation

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2015
- Education Services for Overseas Students (ESOS) Act 2000 and
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Australian Qualifications Framework (AQF).