

Version	8.1
Short description	This procedure outlines the processes for the administration of and student attendance at examinations.
Relevant to	All higher education coursework students attending examinations. All academic and professional staff involved in the preparation and administration of examinations.
Authority	Academic Board
Policy owner	DVC Academic
Responsible office	Office of the DVC Academic
Date approved	11 October 2023
Date effective	19 October 2023
Review due	October 2028
Related Avondale documents	Academic Integrity Policy Assessment Policy (HE Coursework) Assessment Procedure (HE Coursework) Disability Policy
Related legislation	Higher Education Standards Framework (Threshold Standards) 2021
Key words	disability, examination, reschedule, special provisions, special consideration, timetable

1. PURPOSE

- 1.1 This document sets out Avondale University's (Avondale's) procedure on the scheduling, preparation, administration, supervision and security of examinations as well as student attendance and conduct at examinations.
- 1.2 The objectives of the procedure are to ensure that examinations are conducted in a way which maintains academic integrity, consistency, equity, transparency and security.

2. SCOPE

- 2.1 This procedure applies to:
 - Higher Education Coursework students who have examinations as assessment tasks
 - Academic and professional staff involved in the preparation and administration of examinations
- 2.2 This procedure applies to:
 - Oncampus examinations
 - Distance examinations
 - Online examinations
- 2.3 This procedure does not apply to:
 - Higher Degree Research candidates
 - Vocational Education and Training students
 - Tests or quizzes

3. DEFINITIONS

- 3.1 **Academic Integrity:** undertaking academic activity in a responsible manner so as to ensure that information and ideas are generated and communicated in an honest and ethical way and that use of the ideas and/or writing of others is acknowledged.
- 3.2 **Academic Misconduct:** undertaking academic activity, either deliberately or imprudently, that can result in unmerited advantage. This can include, but is not limited to: cheating, collusion, plagiarism, fraud, falsification of data, and incorrectly ascribing authorship in group projects.
- 3.3 **Acute circumstance:** in the context of this Procedure, a short-term, unexpected medical condition or injury which may adversely impact a student's performance in an examination under standard examination conditions.
- 3.4 **Distance examination:** an examination which is conducted at an off campus examination venue and with an in-person supervisor arranged by the student in conjunction with the Exam Centre. A distance examination will normally mirror the oncampus examination in terms of scheduled date and time, and examination paper.
- 3.5 **Exam:** abbreviation of 'examination'.
- 3.6 **Exam Centre:** the section of Student Administration Services which oversees all examination processes.

- 3.7 **Examination:** an assessment task, normally in written form, which is scheduled under the jurisdiction of the Exam Centre during the official examination period on behalf of the Faculty or School. Examinations are intended to measure the aptitude or attainment of students in meeting specified learning outcomes in a unit of study.
- 3.8 **Examination timetable:** the schedule of the dates and times when unit examinations are to be conducted during the official examination period at the end of each semester.
- 3.9 **Examination venue:** the place where an examination is officially scheduled to be conducted.
- 3.10 **Extenuating circumstances:** serious circumstances beyond a person's control that provide excuse for an outcome. In the context of this Procedure, the decision-maker reviewing the circumstances will determine if they are considered extenuating.
- 3.11 **Oncampus examination:** an examination which is conducted at either the Lake Macquarie or Sydney campus examination venue and with a supervisor/s present.
- 3.12 **Online examination:** an examination which is conducted at an off campus location chosen by the student, using a device connected to the internet and with an online supervisor.
- 3.13 **Open-book exam:** an examination in which students may access certain printed materials during the examination, as specified by the Unit Coordinator and/or lecturer.
- 3.14 **Quiz:** a time-limited assessment task which is scheduled by the Unit Coordinator and/or lecturer outside the examination period and which is not administered by the Exam Centre.
- 3.15 **Reschedule of an exam:** approval for a student to attend an examination either in advance of or after the scheduled time and or date as set in the examination timetable.
- 3.16 **Special consideration:** approval for further assessment to be undertaken or other outcomes to be considered where a student has experienced serious circumstances outside their control which have impacted on their performance during the examination.
- 3.17 **Special provision:** approval for an amendment to be made to the examination conditions for an individual student with the aim of minimising or eliminating the impact of a disability and/or health condition on the outcome of the examination, while maintaining academic standards.
- 3.18 **Student:** a person officially enrolled in a unit.
- 3.19 **Supervisor:** person/s arranged by the Exam Centre or delegate to supervise an examination session.
- 3.20 **Test:** a time-limited assessment task which is scheduled by the Unit Coordinator and/or lecturer outside the examination period and which is not administered by the Exam Centre.
- 3.21 **Working day:** any day other than:
- Saturday and Sunday;
 - any public holiday which is observed by Avondale; and
 - Avondale's nominated Christmas and New Year shut down period.

Standard working hours are Monday to Thursday 8.30am-5pm; Friday 8am-12pm.

4. PREPARATION OF EXAMINATION PAPERS

- 4.1 Unit Coordinators and/or lecturers are required to gain approval of each examination paper through the School Committee, using the Examination Checklist Form as per instructions from the Exam Centre.
- 4.2 Examinations will not normally be worth more than 50 percent of the final unit grade. School Committees may grant exceptions on the basis of a sound pedagogical reason or accreditation requirements. The Head of School must report exceptions to the Learning & Teaching Committee following the semester when they are first introduced.
- 4.3 Additional prescribed material (e.g. calculator, non-marked Bible) that is allowed into an examination must be included in the Unit Information, Examination Checklist Form and the Examination Cover Page. Unit Coordinators and/or lecturers may not make alterations to these conditions without written approval by the Executive Dean.
- 4.4 The School Administration Assistant is required to provide a print ready copy of all examination papers to the Exam Centre (Lake Macquarie Campus) or the Faculty Office (Sydney Campus) at least 4 weeks ahead of the start of the examination period.
- 4.5 The Exam Centre in consultation with the Director, Student Administration Services is responsible for the communication with School staff in relation to the deadlines and processes for the preparation of examinations.

5. EXAMINATION TIMETABLE

- 5.1 Whether enrolled on-campus or by distance mode, students are required to be available to undertake examinations throughout the official period designated for examinations relevant to their course, as outlined in the academic calendar. Students must be available at the date and time at which their examination has been scheduled, unless there are extenuating circumstances.
- 5.2 A preliminary draft of the Examination Timetable is prepared by the Timetable Coordinator and is emailed by the Director, Student Administration Services to Unit Coordinators and lecturers by the end of the second week of the semester for checking. Feedback is required to the Timetable Coordinator within 3 working days.
- 5.3 The Timetable Coordinator, in liaison with the Director, Student Administration Services organises for the draft of the Examination Timetable to be published on the Avondale website by the end of the third week of the semester.
- 5.4 The Director, Student Administration Services emails all staff and students advising that the draft timetable is available on the web for checking. Students are advised to email the Timetable Coordinator with any concerns they have with the timetable prior to the publication of the final version.
- 5.5 It is the responsibility of staff and students to check the draft version of the Examination Timetable for any scheduling problems and to bring them to the attention of the Timetable Coordinator prior to the published deadlines.
- 5.6 The Timetable Coordinator, in liaison with the Director, Student Administration Services organises for the final version of the Examination Timetable to be published on the Avondale website by the end of the fifth week of the semester.
- 5.7 Where adjustments to the examination timetable are required after the final version has been published, the Timetable Coordinator will communicate the changes in writing to the

Unit Coordinator and/or lecturer of the affected unit/s who in turn will communicate the adjustment in writing to the affected students via a Moodle forum post. The relevant Course Convenor and Head of School will also be informed of any changes. The revised version will be uploaded onto the website by the Timetable Coordinator in liaison with the Director, Student Administration Services.

6. EXAMINATION VENUE: ONCAMPUS

- 6.1 Oncampus students are normally expected to attend their examinations on the campus in which they are enrolled.
- 6.2 Where students believe they have extenuating circumstances which may allow them to attend their end of semester examination on the other campus, they need to submit a written request to the Director, Student Administration Services, or delegate, with their reason for making the request. Such requests are to be submitted no later than 15 working days prior to the commencement of the relevant examination period.
- 6.3 Students enrolled in a unit by distance mode who live within 100 km of the oncampus examination venue scheduled for their unit examination are expected to attend the examination at the oncampus venue.

7. EXAMINATION VENUE: DISTANCE

- 7.1 Distance students who live more than 100 kms from the oncampus examination venue may, if they so choose, attend their examination at the oncampus venue. If they choose not to attend the examination at the oncampus venue, they will need to liaise with the Exam Centre to identify a suitable person to supervise their examination at an appropriate off campus venue.

8. SUPERVISION OF ALL EXAM MODES

- 8.1 Supervisors appointed to supervise examinations, whether oncampus, online or for distance students, are in control of the examination, but are required to observe any directions given to them by the Director, Student Administration Services.
- 8.2 Supervisors will check that each student's ID number on the attendance slip matches the student's ID number on their Avondale student ID card and the photograph on the ID card matches the face of the student. Any apparent discrepancies are to be immediately reported to the Director, Student Administration Services.
- 8.3 Where a student does not have an Avondale student ID card, the student may provide a driver's licence or passport as proof of identity. The supervisor must note where this occurs.
- 8.4 Supervisors will note all attendances and absences on the official examination attendance rolls provided, and ID verification.
- 8.5 Supervisors will ensure that students who have officially been granted special provisions are provided those arrangements during their examination. No variation to the specified conditions is permitted and no special provisions are to be provided unless they have been approved in advance by the Director, Student Administration Services.

- 8.6 Quality assurance of examination papers occurs prior to the examination paper being deposited with the Exam Centre. No lecturer may change an examination paper during the examination. Any attempt to do this should immediately be reported to the Director Student Administration Services by the supervisor.
- 8.7 Students should not enter an examination venue, or commence an online examination, once 30 minutes of examination time has elapsed.
- 8.8 If there is suspicious behaviour observed that indicates possible academic misconduct in any form, the supervisor should closely monitor the student(s) involved and take notes of what they observe happening, including the time. A written report of the incident is to be submitted by the supervisor to the Director, Student Administration Services immediately after the conclusion of the examination. Reporting of such incidents is mandatory.

9. SUPERVISION OF ON-CAMPUS & DISTANCE EXAMS

- 9.1 Supervisors will ensure that all completed examination scripts and booklets, and any spare examination materials, along with attendance records are returned to the Exam Centre (Lake Macquarie Campus) or the Faculty Office (Sydney Campus).
- 9.2 Detailed instructions for supervisors are included in Exam Supervision Guidelines (oncampus and distance) available from Student Administration Services.

10. SUPERVISION OF ONLINE EXAMS

- 10.1 If the supervisor is not the lecturer, all examination scripts submitted to the supervisor by email (either typed or handwritten) are to be emailed to the relevant lecturer's Avondale email address by the supervisor immediately after the examination, along with attendance records. The supervisor must not delete any emails from students until the lecturer has acknowledged receipt.
- 10.2 Detailed instructions for supervisors are included in Exam Supervision Guidelines (online) available from Student Administration Services.

11. ACADEMIC INTEGRITY

- 11.1 Students are expected to complete all assessment tasks with academic integrity. Any perceived incidents of academic misconduct in any form will be handled in accordance with the Academic Integrity Policy.

12. STUDENT CONDUCT DURING THE EXAMINATION: ALL MODES

- 12.1 Students may enter an examination venue or commence an online exam up to 30 minutes after the exam has commenced.
- 12.2 Students who arrive late will not be given additional time beyond when the examination was due to end.
- 12.3 Students who arrive late, after 30 minutes has elapsed will be denied entry. In extenuating circumstances, the student may apply for Special Consideration.
- 12.4 Students may not leave the examination within 30 minutes of an examination commencing except in cases of emergency or illness.

- 12.5 Students may leave any time after 30 minutes has elapsed, but only after their exam script has been collected by the supervisor, and in the case of online examinations, once the supervisor has confirmed receipt.
- 12.6 A student who leaves early is not permitted to re-enter the examination.
- 12.7 Students are to bring their Avondale student ID card to the examination as proof of identity. The proof of identity (Avondale student ID card, or if this is not available, then their driver's licence or passport) must be placed on the desk in front of the student during the examination.
- 12.8 Students must supply their own writing implements for an examination. Writing implements, if in a container, must be in a transparent case (e.g. transparent pencil case or a clear plastic bag).
- 12.9 If a drink bottle is present, it must be an unannotated clear drink bottle. Drink bottles which are not transparent are not permitted on the student's desk or within reach.
- 12.10 No caps, hats or hoods are permitted to be worn during an examination. The exception to this is a head covering required to be worn for religious or cultural reasons, or head wear that is worn for medical reasons.
- 12.11 No glasses cases are permitted on the student's desk or within reach.
- 12.12 Mobile phones, smart watches and other unauthorised electronic devices are not permitted on the student's desk or within reach.
 - 12.12.1 Where such items are brought to the examination, students have a responsibility to ensure they are switched off and, in an oncampus exam, left in the place designated by the supervisor.
 - 12.12.2 During an online exam, a student may leave their desk to retrieve a phone for use in the event of technical difficulties.
- 12.13 Additional allowed material (e.g. calculator, non-marked Bible) is only permitted if specified on the examination cover page.
- 12.14 In the case of an open-book exam, the Unit Coordinator and/or lecturer will advise what material the student may bring into the exam, limited to printed materials such as texts, personal notes, other reference materials, a Bible, a dictionary, etc.
- 12.15 Students should only use their Student ID number (not their name) as an identifier on all examination materials submitted for assessment.
- 12.16 Once students have entered the examination venue or online session, they are required to follow all directions provided by the supervisor/s, and examination conditions are to be maintained.
- 12.17 Students are not to communicate with anyone other than the supervisor and must remain seated for the duration of the exam, with the exception of toilet breaks.
- 12.18 Students are to request permission from the supervisor before leaving their seat during an examination for any reason. Any visit to the bathroom should be less than five minutes, and no additional time will be added to the examination duration.
- 12.19 If a student becomes ill during an examination, they should inform the supervisor immediately. If they need to discontinue the examination, they may apply for Special Consideration within 24 hours.

13. STUDENT CONDUCT DURING THE EXAMINATION: ONCAMPUS & DISTANCE

- 13.1 Where a student does not bring an Avondale student ID card to the exam, the student must provide a driver's licence or passport as proof of identity to gain entry to the exam venue.
- Where the exam is held on campus, the student will be required to complete and sign a Declaration of Student Identity form provided by the exam supervisor. The student is required to present in person at Student Administration within 24 hours with their student ID card, and the proof of identity used for the exam. In the case of a lost ID card they will need to obtain a replacement card at that time.
 - In the case of a distance exam, the supervisor verifies the proof of identity on the Receipt for Examination Paper form.
- 13.2 Students who are unable to present any form of photo ID when attending their examination will be denied entry.
- 13.3 Students must write their Avondale Student ID number clearly on all pages of the examination question paper and/or answer sheet and/or examination writing booklet, as instructed.
- 13.4 Once students have completed their examination, they must remain in their seat until their examination scripts have been collected by the supervisor.

14. STUDENT CONDUCT DURING THE EXAMINATION: ONLINE

- 14.1 Online examinations will be conducted using a teleconference platform and the Learning Management System (Moodle). During the examination students must have their camera on at all times, and their microphone muted.
- 14.2 Any questions to the supervisor are to be asked using the direct chat mechanism.
- 14.3 Students are to bring their Avondale student ID card to the examination as proof of identity to show the supervisor via Zoom. Where a student does not have an Avondale ID card, the student must provide a driver's licence or passport as proof of identity. If possible, this check will be conducted ahead of the exam commencing.
- 14.4 Students who are unable to present any form of photo ID when attending their examination will not be granted access to the exam paper.
- 14.5 Students must accept the Exam Integrity Confirmation Statement via Moodle prior to receiving their exam paper.
- 14.6 In the case of a student experiencing a technical difficulty, the student should advise the supervisor immediately. If the student is unable to contact the supervisor, the student should phone the Helpline number provided for exam support. It is acceptable for a student to use their phone during the exam to contact the Helpline.
- 14.7 Students who experience technical difficulties in accessing the examination may, at the supervisor's discretion, be provided additional time equivalent to the time lost to technical difficulties. Students may apply for Special Consideration in extenuating circumstances.
- 14.8 Students who have to leave the examination prematurely due to an emergency (for example a fire alarm) should inform their supervisor as soon as practicable and apply for Special Consideration within 24 hours.

- 14.9 Further information regarding required student conduct in examinations is provided in Online Examinations: Student Instructions (which can be found on the [Exam Page](#) on the website).

15. RESCHEDULE OF AN EXAMINATION

- 15.1 If, due to extenuating circumstances, students are unable to be present at the scheduled time for an examination, an application for reschedule of an examination is to be submitted with verifiable, appropriate documentation from a relevant professional.
- 15.2 The application must be submitted by email to Student Administration Services using the Examination Adjustments Application Form (which can be found with this procedure in the Policy Repository).
- 15.3 The application must be submitted at least ten working days prior to the commencement of the examination period, unless there are extenuating circumstances, which must be documented.
- 15.4 Applications will be approved only in extenuating circumstances, as determined by the Exam Centre. Travel or holiday commitments are normally not acceptable reasons for requesting the reschedule of an examination to an alternate time.
- 15.5 For any given unit enrolment, students can only apply to reschedule an examination on one occasion, unless there are extenuating circumstances as determined by the Director, Student Administration Services.
- 15.6 The Exam Centre will communicate the outcome of the application, in writing, to the student, Unit Coordinator and/or lecturer, Course Convenor and the Faculty Office.
- 15.7 If the exam is to be rescheduled to a date during the exam period, the exam will be scheduled, supervised and managed by the Exam Centre. However, if the exam is to be rescheduled to a date outside the exam period, it will be scheduled and managed by the Faculty Office/Campus Manager. This includes responsibility for the allocation of an examination supervisor.
- 15.8 All rescheduled examinations will be managed according to the processes outlined in this procedure.
- 15.9 If approval is given for an examination to be completed ahead of the exam period, the Exam Centre will prepare a Statutory Declaration (stat dec) regarding confidentiality for the student to complete in the presence of a Justice of the Peace and return to the Exam Centre before the commencement of the examination.
- 15.10 Further information regarding possible acceptable reasons for the rescheduling of an examination and the relevant documentation required are provided in Student Guidelines for Examination Reschedule, Special Provisions and Special Consideration (which can be found with this procedure in the Policy Repository).

16. ACUTE CIRCUMSTANCES REQUIRING SPECIAL PROVISIONS

- 16.1 Students who have a disability or chronic medical condition which may impact their ability when attending examinations may apply to the Equity Officer for Special Provisions. Such applications must be made prior to the deadline published in the [Academic Calendar](#) for the relevant semester, in line with the Disability Policy and must be supported by verifiable, appropriate documentation from a relevant professional.

- 16.2 Students experiencing a short-term or unexpected medical condition or injury which may impact their ability when attending the scheduled examination, may apply for Special Provisions for Acute Circumstances with verifiable, appropriate documentation from a relevant professional.
- 16.3 The application must be submitted by email to Student Administration Services using the Examination Adjustments Application Form (which can be found with this procedure in the Policy Repository). The request must be submitted within 24 hours of the injury or illness occurring unless there are extenuating circumstances which must be explained in the application.
- 16.4 Special Provisions may include, but are not limited to, additional time, use of scribe or a laptop, separate supervision or rest breaks.
- 16.5 The Director, Student Administration Services will communicate the outcome of the application, in writing, to the student, Exam Centre, Unit Coordinator and/or lecturer, Course Convenor and the Faculty Office.
- 16.6 The Exam Centre is to include details of each special provision granted in the examination pack for supervisors.
- 16.7 Further information regarding possible acceptable reasons for the approval of an application for Special Provisions for Acute Circumstances and the relevant documentation required are provided in Student Guidelines for Examination Reschedule, Special Provisions and Special Consideration (which can be found with this procedure in the Policy Repository).

17. SPECIAL CONSIDERATION

- 17.1 Students who have experienced serious circumstances outside of their control which they consider may have impacted on their performance during an examination may apply for Special Consideration. Reasons for this could be, but are not limited to, an acute medical issue or a problem in the examination environment. Applications will only be approved in exceptional circumstances, as determined by the Director, Student Administration Services and Executive Dean.
- 17.2 If any such problem occurs, the student should notify the supervisor during, or immediately after, the examination. The supervisor will notify the Director, Student Administration Services in writing immediately after the examination has concluded.
- 17.3 The student must submit an application to the Director, Student Administration Services using the Examination Adjustments Application Form (which can be found with this procedure in the Policy Repository). The request must be submitted by email within 24 hours of the conclusion of the examination unless there are extenuating circumstances which must be explained in the application. Where relevant, the application must be supported by verifiable, appropriate documentation from a relevant professional.
- 17.4 The Director, Student Administration Services will determine whether the circumstances warrant assessment of the application by the Executive Dean and will notify the student of this decision.
- 17.5 The Executive Dean may consult with the Course Convenor and Unit Coordinator and/or lecturer, and will make a decision on the application resulting in one of the following possible outcomes:
 - 17.5.1 the student is granted the opportunity to attend a second examination;

- 17.5.2 the student is granted the opportunity to complete an alternate and equivalent form of assessment which will replace the examination component of the total assessment for the unit;
 - 17.5.3 a recommendation that the student withdraw from the unit without failure;
 - 17.5.4 in very exceptional circumstances, the student may be awarded a grade based on their performance in the exam and other assessment work which has been completed; or
 - 17.5.5 denial of the application.
- 17.6 The Executive Dean will communicate the outcome of the request, in writing, to the student, the Director, Student Administration Services, Exam Centre, Unit Coordinator and/or lecturer, Course Convenor and the Faculty Office.
 - 17.7 No more than one alternate assessment will be offered to a student in each affected unit, so it is essential that the student makes themselves available for the alternative assessment activity.
 - 17.8 Where a student is offered and undertakes the assessment as above (17.5.1 and 17.5.2), the mark from the new assessment will supersede the mark from any initial assessment, regardless of whichever is the higher.
 - 17.9 Further information regarding possible acceptable reasons for the approval of an application for Special Consideration and the relevant documentation required are provided in Student Guidelines for Examination Reschedule, Special Provisions and Special Consideration (which can be found with this procedure in the Policy Repository).

18. SUPPLEMENTARY EXAMINATIONS

- 18.1 Supplementary examinations will be scheduled and managed by the Faculty Office/Campus Manager. This includes responsibility for the allocation of an examination supervisor.
- 18.2 All supplementary examinations will be managed according to the processes outlined in this procedure.

19. CONFIDENTIALITY

- 19.1 Staff processing applications for Examination Rescheduling, Special Provisions or Special Consideration will take appropriate steps to ensure that confidential information is held securely, and only made available to those staff who need that information to make an informed decision or to refer a student for additional support.

20. DOCUMENT RETENTION

- 20.1 All students' examination scripts are to be securely retained by the School Office for at least 12 months.
- 20.2 All records associated with applications for Examination Rescheduling, Special Provisions and Special Consideration will be securely retained for at least 12 months.

21. REPORTING

Examination Procedure
Version 8.1 – 11 October 2023

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the Avondale Policy Repository for the latest version.

21.1 The Director, Student Administration Services will submit an annual report on the administration of examinations, including adjustments such as a Reschedule, Special Provisions and Special Consideration, to the Learning & Teaching Committee, highlighting trends and addressing risk and quality issues.

22. APPEALS

22.1 A student may appeal the outcome of an application for a Reschedule, Special Provisions or Special Consideration in accordance with the Appeal Procedure (Academic).

RELATED DOCUMENTS

1. Student Guidelines for Examination Reschedule, Special Provisions and Special Consideration
2. Examination Adjustments Application Form
3. Online Examinations: Student Instructions

Table of amendments

Version Number	8.1	Replaces Version	8.0
Implementation Date	19 October 2023	Scheduled Review Date	October 2028
Approving Body	Academic Board	Approval Date	11 October 2023
Policy Owner	DVC Academic	Date first introduced	unknown
Short description of amendment	Clarification regarding requirements for student ID; replacement of Student Administration Services with the Exam Centre in several clauses; addition of new clauses regarding responsibility for rescheduled and supplementary examinations, replacement of Provost with DVC Academic, and other minor changes		