

This document supports the *Examination Procedure* by providing an overview of key points as they relate to the responsibilities of Academic Staff. It should be read in conjunction with the *Examination Procedure* and the *Examination Procedure: Notes for Students* document.

### **Preparation of Examination Papers** **Clause**

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. 4.1

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. 4.2

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. 4.3

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. 4.4

### **Examination Timetable** **Clause**

A preliminary draft of the Examination Timetable 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. 5.2

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. 5.3

The Director, Student Administration Services emails all staff and students advising that the draft timetable is available on the web for checking. 5.4

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. 5.5

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. 5.6

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. 5.7

## **Exam Supervision** **Clause**

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. 8.1

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. 8.6

Oncampus and Distance Exams: 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). 9.1

Online Exams: 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. 10.1

## **Exam Conditions** **Clause**

Additional allowed material (e.g. calculator, non-marked Bible) is only permitted if specified on the examination cover page. 12.13

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. 12.4

## **Exam Attendance Adjustments** **Clause**

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. 15.1

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. 15.6

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.	16.2
Special Provisions may include, but are not limited to, additional time, use of scribe or a laptop, separate supervision or rest breaks.	16.4
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.	16.5
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.	17.1
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.	17.6
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.	17.7
Where a student is offered and undertakes either a second examination or alternative assessment, the mark from the new assessment will supersede the mark from any initial assessment, regardless of whichever is the higher.	17.8

<b>Document Retention</b>	<b>Clause</b>
All students' examination scripts are to be securely retained by the School Office for at least 12 months.	19.1