

## HEPP31 Examinations Policy and Procedure

### PURPOSE

The purpose of this policy is to set out the guiding principles and procedures governing Southern Cross Education Institute (Higher Education)'s examination processes.

### 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 subject. Academic misconduct includes, but is not limited to cheating, or attempting to cheat through: <ul style="list-style-type: none"> <li>● collusion</li> <li>● inappropriate collaboration</li> <li>● plagiarism</li> <li>● misrepresenting or fabricating data or results or other assessable work</li> <li>● inappropriate electronic data sourcing/collection</li> <li>● breaching rules specified for the conduct of examinations in a way that may compromise or defeat the purposes of assessment</li> </ul>
Cheating	Any attempt to give or obtain assistance in an examination without due acknowledgment.
Invigilator	Person who supervises students during an examination
Examination	A time-limited assessment task conducted under invigilation and held at the end of the standard semester.
SCEI-HE	Southern Cross Education Institute (Higher Education)

### POLICY

1. Standards for examination times, dates, and venues
  - 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.
  - 1.2. The standard examination period is the one-week period specified at the end of each standard semester.
  - 1.3. The supplementary and deferred examination period occurs in the week commencing two weeks prior to the commencement of the next semester.
  - 1.4. The timetable for examinations must be published at least four weeks before examinations begin, and at least one week before deferred and supplementary examinations.
  - 1.5. Students must sit an examination in a venue on the campus where the course is delivered
  - 1.6. Examinations are scheduled between 9.00am and 6.00pm Monday to Friday, inclusive.
  - 1.7. Should a clash occur it will be dealt with on an individual case basis by the relevant Course Coordinator.
2. Standards for the duration of examinations
  - 2.1. Examinations should, where possible, be limited to a maximum of three hours duration. No examination shall exceed this duration.
  - 2.2. Approval must be sought from the Teaching and Learning Committee for an examination which exceeds the non-standard duration.
  - 2.3. The examination duration shall be stated in the subject outline.

3. Responsibility of the Course Coordinator
  - 3.1. The Course Coordinator is responsible for the format and content of examination papers as set out in the subject outline provided to students.
  - 3.2. The Course Coordinator must be available while an examination is in progress to answer any queries from invigilators.
  - 3.3. The Course Coordinator is responsible for 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. Student attendance at examinations is mandatory.
  - 4.2. Prior to the commencement of the examination, the examination invigilator must issue instructions regarding the conduct of the examination.
  - 4.3. There is mandatory ten minutes reading time allotted at the beginning of the examination; students are not permitted to write during this time.
  - 4.4. Students are required to provide a valid student identification card to sit the examination. Students that do not hold valid student identification shall not be granted entry to the examination venue.
  - 4.5. No food or drink shall be permitted within the examination venue, with the exception of water in a clear, unlabelled bottle.
  - 4.6. Mobile phones and other electronic devices, other than approved examination aids, shall not be permitted in the examination venue.
  - 4.7. No student shall be admitted to the examination venue 10 minutes after the commencement of the examination except by permission of the invigilator.
  - 4.8. No additional time is available to students arriving late for an examination.
  - 4.9. In the event of illness, students will be escorted by an invigilator to seek medical attention.
  - 4.10. Students are not permitted to communicate with other students during the examination. Failure to comply will result in disciplinary action.
  - 4.11. If a student is found with unauthorised material during the allotted examination time, whether in the venue or toilets, will face disciplinary action.
  
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. Where possible, students with a disability or medical condition must be given the opportunity to demonstrate their knowledge.
  - 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.
  - 5.6. No alternative arrangements will be made for a student arriving late to an examination subject to exceptional circumstances.
  
6. 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 Subject 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, policies and procedures.

## PROCEDURE

### 1. Items permitted in the exam room

- 1.1. During the final week of classes for each subject, lecturers will reinforce the information about items which may be brought into the examination venue and which items may not.

### 2. Cheating

- 2.1. Students who have been determined by the Course Coordinator to have cheated in an examination will be awarded 0 (zero) marks for the examination.
- 2.2. The Academic Board will consider each case of cheating and make a determination on whether or not a student who has cheated may continue enrolment with SCEI-HE.
- 2.3. For guidance on processes at SCEI-HE in relation to student academic misconduct, including cheating, reference should be made to the **HEPP02 Academic Misconduct policy and procedure**.
- 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 HEPP03 Student Complaint and Grievance Policy and Procedure.
- 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 one 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 HEFOR10 Application for Special Consideration form. 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 two (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 **HEFOR10 Application for Special Consideration form** 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 one or more of the following conditions:
  - 3.7.1. the student's performance in other assessment tasks in the subject; 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 one or more of the following outcomes:
  - 3.8.1. No action is taken
  - 3.8.2. A supplementary examination is undertaken
  - 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 HEPP05 Academic Appeals Policy and Procedure policy.

#### **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 five (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 subject on the published date will result in a fail grade for the student for that subject.

#### **5. Supplementary examinations**

- 5.1. A supplementary examination is an additional examination undertaken by a student for a subject, the outcome of which supersedes that of the original examination. A supplementary examination may be provided to a student under the following circumstances:
  - 5.1.1. an application for special consideration has been approved
- 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 HEPP05 Academic Appeals Policy and Procedure.
- 6.2. No appeal in regard to any examination outcome will be considered more than four weeks after the date the result was published.

#### **7. Reporting of results**

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

### RELATED DOCUMENTS

HEFOR10 Application for Special Consideration form  
HEPP02 Academic Misconduct policy and procedure  
HEPP03 Student Complaint and Grievance Policy and Procedure  
HEPP04 Assessment Policy and Procedure  
HEPP05 Academic Appeals Policy and Procedure

### LEGISLATIVE CONTEXT

Tertiary Education Quality and Standards Agency Act 2011 (Cth)  
Higher Education Standards Framework (Threshold Standards) 2015

### RESPONSIBILITIES

- Academic Director
- Course Coordinators
- Invigilators
- Lecturers
- Students

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