Examinations Procedure

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Related Documents	*Academic Integrity Policy* *Academic Integrity Procedure* *Assessment Moderation Procedure* *Assessment Policy* *Disability Support Policy* *Disability Support Procedure* *Fraud and Corruption Control Policy* *Fraud and Corruption Control Procedure* *Information for Students Policy* *Information for Students Procedure* *Legislative and Regulatory Compliance* *National Code Compliance* *Records Management Policy* *Records Management Procedure* *Student Code of Conduct* *Student Misconduct Policy*		
Version	**Authorised by**	**Approved**	**Effective Date**
1.2	Academic Board	25/06/2018	25/06/2018

This Procedure implements the Australian Institute of Business Intelligence's (the 'Institute') *Assessment Policy.*

1. Scope

This Procedure applies to all Institute students and staff involved in formal examinations, including supplementary examinations.

2. Definitions

Assessment task: an activity assigned to measure students a student's performance, which can include but limited to an essay, examination, presentation, case study, practicum, based-discussion, or project.

Examination: an assessment task which is time-limited and conducted under invigilation.

Invigilation: the supervision of students during examinations.

Mark: the result of an individual assessment and is expressed in numerical form.

3. Procedure

3.1. Examination arrangements

The Institute's management organises each examination by:

- publishing timetables at least one month prior to the examination period;
- providing details of the structure and format of the examination, including any special condition, and an indication of the types of questions and unit content which the examination may cover;
- appointing impartial invigilators to ensure each exam is supervised effectively and with integrity; and
- arranging for the secure storage and transport of all copies of examination papers.

Students are informed that examinations will include a five-minute reading time. This information is provided on the examinations schedule and examination paper.

Students are informed as to which materials may be brought into the examination room in advance of the examination. This information is published in the assessment brief and reiterated on the examination paper.

The Lecturer may authorise the following materials:

- hard copy reference materials (in the case of an open book exam); and
- aids such as calculators.

Clear and unmarked bottled water may be brought into the examination room. Personal items may also be brought into the examination room subject to the General Rules in Section 3.2.

3.2. General rules to be observed during examinations

Students should ensure that they are familiar with the compulsory and prohibited behaviours stated below before each examination.

Invigilators are responsible for enforcing rules pertaining to the compulsory and prohibited student behaviours fairly and effectively.

3.2.1. Behaviour during examinations

Students are to:

- arrive at the allocated venue on the correct date and time as per the Institute's timetable;
- be available for the whole duration of the examination period;
- be in their place in the exam room not less than 15 minutes before the time the exam commences;
- follow any instruction given by the examination invigilator;
- follow any instruction provided on the examination cover sheet;
- display their current Institute student identification card on the examination desk for the duration of the exam (students without a student identification card will be required to provide other official photo identification such as a driver's licence or passport at the time of the exam);
- be easily identifiable;
- switch off all mobile telephones and any other communication equipment before entering the examination venue;
- place all personal items and valuables, such as smartphones, in a clear re-sealable bag under their seat before the exam commences (laptop computers are permitted, but they are to be switched off and placed under the student's seat or desk if they do not fit in the re-sealable bag); and
- answer questions in English, unless otherwise stated in the examination paper.

3.2.2. Prohibited behaviour

Students are not to:

- enter the examination room after 15 minutes from the time the examination commences (excluding any reading time);
- leave the exam room within the first 30 minutes from the time the exam commences;
- seek to be readmitted to the examination room after they have left it unless they have been under approved supervision during the full period of their absence;
- leave the examination room during the final 10 minutes of the examination;

- bring into the exam room anything that may be deemed by the invigilator to give unapproved assistance;
- use unsealed bags or plastic sleeves to store their personal items and valuables;
- seek to gain or give an unfair advantage during an examination;
- seek assistance in their work;
- give or try to give assistance to any other candidate;
- commit a breach of good order;
- write during reading time or after the exam finishes;
- remove an examination paper from an examination room where it is specified that the paper is not to be retained by the student; and
- remove an examination answer booklet from an exam room.

3.3. Examinations scripts

3.3.1. Storing and annotating examination scripts

All copies of a final examination paper, whether in draft or final form, must be stored and transported in a secure manner.

A marker is required to annotate each page of a final examination script to indicate that it has been marked.

3.3.2. Accessing examination scripts

Students are entitled to view their annotated final examination script within five working days of receiving their result. The viewing is conducted in a secure location, with the Program Coordinator or delegate present at all times. The student is not entitled to copy, alter, annotate or destroy the script in any way.

3.3.3. Retaining examination scripts

Each final examination script is kept by the Institute for a minimum of six months from the end date of the final examination period. The retention period may be prolonged by the Dean.

Where an appeal has been lodged, the final examination script is to be kept for a minimum of six months following the outcome of the appeal. The retention period may be prolonged by the Dean.

After this time, completed final examination scripts are disposed of via confidential waste.

4. Breaches

If a student or staff member is found to be in breach of this Procedure, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct* and *Misconduct Procedure*, which can be accessed from the Institute's website.

5. Appeals

Appeals concerning any decision taken in relation to this Procedure should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Institute's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

6. References

Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standards 1

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 8

7. Acknowledgements

In developing this Procedure, the Institute acknowledges:

- *TEQSA Guidance Note: Academic Integrity*

Document History:

Version	Date	Author	Reason	Sections
0.1	19/06/17	Donna Mack	Updated after AB meeting on the 15/06/17	
0.2	2/7/2017		Reviewed by Academic Board	All
0.3	28/05/2018	Julien Marechal	Revised based on Academic Board's feedback from 16/05/2018 meeting	All
1.0	29/06/2018	Julien Marechal	Revised based on Academic Board's feedback from 25/06/2018 meeting	3.1
1.1	30/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All
1.2	15/02/2022	Zoe Williams	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo; and updated references to the Higher Education Standards Framework 2021	All