

# Higher Education Examination Policy

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## INTRODUCTION

As part of the assessment for a unit, higher education (HE) students may be required to undertake a formal examination during a coordinated examination period.

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

## COMPLIANCE

This is a compliance requirement under the:

- [Higher Education Standards Framework \(Threshold Standards\)](#); and
- [National Code of Practice for Providers of Education and Training to Overseas Students](#)

## INTENT

The intent of this document is to ensure that examinations which are centrally organised and occur during a central examination period and are consistent with the University [Academic Assessment and Moderation Policy](#). This Policy applies to such examinations as are held on University campuses or at designated and approved University examination centres/locations.

## RELEVANT DEFINITIONS

In the context of this document

**Aegrotat** means a process by which a student, who has been granted reasonable adjustment for an examination, may receive a weighted average of previous assessments for the relevant unit. Aegrotat grades will only be considered when the examination for that unit is worth less than 50% of the unit's assessment, and will be weighted as per the assessment for that unit. Aegrotat may not be used for units in programs of learning where professional accreditation requires central examinations;

**Assessment** means a process to determine a student's achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration;

**Central Examination Period** means a period of examinations organised by the Student Administration, including examinations at the end of Semester 1, 2, Summer Semester and Special Examination periods;

**Centrally-Organised Examination** means an examination, which is timetabled and organised by Student Administration and includes the provision of examination venue and invigilators;

**Cheating** means an act or an attempted act of deceit to gain or facilitate academic credit and includes but is not limited to:

- Dishonest or attempted dishonest conduct such as speaking to other students or communicating with them by any means whatsoever;

- Taking into, or using in connection with, any assessment session any unauthorised textbook, notebook, memorandum, or other written material, a mechanical or electronic device;
- Consulting any personal materials without permission to do so;
- Leaving answers exposed to view, or persistent attempts to read other student examination answers;
- Behaving in a manner that compromises the integrity of the assessment process; and
- Acquiring, attempting to acquire, possessing, or distributing examination materials and information without the authorisation of the appropriate officer;

**Examination** means any assignment, written or observed practice, or other written paper which is timetabled within the Central Examination Period and organised by Student Administration and which is taken into account in assessing the final results in a unit;

**Examination Session** means the maximum period of time allowed for an examination including the time allowed for reading the paper;

**Examiner** means the academic staff member who is responsible for the examination paper which is produced for a unit with a centrally organised examination;

**Invigilator/s** means the person/s who distribute and collect the examination papers and supervise the examination process in a centrally organised examination;

**Faculty PVC** means the Pro Vice-Chancellor of the Faculty responsible for the unit for which the student is enrolled;

**Governance document** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governance documents are formal statements of intent that mandate principles or standards that apply to the University's governance or operations or to the practice and conduct of its staff members and students they include the Charles Darwin University Act (2003), by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

**Off-Campus Examination** means an examination for a unit, which is conducted at any venue other than a CDU campus, which may be attended by students enrolled in that unit who reside more than a defined kilometre radius from a CDU campus;

**On-Campus Examination** means an examination for a unit, which is conducted at a designated CDU campus, which must be attended by all students enrolled in that unit who reside within a defined kilometre radius of that campus;

**Misconduct** means the definition contained in the [Charles Darwin University \(Student Conduct\) By-laws](#);

**Reasonable adjustment** means accommodation such as the modification of assessment tasks or processes which may be made for students with a verified disability, medical or other condition in accordance with the [Disability Standards for Education 2005](#);

**Special Circumstance** means a situation which is an exception to the general rule, is beyond the student's control, is not reasonably foreseeable and which prevents the student from engaging in a University activity such as accepting an international offer of a place, withdrawing from a unit prior to census/cut-off date, completing the requirements for a unit of study or attending a scheduled examination. Examples of special circumstances may include sudden illness or disability; loss of employment; an inability to obtain a student visa; death of the student or a close family member (parent, sibling, spouse or child); natural catastrophe; or a political or civil uprising;

**Special Examination** means an examination granted by a Faculty PVC in place of an examination timetabled within the Central Examination Period; and

**Unit** means a single component of a qualification, or a stand-alone unit, that has been approved/accredited. A unit may also be called a 'module', 'subject', or 'accredited unit'.

## **POLICY**

Only units that have examinations as accredited assessment methods will have examinations in the Central Examination Period.

### **Examination Scheduling:**

- The University will conduct final examinations at the conclusion of each semester during the designated Central Examination Period. The Central Examination Period will extend over a two (2) week period after the conclusion of Semester 1 and 2 and a one (1) week period in Summer Semester. Special Examinations will be conducted in accordance with the University Academic Calendar;
- Examinations will be scheduled between the hours of 8am and 8pm from Monday to Friday inclusive during the Central Examination Period;
- Students enrolled in an internal or external unit which has a centrally-organised examination are required to complete the examination in accordance with this Policy and with the related Higher Education Examination Procedures and at the date, time and venue specified for the examination by the University;
- If a student is not enrolled in a unit, the student will not be permitted to sit for an examination in that unit;
- Students MUST make themselves available at the time of the scheduled exam. A student will fail the examination if they cannot sit the examination on the day and at the time it is scheduled unless circumstances support an application for a Special Examination; And
- Examinations will be considered as on-campus and off-campus, in accordance with the definitions in this policy, regardless as to whether the student is enrolled internally or externally in a unit.

### **Conduct:**

- A person admitted to the examination room, whether a student or not, must comply with all requirements and directions of the invigilators;
- A student must not commit a breach of academic integrity or misconduct or engage in behaviour which can be interpreted as cheating during the course of an examination. Any such behaviour may be dealt with under provisions outlined in the *Students - Breach of Academic Integrity Procedure* which may lead to misconduct proceedings under the provisions of the University By-Laws;
- A student having entered the examination room, must not communicate, by word, writing, signalling or otherwise, with any person, or assist any other person to communicate with another student, or willingly receive communication from any person, other than an invigilator or examiner;
- A person, whether a student or not, must not do anything intended to assist a student sitting for an examination to commit a breach of academic integrity or misconduct; and
- Any student suspected of committing a breach of academic integrity or misconduct will be dealt with under the Student Breach of Academic Integrity Procedures and the relevant University By-Laws.

### Special Examination and Reasonable Adjustment:

- A Faculty PVC may grant a Special Examination if satisfied that a student was, or will be unable, as a result of special circumstances, to sit for an examination on its specified date. Each student may be granted only one (1) Special Examination for each unit attempt;
- A student who is unable to sit for an examination at the place appointed, or has special needs or support requirements, must apply to the University for reasonable adjustments at least twenty-one (21) working days prior to the date set for the examination for the University to consider the request;
- A change in venue will not result in a change in sitting date or time;
- A student who considers that his or her examination performance has been affected by illness, disability or other special circumstances, may apply in writing, , to the Faculty PVC for Reasonable Adjustment. This application must be accompanied by a medical certificate (in the case of illness), external supporting documentation (in the case of work purposes) or a statutory declaration and supporting documentation in other cases; and
- Unless the Faculty PVC considers that there is good reason why an application could not have been made in due time, any application for a Special Examination or Reasonable Adjustment must be submitted to the Faculty PVC not less than seven (7) days prior to the relevant examination, and not more than seven (7) days after the relevant examination.

### Outcomes will consist of the Faculty PVC's choice of:

- A Special Examination, if no previous Special Examinations have been granted for that unit attempt, or if an examination is the only acceptable method of assessment for that unit, as specified in the Accreditation documentation for that unit. Each student may only be granted one (1) Special Examination through Reasonable Adjustment for that unit;
- An alternate assessment to be determined by the Lecturer; or
- An aegrotat of previous assessment for that unit; and
- Additional marks are not an outcome of the PVC's consideration of requests for Reasonable Adjustment.

### Breach of Policy:

- When a breach of this Policy is suspected, the student will be dealt with under the [Student Breach of Academic Integrity Procedures](#) and the relevant University By-Laws.

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[Academic and Scientific Misconduct Policy](#)

[Academic Assessment and Moderation Policy](#)

[Charles Darwin University \(Student Conduct\) By laws](#)

[Code of Conduct](#)

[Common Course Rules - Associate Degree](#)

[Common Course Rules - Bachelor Degree](#)

[Common Course Rules - Bachelor Honours Degree](#)

[Common Course Rules - Diploma](#)

[Common Course Rules - Doctor of Philosophy \(PhD\)](#)

[Common Course Rules - Graduate Certificate](#)

[Common Course Rules - Graduated Diploma](#)

[Common Course Rule - Masters Degree by Coursework](#)

[Common Course Rules - Masters by Research](#)

[HDR – Examination Procedures](#)

[Students Academic Grievances Procedures](#)

[Students Administrative Complaints Procedures](#)

[Student Breach of Academic Integrity Procedures](#)

[Students Grievances with Staff or Other Students Procedures](#)

[Students Policy](#)

**External**

[Disability Standards for Education 2005](#)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Jul 2018
<b>Sponsor:</b>	Pro Vice-Chancellor, Education and Student Success		
<b>Contact Officer:</b>	Pro Vice-Chancellor, Education and Student Success		

Version	Date Approved	Approved by	Brief Description
1.00	13 Sep 2006	Council	Creation of original document and upload to CDU website.
2.00	7 Aug 2008	Council	General update to take in new semester structure, amendments to examination periods, special examinations, schedule of examinations, add para into Authorised materials (16.2)
2.01	7 Aug 2008	University Secretary	Correction of typographical error in paragraph 22.
2.02	26 Aug 2010	Governance	<ul style="list-style-type: none"> <li>• Convert document into new format</li> <li>• Change Dean to Executive Dean to reflect title change</li> <li>• Change contact officer from Governance to Executive Director, Corporate Services to reflect responsibility change</li> <li>• Reinsert missing section 11.2 from original document</li> <li>• Add hyperlinks to essential supporting documents</li> <li>• Amend minor spelling and grammatical mistakes</li> </ul>
3.00	7 Dec 2012	Academic Board (approved policy) Council (approved rescinding of rule)	Major review of document including: <ul style="list-style-type: none"> <li>• Converting document from rule to policy</li> <li>• Removal of provisions for 'special on special' examinations</li> <li>• Removal of provisions for Supplementary Examinations</li> <li>• Changing name of document from Examination Rules to Higher Education Examination Policy</li> </ul>
3.01	6 Feb 2013	Governance	<ul style="list-style-type: none"> <li>• Updated and added hyperlinks</li> <li>• Minor changes to wording, grammar and formatting</li> <li>• Assigned document number</li> <li>• Addition of relevant definitions</li> </ul>
4.00	29 Jul 2015	Academic Board	Major review of document which included the removal of all procedural components into a new Higher Education Examination Procedures document
4.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> <li>• Updated definitions</li> <li>• Updated hyperlinks</li> <li>• Amended Contact officer from PVC, Academic to PVC, Education and Student Success</li> </ul>

			<ul style="list-style-type: none"><li>• Replaced OSAES with Student Administration to reflect structural changes</li><li>• Spelling, grammar, syntax</li></ul>
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