



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

POLICY: EXAMINATIONS

Purpose: It is important that examinations are conducted in an appropriate and consistent manner. The reasons why the University conducts examinations include the following:

- To test the application of students' knowledge.
- To test the efficacy of the course
- To obtain feedback about teaching effectiveness
- To moderate continuous assessment

Responsible Executive: Academic Registrar

Responsible Office: Office of the Academic Registrar

Contact Officer: Campus Registrar

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1. RATIONALE

It is important that examinations are conducted in an appropriate and consistent manner. The reasons why the University conducts examinations include the following:

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2. DEFINITIONS

- 2.1 *Examination* – shall mean a formal, supervised assessment activity used to assess student learning outcomes, which comprises at least 30 % of the overall mark for the unit and which normally takes place at the conclusion of a formal teaching period.
- 2.2 *Invigilator* – shall mean the person(s) charged with the supervision of an examination.
- 2.3 *Chief invigilator* – shall mean the person charged with the responsibility of the examination venue and other examination invigilators.
- 2.4 *Chief examiner* – shall mean the unit coordinator or delegate who is charged with setting the final examination paper and coordinating the marking of examination scripts.
- 2.5 *Open book* – shall mean allowing specified materials into the examination room.
- 2.6 *Closed book* – shall mean allowing no materials into the examination room.

3. PRINCIPLES

- 3.1 The final examination, as defined by the approved academic calendar of the University shall be invigilated.
- 3.2 Lecturers may give a broad overview of the examination content but prior disclosure of the specific examination questions by the chief examiner or other relevant staff is not permitted.
- 3.3 The Curriculum Review Committee can determine that there shall be no final examination for a designated unit. Any exemption must be approved prior to the commencement of teaching of the unit.
- 3.4 Final examinations are administered through the Registrar's Office.
- 3.5 Students must be able to identify themselves to the invigilator by the presentation of the University student ID card.
- 3.6 A student must use their student identification number on all examination booklets.
- 3.7 Examinations may be closed book or open book examinations.
- 3.8 The weighting and nature of an examination must be advised to students on the unit outline provided to students at the commencement of the unit and cannot be changed thereafter.
- 3.9 Time allowed for reading shall be incorporated into the time allowed for an examination.
- 3.10 Students will be deemed to have sat the examination if they enter the examination room and remain there for longer than ten minutes.
- 3.11 Students should make a decision prior to entering the examination room as to whether they are capable of sitting the examination.
- 3.12 The University supports the right of students to have access to worked examination booklets, in accordance with the General Regulations.
- 3.13 The final examination in relation to intensive units may be scheduled immediately after the intensive unit's teaching has concluded.
- 3.14 An examination may be two hours and ten minutes or three hours and ten minutes in length.
- 3.15 A final examination contributing 50% or more of the final mark shall normally be of 3 hours and 10 minutes duration.

4. PROCEDURES

- 4.1 Final Examinations:
- 4.1.1 The final examination in any summer-term unit will be in the period between the end of the summer term and the beginning of the first semester.

- 4.1.2 The final examination in any first-semester unit will be in the period between the end of the first semester and the beginning of the second semester.
- 4.1.3 The final examination in any winter-term unit will be in the period between the end of the winter term and the beginning of the second semester.
- 4.1.4 The final examination in any second-semester will be held after the end of the second semester.
- 4.1.5 The final examination in any year-long unit will be held after the end of the second semester.
- 4.1.6 The final examination in any unit will be completed with all results transmitted to Student Administration no later than the latest date for submission proclaimed by the Registrar.

5. SUPPLEMENTARY AND DEFERRED EXAMINATIONS

- 5.1 Supplementary and deferred examinations for first-semester units will normally be held in June-July.
- 5.2 Supplementary and deferred examinations for first-semester units which would complete a student's degree or were prerequisites for second-semester units will normally be held before the beginning of the second semester.
- 5.3 Supplementary and deferred examinations for second-semester units will normally be held in January-February before the beginning of the first semester of the following academic year.

6. EXAMINERS

- 6.1 The chief examiner for a unit will be responsible for the preparation of the examination for the final and supplementary examinations in that unit.
- 6.2 The chief examiner is responsible for ensuring that the examination is of an appropriate academic standard.
- 6.3 After the Dean has approved it, the examination paper will be transmitted to the appointed administrative officer within the School in the form and the times required by the Dean.
- 6.4 The examination cover page shall contain such information as is specified by the Registrar or delegate.
- 6.5 Invigilators will adhere strictly to the instructions outlined on the examination cover page.
- 6.6 Unit lecturers are normally responsible for collecting completed examination booklets at the end of the examination.

7. MANAGEMENT OF EXAMINATIONS

- 7.1 A student is required to sit no more than two exams in one day
- 7.2 Special timetabling requests would be granted only with the approval of the Registrar.
- 7.3 All candidates must have a current UNDA student identification card displayed for the duration of the examination. Candidates who do not have a UNDA student identification card will be asked to produce photo identification (Driver's Licence, Passport) and/or be asked to complete a Statutory Declaration.
- 7.4 Candidates are not to leave the examination room without the invigilator's permission.
- 7.5 Candidates are not permitted to communicate by any means with any other candidate during an examination.
- 7.6 The removal of examination papers by students from examination venues is prohibited.
- 7.7 Any permitted materials are those defined in the General Regulations; all unauthorised materials are not to be in the candidate's possession during the examination session.
- 7.8 Permitted materials shall be notified to the Registrar when requesting examination scheduling. These will be added to the examination timetable. Permitted materials shall be subject to scrutiny by and at the discretion of supervisors.
- 7.9 Food or drink is not to be taken into an examination, except for items such as drinking water, sweets or cough drops or other items permitted by the Chief invigilator.
- 7.10 Any device which might disturb other candidates during the course of an examination such as alarms on watches, mobile phones and pagers or any device which can be used for obtaining information during the course of an examination are not allowed to be on the student, or on a student's desk.
- 7.11 Chief examiners must be available for telephone communication with Student Administration at all times throughout the duration of an examination and must be present at the examination venue for 15

minutes after the commencement of the examination to monitor permissible materials and to respond to queries on the examination paper.

- 7.12 The Chief examiner or delegate must be present in the examination venue no later than 10 minutes prior to the end of the examination to collect the examination scripts for the unit for which the Chief examiner is responsible.
- 7.13 Academic staff are expected to contribute to the invigilation of final examinations in accordance with the schedule established by the Dean of the School.
- 7.14 Students will be allowed up to 30 minutes from the official commencement time of the examination to enter the examination room.
- 7.15 Barring extraordinary circumstances, students will not be allowed to leave the examination room until thirty minutes after the official commencement time of the examination or in the last twenty minutes of an examination.
- 7.16 Where alleged misconduct is discovered, the immediate action to be taken is at the discretion of the invigilator, who has authority to take necessary action to prevent misconduct within the examination room. A report on the breach will be forwarded to the Dean of the School, with a copy to the Provost, the Registrar, and the chief examiner of the unit in which the breach took place.

8. EXAMINATION MISCONDUCT

- 8.1 Where an invigilator alleges misconduct by a student in connection with an examination, the matter will be referred to the Dean of the School.
- 8.2 The Chief invigilator has the authority to ask the student to turn in their examination materials and be dismissed from the examination room.
- 8.3 The Dean will deal with this misconduct in a manner consistent with the General Regulations, and may:
 - 8.3.1 decline to score the examination; and
 - 8.3.2 deal with the matters informally as a matter of School discipline; or
 - 8.3.3 refer the matter to the Disciplinary Committee
- 8.4 In accordance with General Regulation 8.15.8, the Dean must provide written advice to the Provost concerning an allegation that is dealt with as a matter of School discipline and the decision of the Dean with respect to that allegation.
- 8.5 Misconduct includes, but is not limited to, the following:
 - 8.5.1 Obtaining improper access to the examination, or a part of the examination, or information about the examination.
 - 8.5.2 Referring to, looking through, or working on any examination, or examination section, other than during the timed testing period for that examination or examination section.
 - 8.5.3 Using any prohibited aids.
 - 8.5.4 Leaving the examination room without permission.
 - 8.5.5 Attempting to remove from the examination room any part of the examination or any notes relating to the examination.
 - 8.5.6 Copying from another student's work or a published work.
 - 8.5.7 Attempting to give or receive assistance, or otherwise communicate, in any form, with another person about the examination during the examination administration.
 - 8.5.8 Attempting to take the examination for someone else.
 - 8.5.9 Creating a disturbance.
 - 8.5.10 Failing to follow the directions of the Chief invigilator or any other invigilator.