



## EXAMINATIONS POLICY

<b>Approving Authority</b>	Academic Board	<b>Approval Date of Last Revision</b>	30 Nov 2021
<b>Approval Date</b>	20 Feb 2018	<b>Effective Date of Last Revision</b>	30 Nov 2021
<b>Effective Date</b>	20 Feb 2018	<b>Review Date*</b>	30 Nov 2025
<b>Document No</b>	PLA9	<b>Version</b>	1.1
<b>Policy Category</b>	Academic		
<b>Governing Authority</b>	Teaching and Learning Committee		
<b>Responsible Officer</b>	Head of School		
<b>Related Documents</b>	Examinations Procedure Academic Integrity Policy (and related Procedure) Assessment Policy (and related Procedure) Student Appeals, Complaints and Grievances Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2021 (TEQSA Act 2011)		

\* Unless otherwise indicated, this Policy will still apply beyond the review date.

### Document Control

Version #	Date	Key changes
1.0	20/02/2018	Approved by Academic Board
1.0a	1/10/2019	Corrected title to Examinations Policy (not Examinations Management Policy)
1.1	30/11/2021	Incorporated references to online examinations and replaced references to 'rules' with references to 'procedures'.

## **1. PURPOSE**

1.1 The Examinations Policy establishes the principles, roles and responsibilities related to all forms of examinations at the Adelaide Institute of Higher Education (AIHE).

1.2 This Policy must be read in conjunction with the Assessment Policy. Its objective is to provide details about the conduct of invigilated examinations and tests.

## **2. SCOPE**

2.1 The Examinations Policy applies to all examinations at AIHE.

## **3. POLICY STATEMENT**

3.1 AIHE recognises assessment as an essential part of the teaching and learning process and conducts examinations to allow staff at AIHE to measure the attainment of specific subject learning outcomes and graduate attributes by students.

## **4. PRINCIPLES**

4.1 A person admitted to the examination room (whether a student or not), and a student given access to an online examination, must comply with all requirements and directions of the invigilators.

4.2 Detailed examination procedures and requirements, including system requirements for online examinations, will be made available to students at least two (2) weeks prior to the examination and will be posted outside each examination venue.

4.3 It is a requirement that all students are familiar with and follow the set procedures for examinations as described in the Examinations Procedure document and listed at each examination venue.

4.4 A student must not commit a breach of academic integrity or engage in behaviour which can be interpreted as cheating during an examination. Any such behaviour may be dealt with under provisions established in the Academic Integrity Policy.

4.5 A student may be eligible for reasonable adjustments or special consideration in relation to examinations, or a deferred examination in certain circumstances as set out in the Assessment Policy.

## **5. ROLES AND RESPONSIBILITIES**

5.1 Academic Board is responsible for reviewing and approving examination procedures. The Board may delegate this responsibility to the Teaching and Learning Committee.

5.2 The Head of School and academic staff will set procedures for examinations and ensure students are informed of the examinations procedures.

5.3 It is the student's responsibility to comply with all the procedures relating to examinations.

## **6. DEFINITIONS**

6.1 See the AIHE Glossary of Terms for definitions.