

Examinations Policy and Procedure HEPP31

PURPOSE	
The purpose of this policy is to set out the guiding principle and procedure governing Southern Cross Education Institute (Higher Education)'s examination processes. This policy applies to examinations conducted on-campus, online, or in blended formats, ensuring academic integrity and fairness across all modalities.	
SCOPE	
This policy and procedure is for all staff and students of Southern Cross Education Institute (Higher Education).	
DEFINITIONS	
Academic misconduct	The intentional or reckless conduct by which a student seeks to gain an unfair or unjustified academic advantage in a course or unit. Academic misconduct includes, but is not limited to cheating, or attempting to cheat through: <ul style="list-style-type: none"> • collusion; • inappropriate collaboration; • plagiarism; • misrepresenting or fabricating data or results or other assessable work; • inappropriate electronic data sourcing/collection; or • breaching rules specified for the conduct of examinations in a way that may compromise or defeat the purposes of assessment.
Cheating	Any attempt to give or obtain assistance in an examination without due acknowledgment.
Examination	A time-limited assessment task conducted under invigilation and held at the end of the standard semester.
Online examination	A time-limited assessment task conducted via a secure digital platform, monitored for academic integrity.
Invigilator	Person who supervises students during an examination
SCEI-HE	Southern Cross Education Institute (Higher Education)
POLICY	
<p>1. Standards for Examination Times, Dates, and Venues</p> <p>1.1 The Course Coordinator must inform students of times, dates, and venues for examinations, including supplementary and deferred examinations by means of a formal examination timetable.</p> <p>1.2 The standard examination period is the one-week period specified at the end of each standard semester.</p> <p>1.3 The supplementary and deferred examination period occurs in the week commencing 2 weeks prior to the commencement of the next semester.</p> <p>1.4 The timetable for examinations must be published at least 4 weeks before examinations begin, and at least 1 week before deferred and supplementary examinations.</p> <p>1.5 Students must sit an examination in a venue on the campus where the course is delivered. For online examinations, students must access the exam through SCEI-HE-approved platforms and meet the technical requirements specified in the unit outline.</p> <p>1.6 Examinations are scheduled between 9.00 am and 6.00 pm Monday to Friday, inclusive.</p> <p>1.7 Should a clash occur it will be dealt with on an individual case basis by the relevant Course Coordinator.</p> <p>2. Standards for the Duration of Examinations</p> <p>2.1 Examinations should, where possible, be limited to a maximum of 3 hours duration. No examination shall exceed this duration.</p> <p>2.2 Approval must be sought from the Teaching and Learning Committee for an examination which exceeds the non-standard duration.</p> <p>2.3 The examination duration shall be stated in the unit outline.</p> <p>3. Responsibility of the Course Coordinator</p>	

- 3.1 Examinations must be explicitly aligned with the intended learning outcomes of the unit and the overall course. Assessment design should ensure that examinations are valid and appropriate for the level of the qualification.
- 3.2 The Course Coordinator must be available while an examination is in progress to answer any queries from invigilators.
- 3.3 Ensuring that the examination paper information sheet is signed by the Course Coordinator.

4. Conduct of Examinations and Behaviour of Students in Examinations

- 4.1 All invigilators must receive formal training in examination protocols and academic integrity procedure. This ensures consistent enforcement of examination rules and upholding of academic standards.
- 4.2 Student attendance at examinations is mandatory.
- 4.3 Prior to the commencement of the examination, the examination invigilator must issue instructions regarding the conduct of the examination.
- 4.4 There is a mandatory 10-minute reading time allotted at the beginning of the examination. Students are not permitted to write during this time.
- 4.5 Students are required to provide a valid student identification card to sit the examination. Students who do not hold a valid student identification shall not be granted entry to the examination venue.
- 4.6 No food or drink shall be permitted within the examination venue, with the exception of water in a clear, unlabelled bottle.
- 4.7 Mobile phones and other electronic devices, other than approved examination aids, shall not be permitted in the examination venue.
- 4.8 No student shall be admitted to the examination venue 10 minutes after the commencement of the examination except by permission of the invigilator.
- 4.9 No additional time is available to students arriving late for an examination.
- 4.10 In the event of illness, students will be escorted by an invigilator to seek medical attention.
- 4.11 Students are not permitted to communicate with other students during the examination. Failure to comply will result in disciplinary action.
- 4.12 If a student is found with unauthorised material during the allotted examination time, whether in the venue or toilets, will face disciplinary action.
- 4.13 For online examinations, students must comply with the rules and instructions provided within the exam platform, including restrictions on accessing unauthorised resources, screen sharing, or external communication. Breaches will be treated as academic misconduct.
- 4.14 Reasonable adjustments will be provided to students with documented disabilities or medical conditions to ensure equity and accessibility during examinations, both on-campus and online.

5. Missed Examinations

- 5.1 Special arrangements may be made for students requiring alternative examination arrangements, to be made at the Academic Director's discretion.
- 5.2 Students with a documented ongoing disability or medical condition should have alternative arrangements in place. Adjustments to examination arrangements must be arranged in consultation with Student Support and the Course Coordinator, ensuring compliance with equity and accessibility standards.
- 5.3 Any adjustment to examination arrangements that is approved must be clearly related to the functional impact of a student's disability and/or medical condition in examination conditions.
- 5.4 The missed examination must be the direct result of the student's exceptional circumstances.
- 5.5 Alternative examination arrangements must not result in the lowering of academic standards or affect the integrity of the examination process. In the event of a documented technical failure during an online examination, students may apply for a deferred examination in accordance with the procedures for special consideration.
- 5.6 No alternative arrangements will be made for a student arriving late to an examination subject to exceptional circumstances.

6. Special Consideration

Where illness or other significant circumstances have had an adverse effect on academic performance in, or preparation of, work for assessment, a student may apply for special consideration in accordance with SCEI-HE examination procedure, stated below.

7. Release of Final Unit Results

- 7.1 Final results must be released in a timely fashion, but must be within 10 working days of the end of the examination period.
- 7.2 Release of results is contingent on the student being compliant with SCEI-HE rules, policy and procedure.

PROCEDURE

1. Items permitted in the exam room

During the final week of classes for each unit, lecturers will reinforce the information about items that may be brought into the examination venue and those that may not. For online examinations, students may only use devices specified in the unit outline or permitted by the Course Coordinator. Unauthorised software or secondary devices are strictly prohibited.

2. Academic misconduct

- 2.1 Students who have been determined by the Course Coordinator to have cheated in an examination will be awarded zero (0) marks for the examination.
- 2.2 Individual cases of academic misconduct in examinations are to be managed by the Course Coordinator and/or Academic Director. The Academic Board will receive **consolidated reports at least annually** for monitoring and oversight
- 2.3 For guidance on processes at SCEI-HE in relation to student academic misconduct, including cheating, reference should be made to the Academic Misconduct Policy and Procedure HEPP02.
- 2.4 Students may appeal against a determination of the Course Coordinator that they have cheated in an examination. For guidance on complaints and appeals processes at SCEI-HE, reference should be made to the Student Complaint and Grievance Policy and Procedure HEPP03. Cheating in an online examination includes, but is not limited to: using unauthorised digital resources, screen sharing, or receiving external assistance during the examination.
- 2.5 Compassionate and compelling circumstances are circumstances outside of the control of a student that have had an adverse effect on the student's ability to participate in 1 or more aspects of SCEI-HE's assessment processes, including attendance at an examination.

3. Applications for Special Consideration

- 3.1 An application for special consideration may be made if a student believes that compassionate and compelling circumstances exist.
- 3.2 Compassionate and compelling circumstances include, but are not limited to:
 - 3.2.1 Illness or injury
 - 3.2.2 Death in the immediate family
- 3.3 All applications for special consideration must be in writing using Special Consideration (Assessment) Form HEFOR10. Applications for special consideration must be directed to the Course Coordinator.
- 3.4 An application for special consideration for an examination will be considered only if:
 - 3.4.1 the application is acknowledged by the Course Coordinator as received **at least 2 days** prior to the scheduled examination date.
 - 3.4.2 the compassionate and compelling circumstances referred to in the application existed prior to the date of the examination for which special consideration is requested.
 - 3.4.3 the application is made using Special Consideration (Assessment) Form HEFOR10 and is complete.
- 3.5 Applications for special consideration must be accompanied by evidentiary documentation to support the claim of compassionate and compelling circumstances. The documents provided as evidence must be original documents, or properly certified copies of original documents.
- 3.6 Applications for special consideration will be assessed by the relevant Course Coordinator and the Academic Director.
- 3.7 When considering an application for special consideration, the Course Coordinator and Academic Director may take into account 1 or more of the following conditions:
 - 3.7.1 the student's performance in other assessment tasks in the unit; and
 - 3.7.2 the circumstances, background, nature, and severity of the compassionate and compelling circumstances.
- 3.8 An application for special consideration may result in any 1 or more of the following outcomes:
 - 3.8.1 No action is taken;
 - 3.8.2 A supplementary examination is undertaken; or
 - 3.8.3 A deferred examination date is approved.
- 3.9 A student who has made an application for special consideration will be advised in writing at the earliest opportunity of the final decision regarding their application.
- 3.10 Students who are dissatisfied with the outcome of an application for special consideration may appeal the

decision. For guidance on complaints and appeals processes, refer to the Academic Appeals Policy and Procedure HEPP05.

4. Deferred Examinations

- 4.1 A deferred examination is an alternative examination scheduled for a date later than the original examination, which students may attend instead of the original examination under certain defined circumstances.
- 4.2 Students may apply for a deferred examination if they believe compassionate and compelling circumstances apply. If students wish to apply for a deferred examination, they must use an application for special consideration. An application for special consideration to undertake a deferred exam must be formally received no less than **5 working days prior** to the date of the original examination.
- 4.3 A deferred examination must be attended on the published date of the deferred examination. Failure by a student to attend a deferred examination for a unit on the published date will result in a **FAIL GRADE** for the student for that unit.
- 4.4 Deferred or supplementary online examinations will be scheduled to ensure equitable access and compliance with academic standards, and students must adhere to the published timetable.

5. Supplementary Examinations

- 5.1 A supplementary examination is an additional examination undertaken by a student for a unit, the outcome of which supersedes that of the original examination.
 - 5.1.1 A supplementary examination may be provided to a student under the following circumstances:
 - an application for special consideration has been approved; or
 - the student has achieved a final mark of **45–49** in the original examination
 - 5.1.2 The supplementary examination must be an **alternative version**, not identical in content or questions to the original examination.
- 5.2 A supplementary examination will be awarded a pass (P) or fail (F) grade only.
- 5.3 A supplementary examination cannot be granted for a deferred examination.

6. Appeal of an Examination Result

- 6.1 Students may appeal an examination outcome according to the Academic Appeals Policy and Procedure HEPP05.
- 6.2 No appeal in regard to any examination outcome will be considered more than **4 weeks** after the date the result was published.

7. Reporting of Results

- 7.1 Unit lecturers are responsible for reporting all examination grades and marks to the Academic Director.
- 7.2 The final grades are published 2 weeks after the end of the examination period on the date provided in the Academic Calendar.

RELATED DOCUMENTS

Academic Appeals Policy and Procedure HEPP05
Academic Misconduct Policy and Procedure HEPP02
Assessment Policy and Procedure HEPP04
Special Consideration (Assessment) Form HEFOR10
Student Complaint and Grievance Policy and Procedure HEPP03

LEGISLATIVE CONTEXT

Higher Education Standards Framework (Threshold Standards) 2021
Tertiary Education Quality and Standards Agency Act 2011

RESPONSIBILITIES

Academic Director
Course Coordinators
Invigilators
Lecturers
Students



DOCUMENT AND RECORD CONTROL	
Created	Dec 2017 (V1.0)
Amended	Mar 2019 (V1.1); May 2020 (V1.2); Feb 2022 (V1.3); Jan 2024 (V1.4); Feb 2024 (V1.4); Sep. 2025 (V1.5)
Last reviewed by	Quality Assurance and Compliance Unit (Sep. 2025)
Last approved by	Academic Board (Sep.2025)
Version	1.5
Effective date	Sep. 2025
Next planned review	Sep. 2026