

	<h1>Examination Rules</h1>	
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	Administered: Governance	Next Review: June 2011

## General

These Rules apply to those forms of examining which occur during a central examination period and are consistent with the University Assessment Rules.

## Definitions

For the purpose of these Rules, unless the context otherwise indicates or requires:

“Central Examination Period” means the fortnight period of examinations organised by Student Services at the end of Semester 1, 2 and Summer Semester.

“Cheating” means an act or an attempted act of deceit to gain academic credit and includes the use of, or the preparation of for the purposes of using, unauthorised material in an examination whether inscribed on paper, clothing, the candidate’s person; instruments (including electronic equipment), the reception of materials, signs or signals from other persons; substitution of other person for the candidate.

“Dean” means the Dean of the Faculty responsible for the subject/unit for which the candidate is enrolled.

“Examination” means any assignment, written or observed practice or other written paper which is timetabled within the Central Examination Period and which is taken into account in assessing the final results in a subject/unit.

“Examination Session” means the maximum period of time allowed for an examination including the time allowed for reading the paper.

“Special Examination” means an examination granted by a Dean in place of an examination timetabled within the Central Examination Period.

“Supplementary Examination” means an examination granted by a Dean to a candidate who fails a final examination for a unit but who obtains a final mark of 40%.

## PART A – Examination Period

### 1. Central Examination Period

- 1.1 There shall be an examination period to be known as a Central Examination Period and extending over a two-week period after the conclusion of Semester 1, 2 and Summer Semester.
- 1.2 There shall be a revision period of not less than one week after the conclusion of each core teaching period and before the commencement of the Central Examination Period.
- 1.3 Normally, final examinations will be in the Central Examination Period.
- 1.4 Examinations are not to be held in the revision period.
- 1.5 Central Examination periods are scheduled from Monday to Friday inclusive.
- 1.6 Grade Release Dates are set no later than 18 calendar days following the last day of a Central Examination Period or a Supplementary/Special Examination period.

### 2. Other Examinations

At the discretion of the Dean, these rules may apply to an examination held other than during the Central Examination Period.

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## **PART B – Special Examinations**

### **3. Procedures for Special Examinations**

- 3.1 Unless the Dean otherwise directs, special examinations shall be held in the following semester (1, 2 and Summer Semester) over a one-week period either during the mid-semester break or at the end of semester central examination period.
- 3.2 A Dean may grant a special examination if the Dean is satisfied that a candidate was or will be unable, for medical or compassionate reasons or as a result of exceptional circumstances, to sit for an examination on its specified date.
- 3.3 A candidate who has sat for an examination shall not be granted a special examination except on the ground of unforeseen and non pre-existing illness arising at the time of the examination as testified by a medical certificate signed by a qualified medical practitioner.
- 3.4 A candidate who applies for a special examination on other than medical grounds shall submit, with the application, a statutory declaration stating the facts upon which the application relies and shall offer such corroborative evidence as may be available.
- 3.5 Unless the Dean considers that there is good reason why an application could not have been made in due time, any application for a Special Examination shall be submitted to the Dean not less than seven (7) days prior to the relevant examination, save that in circumstances to which Rule 3.3 refers, not more than seven days after the relevant examination.

## **PART C – Supplementary Examinations**

### **4. Procedures for Supplementary Examinations**

- 4.1 Unless the Dean otherwise directs, supplementary examinations shall be held in the following core teaching period over a one-week period either during the mid-semester break or at the end of semester central examination period.
- 4.2 A candidate who fails a final examination for a unit but who obtains a final mark of 40% or more in that unit, shall be granted a Supplementary Examination by the Dean, unless such action would be contradictory to the relevant common or specific course rules.
- 4.3 A candidate who has sat for a supplementary examination shall not be granted a special examination except on the ground of unforeseen and non pre-existing illness arising at the time of the supplementary examination as testified by a medical certificate signed by a qualified medical practitioner. In relation to Supplementary Examinations this may be granted once only.

## **PART D – Special Arrangements and Special Consideration**

### **5. Special Arrangements**

- 5.1 A candidate who, on account of physical disability, is unable to sit for an examination at the place appointed, or has special needs such as an amanuensis to write on the candidate's behalf, may apply to the Dean for special arrangements to be made. An application on pre-existing disability grounds must be made to the Dean, at least seven working days prior to the date set for the examination.
- 5.2 A candidate who, for a legitimate reason will be absent from the University examination centre on the day of an examination, may apply in writing, including documentary evidence, to the Dean to sit in another venue. As far as is practicable this shall be at the same time as that set for the subject/unit at the University. Early departure on vacation shall not be an acceptable reason for such change of venue.
  - 5.2.1 If suitable supervision or a suitable venue cannot be arranged, such a candidate may be permitted by the Dean to sit for a special examination as provided in Part B of these Rules.
- 5.3 A candidate whose first language is not English; and
  - identifies as Aboriginal and Torres Strait Islander; or
  - is a domestic student with a permanent resident visa; or
  - is an international student on any visa or travel authority granted by Australia for a foreign national to travel to Australia:

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- (i) is entitled to an extra 10 minutes per exam hour (to a maximum of 30 minutes) during their first academic year of study; and
- (ii) may apply for additional time in second and subsequent years

An application for additional time must be made to the Director, Student Services or delegate at least twenty-eight days prior to the commencement of the Examination period. Where necessary the Dean's approval will be sought by Student Services on behalf of the student.

- 5.4 Paper based dictionaries are permitted for centralised end of semester final examinations as well as mid-semester examinations organised by the relevant faculties.

Electronic dictionaries or thesauruses are not permitted.

## **6. Special Consideration**

- 6.1 A candidate, who considers that performance has been affected by illness, disability or other exceptional circumstances, may apply not more than seven days after the examination to the Dean for special consideration. A medical certificate in the case of illness shall support an application or a statutory declaration accompanied by corroborative evidence in other cases.
- 6.2 An application allowed by the Dean shall be sent to the examiner concerned who, in deciding the final grade to be recommended for the candidate in the subject/unit in question, take such account of the information contained in the application as the examiner considers appropriate, plus previous assessment within the subject/unit.

## **PART E – Preliminary Procedures**

### **7. Confirmation of Enrolment**

A candidate's name shall not appear on the list of candidates for an examination and the candidate shall not be entitled to sit for an examination unless the candidate has completed all enrolment requirements by the due date.

### **8. Schedule of Examinations**

Student Services shall supply to each Faculty/Institute of Advanced Studies a schedule of subjects/units for which there shall be an examination held during the Central Examinations Period according to the assessment methods accredited for relevant units. The Faculty shall supply to Student Services the name of the examiner for each subject/unit.

### **9. List of Candidates**

- 9.1 Two weeks before the commencement of the Central Examination Period, the Faculty shall provide the examiner responsible for a subject/unit with duplicate lists of candidates who have completed all enrolment requirements in the subject/unit.
- 9.2 If, at the end of the examination, a worked paper is received from a person who is not on the list of candidates, the examiner shall notify the Faculty who will investigate the status of the candidate in consultation with the Dean.

### **10. Timetables**

- 10.1 A draft timetable for examinations to be held during the Central Examination Period shall be posted on the University Web Page at least four weeks before the end of semester 1, 2 and Summer Semester. A candidate, who finds clashes in timetables or inability to get from one venue to another in time, should notify Student Services.
- 10.2 A final timetable for examinations held during the Central Examination Period or a Supplementary/Special Examination period shall be posted no later than two weeks before the examinations commence.

## **PART F – Conduct of Examinations**

### **11. Entry to Examination Rooms**

- 11.1 A person, other than a candidate, an invigilator, or other authorised person, may not enter an examination room unless for a purpose approved by the senior invigilator. The examiner whose subject/unit is being examined must be present at least until the end of the reading period. The examiner whose practical subject/unit is being examined must be present throughout the practical examination. Except with the permission of the Dean, an examiner

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shall be available during an examination to attend to any problems, which may arise in the course of the examination.

**12. Leaving Examination Rooms**

- 12.1 No candidate may leave the examination room during the first 30 minutes of an examination session or during the last ten minutes of the examination.
- 12.2 A candidate who needs to temporarily leave the examination room for any urgent purpose approved by an invigilator shall be accompanied by an invigilator.

**13. Behaviour**

A person admitted to the examination room, whether a candidate or not, shall comply with all requirements and directions of the senior invigilator.

**14. Places**

On entering an examination room a candidate shall occupy, without delay, such place as is indicated by signs or by an invigilator and shall not change place except with the permission of or instruction by the invigilator.

**15. Identification**

A candidate shall bring to the examination room the candidate's student identification card and shall keep such identification displayed during the examination. In the absence of such identification, the senior invigilator may accept other positive evidence of identification to the satisfaction of the invigilator but may retain the right to refuse entry.

**16. Unauthorised Materials**

- 16.1 A candidate shall not, except with the explicit permission of the examiner as indicated in the examination paper, bring into the examination room anything whatsoever which conveys or is capable of conveying information concerning any subject/unit, or which, in the opinion of the invigilator, gives rise to suspicion that it is so capable.
- 16.2. A candidate shall not, except with the explicit permission of the examiner as indicated in the examination paper, bring mobile phones or other electronic equipment into the examination room. In the case where there may be an emergency contact situation, a candidate's mobile phone may be held by the invigilator within the examination room.

**17. Communication within the Examination Room**

A candidate having entered the examination room, shall not communicate, by word, writing, signalling or otherwise, with any person other than an invigilator or an examiner, or assist any other person to communicate with another candidate, or willingly receive communication from any person other than an invigilator or examiner.

**18. Compliance with Instructions**

A candidate shall comply with all instructions set forth on the examination book and/or the examination paper, or with any examination notice displayed in the examination room, or with any instruction given by an invigilator.

**19. Misconduct**

A candidate shall not cheat or attempt to cheat during an examination or undertake any other activity, which may be considered as an act of misconduct. A person, whether a candidate or not, shall not do anything intended to assist a candidate sitting for an examination to cheat or otherwise defeat the purpose of the examination.

**20. Removal of Papers**

A candidate shall not remove from the examination room any worked script or paper or examination book or other material, which is the property of the University. The candidate may retain a question paper other than one marked that it is not to be removed from the examination room.

**21. Powers of the Invigilator**

- 21.1 An invigilator may:
  - (a) require that any person in the examination room shall show by such means as the invigilator may specify and as are appropriate to the circumstances, that the person

does not possess any unauthorised material, or that the person is not committing, or attempting to commit, a breach of any rules relating to the conduct of examinations;

- (b) confiscate any material brought into the examination room, which the invigilator considers to be unauthorised; the confiscated material, with a statement of the circumstances, shall be handed to the Director, Student Services;
- (c) ask any person any question related to the person's behaviour in the examination room;
- (d) require any person, whether a candidate or not, to leave the examination room if in the opinion of the invigilator the person's behaviour is such as to disturb or distract any other candidate;
- (e) have, and exercise, such other powers as are necessary for the proper and efficient conduct of an examination.

21.2 Any person present in an examination room shall comply with any such requirements of an invigilator and answer any question asked.

## **22. Breach of Rules**

A candidate who commits a breach of any rule contained in Part F of these Rules shall be guilty of misconduct for the purposes of any by-law or rule concerned with student conduct and shall be liable accordingly. Nothing in these rules, or any action taken under them, shall deprive the University of any other remedy or right it may have in the circumstances or prevent the University from taking any other action.

## **23. Appointment of Examiners**

The Dean shall appoint an examiner or examiners for each subject/unit. Where more than one person is so appointed, the Dean shall nominate prior to the commencement of the revision period, one of those persons to be the person responsible for the examination of that subject/unit.

## **24. Duties of an Examiner**

The examiner shall furnish the Dean, by such date as the Dean may specify, a copy of:

- (a) the examination paper and a list of material to be allowed in the examination room;
- (b) the worksheets pertaining to each subject/unit, on which shall be shown:
  - (i) against each name on the list the grade or result recommended for each candidate;
  - (ii) the name of any candidate who submitted a script but was not on the list of names provided by the Dean;
  - (iii) an indication of those on the list from whom no script was received;
  - (iv) an indication of any incomplete result with an explanation to indicate in what respect the assessment is incomplete;
- (c) an analysis of results showing the numbers recommended in each grade.

## **PART G – Powers of Director, Student Services**

### **25. Power to Suspend or Vary Rules**

If the Director Student Services, after consultation with the Dean, is of the opinion that compliance with any of these rules should be waived in a particular instance, the Director, Student Services may permit such departure from the rule in question as the Director considers necessary or desirable.

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## Document History and Version Control

<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Brief Description</b>
1.00	13th Sept 2006	CDU Council	Original posted to CDU web
2.00	20th June 2008	CDU Council	General update to take in new semester structure, amendments to examination periods, special examinations, schedule of examinations, add para into unauthorised materials (16.2)
2.01	7 August 2008	University Secretary	Correction of typographical error in paragraph 22