

Higher Education Examination Procedure



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Authorised Officer	Registrar
Supporting documents, procedures and forms of this procedure	<i>Announcements to students Examination Attendance form ID verification form Examination incident report Examination class list</i>
Related Legislation and Codes of Practice	
Audience	Public

1. PROCEDURE

The detail in this document applies to examinations that are held on campus. If examinations are held on multiple locations then they should be held at the same time if possible.

Invigilators

1.1 For any examination session there will be an Invigilator. For larger student groups, one or more Assistant Invigilator(s) should be appointed.

1.2 The Invigilator assumes full responsibility for the supervision of an examination for a particular session. Duties include: -

- a. Receipt of examination papers and materials from the Registrar and Academic Program Managers prior to the start of the examination session;
- b. Ensuring the security of the examination papers at all times;
- c. Overall setting up the venue, control and management of the examination session, collecting and securing all examination materials after completion of the examinations;

- d. Giving full attention to the task, and therefore refraining from reading, using computers etc. for the duration of the examination.

Setting up the venue

1.3 Each examination venue must be checked to ensure the following:

- a. Appropriate seating, lighting and ventilation;
- b. A non-chiming clock or alternative method of indicating time; e.g., written on the white board at regular intervals;
- c. Toilet facilities are available and contain no materials which may assist students;
- d. Tissues are available in the examination room;
- e. Appropriate signage inside and outside the room at suitable locations;
- f. There are no materials that might inappropriately assist the students in undertaking the examination;
- g. Correct set-up of examination papers, examination books (when used) and other materials required for the particular examination.

1.4 Seating arrangements:

- a. Students should be spaced as far apart as possible within the space available.
- b. Students should be provided with their own desk wherever possible.
- c. Where possible, double desks should be provided for students sitting open book exams.
- d. When students in the same venue are writing the same examination, desks must be organised with an empty desk between students.
- e. Students writing the same examination must be seated directly behind each other.
- f. Desks must be placed in the following format where it is possible to leave an empty desk between students writing the same examination.

Student	Empty desk	Student	Empty desk	Student	Empty desk	Student	Empty desk
Student	Empty desk	Student	Empty desk	Student	Empty desk	Student	Empty desk
Student	Empty desk	Student	Empty desk	Student	Empty desk	Student	Empty desk

- g. Where it is impossible to leave an empty desk between students writing the same examination, students writing different examinations should be seated next to each other.
- h. Desks must be placed in the following format where it is not possible to leave an empty desk between students writing the same examination.
- i. Two students being examined can be on the same table if a table divider is used that prevents them from seeing each other's work.

Student Exam A	Student Exam B	Student Exam A	Student Exam B	Student Exam A	Student Exam B	Student Exam A	Student Exam B
Student Exam A	Student Exam B	Student Exam A	Student Exam B	Student Exam A	Student Exam B	Student Exam A	Student Exam B
Student Exam A	Student Exam B	Student Exam A	Student Exam B	Student Exam A	Student Exam B	Student Exam A	Student Exam B

Allowing students into the examination room

- 1.5 Allow students into the examination room only when ALL set-up and preparations are fully completed.
- 1.6 Inform the students that they are only allowed to take the following items to their desks:
 - a. Pens, pencils and other writing tools (outside a pencil case).
 - b. Student ID card (No other forms of identification will be accepted/permitted).
 - c. Water bottle (which must be transparent).
 - d. Permitted materials for the particular examination, e.g. notes, formula sheets, non-programmable calculators, computers (lap-tops or computer lab facilities), required books/material for open book examinations.
- 1.7 Inform the students to place all personal belongings which cannot be taken to the desk in a designated area in the examination room. Personal items might include:
 - a. Handbags, wallets, purses, money bags, backpacks etc.;
 - b. Smart watches and digital watches;
 - c. Mobile phones switched OFF;
 - d. Pencil cases;
 - e. Any other items not required for the particular examination;
 - f. Any items brought into the examination room must be made available for inspection by the Invigilator.
- 1.8 Indicate to the students which seats are allocated for the particular examinations and ask them to take their seats.
- 1.9 Ask the students to fill in the appropriate documentation:
 - a. *Examination Attendance form*, which is on the cover sheet of the exam.
 - b. Students without a valid student card need to obtain ID verification (by having the *ID verification form* filled in by the Student Support Officer and put that in the place of the student card;
- 1.10 At the starting time of the examination session, brief the students regarding the rules for the examinations by:
 - a. Reading the *Announcements to Students* and emphasising that they are under examination conditions.
 - b. Inform the students that they can commence with the examination.
- 1.11 After commencement of the examination, attend to the administrative aspects:
 - a. Verify students' identities to ensure that the person sitting for the examination matches the photo on the student card.
 - b. Check the *Examination Class List* against the details on the student card or *ID verification form*.
 - c. On the *Examination Class list* record the names of any students who were absent from the examination by clearly writing 'Did not attend' against a student's name.

Basic rules

- 1.12 If late preparation delays the commencement of the examination, commencing and concluding times must be adjusted accordingly.

- 1.13 The commencement of an examination must not be delayed due to an individual student's late arrival.
- 1.14 There are **10 minutes reading time** allocated for each examination paper, **in addition to the time allocated for the examination paper.**
- 1.15 No student is permitted to enter the examination room **after the first 30 minutes** from the start of the examination session.
- 1.16 No student is permitted to leave the examination room **within the first 40 minutes or the last 10 minutes** of the examination session.
- 1.17 Under no circumstances (unless advised of special arrangements) may an Invigilator allow any student any additional time to complete a paper.
- 1.18 Students need to remain seated and raise their hands to attract the attention of the Invigilator.
- 1.19 In exceptional circumstances, students are permitted to go to the toilet. The Invigilator needs to alert the Registrar's Office to request a designated person to escort the student to the toilets. The student will be accompanied by an Assistant or Support person who has checked the toilets to ensure there are no hidden materials and/or devices that could assist the student.
- 1.20 Any student who leaves the examination room (without permission) and is not accompanied by an Assistant or Support person, will not be permitted to return to the examination room and continue with the examination.
- 1.21 Students are not permitted to:
- a. Commence reading the contents of the examination paper until instructed.
 - b. Improperly obtain or endeavour to obtain assistance in their work from any person inside or outside the examination room.
 - c. Communicate with any other student.
 - d. Seek assistance from another student or provide assistance to another student.
 - e. Share or exchange materials/resources, e.g. dictionaries, non-programmable, silent calculators.
 - f. Use any material and/or resources which are not allowed for the particular examination.
 - g. Behave in any way that will disturb other students or interfere with the examination proceedings.
- 1.22 If a student queries the possible inaccuracy or ambiguity of any question on an examination paper, the Invigilator should not give any interpretation of the question but should notify the Registrar's Office immediately to obtain a ruling from the lecturer responsible for the examination paper. The student should continue with other parts of the paper while a ruling was obtained.
- 1.23 Discussion between Invigilators and/or an Invigilator and a student during an examination must be restricted to what is necessary and be conducted as quietly as possible to ensure the proper conduct of the examination and that other students are not distracted.
- 1.24 The prime responsibility of Invigilators is the continuous monitoring of students:

- a. Students must not be left unattended during an examination.
- b. Invigilators should move quietly and discreetly among the students at regular intervals.
- c. Invigilators are not allowed to do any other work, e.g. answer emails, reading, marking, working on any document during the examination session.
- d. When the Invigilator encounters any problems and/or uncertainties, he/she must contact the Registrar's Office by phone texting who will assist or attain the most applicable person to assist.
- e. Invigilators should focus fully on monitoring the examination session.
- f. Any problems encountered during an examination should be noted on the *Examination Incident report* and submitted to the Registrar's Office.

Misconduct and/or cheating

- 1.25 Students could display various forms of misconduct and/or cheating; some examples include:
 - a. Impersonating another student;
 - b. Talking to another student when the examination has commenced;
 - c. Concealing and/or using mobile phones;
 - d. Going to the toilet during an examination (even when escorted) to access unauthorised notes and/or making calls on mobile phones hidden on their person or that was hidden in the toilet in such a way that could not be easily found by the Support Person escorting the student to the toilet.
 - e. Exchanging examination papers and/or answer booklets when seated adjacent to each other;
 - f. Have in their possession unauthorised notes, notes written on labels of drink bottles, or on any part of their bodies and/or clothing, etc.;
 - g. Reading another candidate's work;
 - h. Showing and/or allowing another student to read their work.

- 1.26 If a student is detected using unfair means (misconduct/cheating) to complete an examination (e.g. unauthorised notes, collusion etc.), the Invigilator should report the circumstances to the Registrar's Office immediately.

- 1.27 Invigilators should avoid arguments with students and should endeavour to avoid a general disturbance.

- 1.28 The Registrar will assist the Invigilator to:
 - a. Confiscate all notes and/or other unapproved aids.
 - b. Clearly mark the student's answer book (by ruling a line across the relevant page) to indicate the stage reached by the student while using unapproved aids.
 - c. Permit the student to complete the examination.
 - d. Complete the *Examination Incident report* and get the student to complete their part in the report.
 - e. Advise the student that they will be informed by the Board of Examiners of subsequent action(s).

Illness

- 1.29 If any student becomes unwell during the examination, the Invigilator must immediately contact the Registrar's Office, which will arrange for appropriate assistance and support for the student.

- 1.30 The Invigilator needs to complete the *Examination Incident report* and submit it to the Registrar's Office.

Emergency evacuations

- 1.31 Invigilators should follow the directions of the established campus evacuation procedures and the additional examination protocols below:
- a. Immediately announce the suspension of the examination and instruct students to follow the Invigilator's directions and those of the Emergency Wardens and/or Emergency Service Personnel.
 - b. All examination papers must be turned over and remain on the desk.
 - c. Instruct students to take their personal belongings (e.g. handbags, wallets etc.) with them.
 - d. Instruct students that they are still under examination conditions, must remain in a group, and must not communicate about the examination contents to anyone. Use of mobile phones is not permitted.
 - e. Direct students to proceed to the evacuation point.
 - f. Attempt to keep the students together in a group and remind them they are still in examination conditions.
 - g. Follow instructions of Emergency Wardens or Emergency Service Personnel.
 - h. The Emergency Wardens and/or or Emergency Service Personnel will make a decision to determine the likely duration and outcome of the emergency situation and the action to be taken.
 - i. The Registrant's Office will inform the Invigilator and the students of the decision.
- 1.32 The Invigilator must record all the details on the *Examination Incident report* and submit to the Registrar's Office.

Conclusion of the examination

- 1.33 Students must be clearly advised 10 minutes before the examination ends that the examination is about to conclude.
- 1.34 At the finishing time, the Invigilator will advise all students to "cease writing immediately". All writing tools must be put down then. Invigilators must ensure that all work ceases.
- 1.35 The Invigilator makes the following announcements:
- a. The examination has now ended.
 - b. Stop writing immediately and remain seated.
 - c. Check that you have completed your personal details on all material which is to be handed in.
- 1.36 Students are to remain quietly seated whilst answer books and other materials are collected. Invigilators are responsible for making sure all materials that must be handed in are collected.
- 1.37 No student(s) remaining in the room at the conclusion of the examination should be allowed to leave the room until ALL examination papers, books and other materials have been collected.
- 1.38 Please Note:
- a. All examination books and papers, graph paper, etc. must have the students' details clearly written on them.

- b. Unused or spoiled booklets are to be collected as well as used examination books.
- c. The student must NOT take question papers out of the examination room. ALL question papers MUST be collected at the conclusion of the examination.
- d. Invigilators should collect from desks any old question papers, lost property etc. and should straighten up the rows of desks and chairs in readiness for the next examination.

Consolidating material

- 1.39 Put all the examination papers and the examination answer books, multiple choice answers FOR EACH UNIT in an envelope; mark the envelope clearly with the full details (including unit code and name, date and time of examination, lecturer responsible for the unit, number of answer books included in the envelope) and seal envelope.
- 1.40 Put all administrative documentation FOR EACH UNIT (*ID verification forms, Examination Incident Report* etc.) in another envelope and seal envelope. Mark the envelope clearly with the full details (including units code and name, date and time of examination).
- 1.41 Return all examination materials (used and unused) to the Registrar's Office.