

# Higher Education Examination Procedure

## 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.

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's Higher Education Examination Policy. These Procedures apply to such examinations as are held on University campuses or at designated and approved University examination centres/locations.

## SCOPE

This procedure applies to all Higher Education students.

## PROCEDURE

### 1. Examination Administration

- 1.1. All centrally organised examinations are administered by the Examination Team within Student Administration with the exception of examinations with a practical component such as laboratory/oral/aural assessment or examinations where students require access to computers that are not as a result of an approved reasonable adjustment. In these instances, the owning College of the unit will be responsible for the administration and invigilation of the examination and the Examination Team will only be responsible for scheduling.
- 1.2. Students are expected to undertake their examination/s at the time scheduled and at the campus or Examination Centre advised by the University.

### 2. Examination Location

- 2.1. Students who reside within 80km of an approved CDU Examination Campus are required to attend that Examination Campus. Examinations at these venues will be referred to as "on-campus examinations", regardless as to whether or not the student's study mode is internal or external. Where a student resides more than 80km from a CDU Examination Campus, these will be referred to as an "off-campus examinations"
- 2.2. For off-campus examinations, students who reside within 80km of an approved University Examination Centre are required to attend that Examination Centre. In these cases, each student will be allocated an approved centre. The University, where appropriate, may allow a student to request another approved University Examination Centre, however the University reserves the right to not approve such a request.
- 2.3. Students who reside more than 80 km from an approved University Examination Centre are required to make suitable arrangements to sit the examination/s at another tertiary institution. Students must notify

the University with the name of the local tertiary institution. If a local tertiary institution does not exist, students are required to identify a suitable private invigilator.

- 2.4. A private invigilator cannot be a person related to you by blood or marriage, or a close friend of the family. A private invigilator must be approved by CDU before arrangements can be finalised. Charles Darwin University will make contact with the nominated person to make the necessary arrangements. Examples of suitable people for invigilation: doctor, dentist, lawyer, staff development officer, director of nursing (DON), justice of the peace (JP), police officer, school principal or assistant principal, librarian, an examination officer from a similar educational institution or examination centre.
- 2.5. Charles Darwin University reserves the right to amend the kilometre radius to facilitate examinations as needed.
- 2.6. All correspondence regarding examinations and their locations will be via the student email address held on the University student system. It is the responsibility of the students to check their University email account

### 3. Examination Timetable

- 3.1. A final timetable for examinations held during a Central Examination Period will be posted no later than two (2) weeks before the examinations commence. All examinations are timetabled by the Examinations Team to avoid timetable clashes.
- 3.2. Examinations will not be conducted during the period designated as Study week, which is a revision period of not less than one (1) week after the conclusion of each core teaching period and before the commencement of the Central Examination Period for final examinations. Lectures or other teaching activity may not be scheduled during this period.
- 3.3. The Special Examination period for each semester is concluded prior to the start of the following enrolment term, allowing students the best opportunity to finalise their unit and progress in their course. The Special Examinations will be held over a one (1) week period in accordance with the University Academic Calendar. The College Dean has the authority to alter these timelines in cases of immediate, extreme misadventure, however the College will be required to provide invigilators.
- 3.4. University staff members are NOT permitted to provide examination times over the phone – students must be referred to the web-based timetable or if the request for information is in the form of an email, a reply must be sent to the student's email address as held in the University Student System. If the student is unable to access a computer, the incoming phone call must be forwarded to the Examination Team.
- 3.5. A request for examination data collection through the Examination Management System will be forwarded to Colleges no later than week 3 of the teaching period of assessment, or in the case of Special Examinations, 3 weeks after Grade Release date. Generally, academic units will have two weeks to provide this information.
- 3.6. Student Administration will schedule examinations against criteria to determine arrangement of units within the examination timetable, including:
  - High enrolment numbers;
  - High numbers of off-campus students; and
  - Complexity of assessment.
- 3.7. Student Administration will endeavour to accommodate requests from Colleges for examinations to be scheduled for a particular time during an examination period, however reserves the right to schedule examinations on any day during the period.

#### 4. Reading/Writing Time

- 4.1. Examinations will be scheduled with the following set reading/writing duration:
- Recommended Reading Time – 10 minutes or 20 minutes; and
  - Writing Time – 120 minutes or 180 minutes.
- 4.2. A recommended reading time is provided as a guide to students for them to be able to adequately plan their examination. Students will, however, will be able to write from the commencement of the examination session as directed by the Head Invigilator.

#### 5. Appointment of Examiners

- 5.1. The examiner for a unit will be the Unit Coordinator for the Teaching Period, as listed on the Student Management System (Callista).

#### 6. Duties of an Examiner

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

- The examination paper and a list of material to be allowed into the examination room; and
- Examination results through the established mechanisms of the College.

- 6.1. The Examination Team will supply to each College, a schedule of units for which there will be an examination held during the Central Examinations Period according to the assessment methods accredited for relevant units. The College will also supply to the Examination Team, the name of the examiner for each unit, if different to the Unit Coordinator for that Teaching Period.

#### 7. Receipt of Examination Papers

- 7.1. Examination papers will be submitted by Examiners electronically via the Examination Management System (EMS). Coversheets for each unit will be generated via the EMS and will be checked against the paper prior to final submission to Student administration.
- 7.2. Examination papers must be provided at least 7 (seven) weeks prior to a centrally organised examination.

#### 8. Security of Examination Papers

- 8.1. University staff involved in handling examination papers are responsible for ensuring proper handling and storage so that no unauthorised access to electronic or hard copies occurs. All versions of an examination paper must be held securely at all times.
- 8.2. Only staff with direct involvement in the development, approval and administration of an examination will have access to the examination in both electronic and hard copy formats. Where a breach of security is believed, the unit co-ordinator will provide a new examination prior to the examination commencing.
- 8.3. Staff in breach of these handling and storage directions may be found in breach of CDU Code of Conduct.

#### Conduct of Central Examinations

#### 9. Entry to Examination Rooms

- 9.1. Only authorised persons may enter an examination room unless approved by the head invigilator. The examiner whose unit is being examined must be contactable by a provided phone number at least until the end of the reading period. The examiner whose practical unit is being examined must be present throughout the practical examination. Except with the permission of the College Dean, an examiner must be available during an examination to attend to any problems, which may arise in the course of the examination. In this instance, the College should nominate an alternate examiner

9.2. A student may not enter the examination room unless the head invigilator gives permission, and in any event, not later than the first thirty (30) minutes of an examination session.

## **10. Food/Drink in Examination Venue**

10.1. No food or drinks (with the exception of water) is permitted in an examination venue. Water bottles are permitted in the case that the bottle is transparent, with the label removed.

## **11. Seat Allocation**

11.1. On-campus examination students allocated to sit their examination/s at a CDU Examination campus may be assigned a seat number. Where seat numbers are allocated, this will appear on the students personalised examination timetable approximately 1 week prior to the commencement of the examination period. Seat numbers will also be posted at the examination venue on the day of the examination.

11.2. On entering the examination venue, students must proceed directly to their allocated seat. Any student who has not been allocated a seat number should report to the Head Invigilator prior to the commencement of the examination.

## **12. Leaving Examination Rooms**

12.1. No student may leave the examination room during the first thirty (30) minutes of the scheduled duration of an examination session or during the last ten (10) minutes of the examination.

12.2. A student who needs to temporarily leave the examination room for any urgent purpose approved by an invigilator must be accompanied by an invigilator at all times.

12.3. On re-entering an examination room, a student must occupy, without delay, such place as is indicated by signs or by an invigilator and must not change place except with the permission of, or under instruction from, the invigilator.

## **13. Identification**

13.1. A student must bring to the examination room the student's Student Identification Card and keep such identification displayed during the examination. In the absence of such identification, the head invigilator may accept other photographic evidence of identification to the satisfaction of the invigilator but retains the right to refuse entry to students without appropriate identification.

## **14. Unauthorised Materials**

14.1. Examination Coversheets must clearly identify if the examination is:

- An OPEN BOOK examination;
- A RESTRICTED OPEN BOOK examination; or
- A CLOSED BOOK examination.

14.2. Where an Open Book examination permits all written and printed materials, with the exception of CDU library books, a Restricted Open Book examination permits specified materials (including dictionaries), as listed on the examination coversheet and a Closed book examination permits no written or printed materials other than those supplied by the Invigilator.

14.3. A student must 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 unit, or which, in the opinion of the invigilator, gives rise to suspicion that it is so capable.

14.4. The University takes a most serious view of any attempt to gain unfair advantage over other students in

examinations. Any student who takes into an examination room any aids or materials not authorised for an examination, risks confiscation of the aids or materials, which would then be subject to a report, which may lead to misconduct proceedings under the provisions of the University By-Laws. Students should be particularly careful to check with the examiner well before an examination whether their calculator (programmable or non-programmable), portable computer or device incorporating one of these features (e.g. a memory watch, calculator watch or watch computer) is an authorised aid

- 14.5. Invigilators will provide a final warning at the commencement of the examination to surrender any mobile/electronic ICT device where that may not have already occurred. Any detection of an ICT device during an examination will automatically result in a report detailing a possible breach of academic integrity for consideration by the College Dean.

## 15. Dictionaries

- 15.1. In Restricted Open Book examinations, a student may bring a translation dictionary (in paper form and unannotated) into an examination, provided it is on the list of permitted materials. For the purposes of this provision, unannotated means the dictionary must not be marked with handwriting, other than personal identification, or with printed material(s) attached to or interleaved with the original.

## 16. Calculators

- 16.1. Where permitted by the relevant examiner, calculators may be used in examinations. The examination coversheet will list the type of calculator permitted:

- Unrestricted – any calculator permitted; and
- Restricted – Non-programmable calculators only.

- 16.2. Restricted calculators not permitted commonly have the following features:

- Programmable, i.e., being able to store and replay a sequence of operations (it is however permissible for the calculator to store and recall the last calculation performed);
- Text storage capabilities (storage of numbers, e.g. intermediate results, is permissible);
- Calculators that permit the entry of a full alphabet (any calculator that has a QWERTY keyboard or allows entry of all letters from A to Z is not permitted);
- Graphing capabilities;
- Symbolic equation entry, storage and/or manipulation equation solving capability (e.g. for systems of simultaneous equations or numerical integration/differentiation);
- Wired or wireless communication capabilities;
- Calculators inscribed with text in a language other than English;
- Calculators powered by anything other than internal batteries and/or solar power;
- Calculators that emit sound when used (that cannot be turned off); and
- The ability to display more than two lines of text on the screen.

- 16.3. During an examination, examination invigilators have authority to confiscate calculators, which do not comply with the type permitted for that examination.

## 17. Examination Incidents

- 17.1. Where an invigilator detects use of unauthorised materials, or suspects an incident of cheating is occurring, the student/s will be allowed to finish the examination, but will be informed that an incident report will be written. Any unauthorised materials will be confiscated when detected.

- 17.2. The incident report will be forwarded by the Director, Student Administration to the relevant College Dean for investigation and subsequent action against the University's Governance documents. A copy will also be forwarded to the Complaints Management Unit.
- 17.3. Any incident report must be signed by the student involved prior to leaving the examination venue. Signing the report indicates ONLY that the student has read the report, not that they are admitting to a breach of academic integrity.
- 17.4. Confiscated materials will be held by the Examination Team, and will only be returned to the student when the examination incident has been concluded by the College Dean, and the subsequent appeal timeframe to Complaints Management Unit has passed.

## **18. Compliance with Instructions**

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

## **19. Removal of Papers**

- 19.1. A student must not remove from the examination room any worked script, paper, examination book or other material, which is the property of the University.

## **20. Invigilators**

- 20.1. Invigilation of an examination at any Charles Darwin University campus may be carried out by University staff or persons external to the University, employed on a casual basis.
- 20.2. Student Administration is responsible for arranging invigilation and for providing proper instruction concerning the conduct of the examinations. Invigilators must be advised of appropriate action to take if they observe behaviour on the part of a student which may be interpreted as misconduct or a breach of academic integrity.
- 20.3. The Examinations Team maintains and distributes a procedures manual to guide invigilators of the roles and responsibilities of University examinations. Private invigilators, nominated by students for off-campus examinations must be approved by the University prior to confirming examination arrangements, and will be provided with the appropriate procedures manual.

## **21. Powers of the Invigilator**

- 21.1. An invigilator may:
  - Require that any person in the examination room 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 policy or procedures relating to the conduct of examinations;
  - Confiscate any material brought into the examination room, which the invigilator considers to be unauthorised; the confiscated material, with a statement of the circumstances, will be handed to the Director, Student Administration, who will make a report to the relevant College Dean and register the report with the Complaints Management Unit.
  - Ask any person any question related to the person's behaviour in the examination room;
  - Require any person, whether a student 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 student/s; and
  - Have, and exercise, such other powers as are necessary for the proper and efficient conduct of an examination.

Any of these actions may result in an Incident Report.

## **22. Special Examinations and Reasonable Adjustment**

- 22.1. Unless the College 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 College not less than seven (7) days prior to the relevant examination, and not more than seven (7) days after the relevant examination.
- 22.2. A student who applies for a Special Examination for reasons other than medical grounds, must submit, with the application, external supporting documentation. In the absence of external supporting documentation, students must submit a statutory declaration stating the facts upon which the application relies and shall offer such supporting evidence as may be available.
- 22.3. A student who has entered the examination room for an examination will not be granted a Special Examination except on the grounds of an unforeseen and non-pre-existing illness arising at the time of the examination as testified by a certified medical certificate, signed by a qualified medical practitioner. In such a case, a student must leave the examination within the first 30 minutes of the examination period. After 30 minutes, a student will no longer be eligible for a Special Examination and must apply for Reasonable Adjustment. Note that students who experience an episode or attempt after the 30 minute mark (for example the sudden onset of a new or pre-existing condition) will still be eligible for a secondary examination under special consideration rules, but will have their examination attempt graded rather than recorded as a “did not sit”.
- 22.4. A student who fails to attend a scheduled Special Examination will be deemed to have failed that examination, except in cases of immediate, extreme misadventure. In such a case, a student must apply for Reasonable Adjustment within the required timeframe.
- 22.5. Students who have an approved Learning Access Plan, which refers specifically to examination conditions do not need to apply for Reasonable Adjustment – any conditions will be applied automatically via the Examination Management System.
- 22.6. Early departure for vacation shall not be an acceptable reason for a change of venue or a Special Examination.
- 22.7. Unless the application is on the grounds of a previously disclosed disability, the application must include a statutory declaration and third party evidence to support the application.
- 22.8. If suitable supervision or a suitable venue cannot be arranged, a student may be permitted by the College Dean to sit for a Special Examination.

## **23. Examination Paper Errors**

- 23.1. The Head Invigilator will announce any corrections to examination scripts that are known before the commencement of the examination session.
- 23.2. Any errors discovered after the commencement of the examination session will not result in any examination paper or question being reissued. In such cases, unit co-ordinators will adjust the criteria applied and the marks for the examination where appropriate.

## RELATED AND SUPPORTING DOCUMENTS

Legislation	<a href="#">Charles Darwin University (Student Conduct) By laws</a> <a href="#">Disability Standards for Education 2005</a> <a href="#">Higher Education Standards Framework (Threshold Standards)</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students</a>
Policy	<a href="#">Academic and Scientific Misconduct Policy</a> <a href="#">Academic Assessment and Moderation Policy</a> <a href="#">Code of Conduct</a> <a href="#">Students Policy</a>
Procedures	<a href="#">HDR – Examination Procedures</a> <a href="#">Students Academic Grievances Procedures</a> <a href="#">Students Administrative Complaints Procedures</a> <a href="#">Student Breach of Academic Integrity Procedures</a> <a href="#">Students Grievances with Staff or Other Students Procedures</a>
Rules	<a href="#">Common Course Rules - Associate Degree</a> <a href="#">Common Course Rules - Bachelor Degree</a> <a href="#">Common Course Rules - Bachelor Honours Degree</a> <a href="#">Common Course Rules - Diploma</a> <a href="#">Common Course Rules - Doctor of Philosophy (PhD)</a> <a href="#">Common Course Rules - Graduate Certificate</a> <a href="#">Common Course Rules - Graduated Diploma</a> <a href="#">Common Course Rule - Masters Degree by Coursework</a> <a href="#">Common Course Rules - Masters by Research</a>

## GOVERNANCE

Owner	Pro Vice-Chancellor, Student Engagement and Success
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1.00	29 Jul 2015	Academic Board	<ul style="list-style-type: none"> <li>• Creation of original document and upload to CDU website</li> </ul>
1.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Converted document into new template</li> <li>• Updated hyperlinks</li> <li>• Updated Definitions</li> <li>• Added Sponsor Pro Vice-Chancellor, Education and Student Success</li> <li>• Amended Contact Officer from Pro Vice-Chancellor Academic to the Pro Vice-Chancellor, Education and Student Success</li> <li>• Amended SAES to Student Administration</li> <li>• Amended the Director, SAES to Director, Student Administration</li> <li>• Amended Office of Leadership and Organisational Culture (OLOC) to the Complaints Management Unit</li> </ul>
1.02	29 July 2020	Academic Board	<ul style="list-style-type: none"> <li>• Amended School and Faculty to College to reflect organisational restructure</li> <li>• Amended Faculty PVC and Head of School to College Dean to reflect organisational restructure</li> <li>• Amended Special examinations to be concluded prior to the start of the following enrolment term</li> <li>• Amended minimum time recorded as an exam attempt from one hour to thirty minutes</li> </ul>