

EXAMINATIONS PROCEDURE

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Related Documents	Examinations Policy Assessment Policy (and related Procedure) Student Grievances, Complaints and Appeals Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2021 (TEQSA Act 2011)		

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

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1. PURPOSE

1.1 The Examinations Procedure gives effect to the Adelaide Institute of Higher Education (AIHE) Examinations Policy. It sets out the conditions for the conduct of invigilated examinations and tests.

2. SCOPE

2.1 The Examinations Procedure applies to AIHE students undertaking an examination and staff involved in the conduct of invigilated examinations and tests, both on-campus and online. Examinations can take the form of:

Online examination - This is an online examination that is conducted using the Canvas test tool. All online examinations will be conducted using the Canvas learning management system online test tool. This online examination has a specified start time and finish time. Students are required to login to Canvas and complete the test whilst being observed by an invigilator either in person or online. Students are required to enter their answers directly into the Canvas test tool module. Some examinations may require files to be uploaded.

On-campus written examination - This type of examination takes place on-campus in the presence of an invigilator. It is a paper-based examination that has a specified start time and finish time. Students are required to handwrite answers directly into an answer booklet provided by the invigilator.

3. GENERAL PROCEDURES

3.1 The examination timetable for each study period will be available online for students to access at least two (2) weeks prior to the commencement of the examination period.

3.2 All students are required to sit their examination at the scheduled date and time irrespective of any conflict with a planned holiday or special event. If a student believes they may have a case for not being able to sit their scheduled examination, the student must submit an Application to Vary Assessment at least five (5) working days prior to the scheduled examination.

3.3 A student who is unfit to attend or to complete an examination due to an unexpected temporary disability, medical condition or other unexpected or extenuating circumstances on the day of the examination may apply for deferred examination on the Application to Vary Assessment form no later than two (2) working days after the date of the examination (refer to Section 9 of the Assessment Procedure).

3.4 Students are responsible for finding out their examination times and locations, and for ensuring they arrive at least 15 minutes prior to the published start time.

3.5 Students are responsible for notifying the Head of School of any clash in their examination timetable within five (5) working days of the examination timetable release.

3.6 Students who arrive up to 30 minutes after the published start time will be permitted to enter the examination room but will not be allowed any additional time to complete the examination.

3.7 Students who arrive more than 30 minutes after the published start time will not be permitted to enter the examination room and will receive a zero mark for that examination.

3.8 Prior to the examination, information about the structure of the examination and materials students may bring into the examination (permitted materials) will be posted on the Subject Learning Management System (Canvas).

3.9 All students must **have with them**:

- their AIHE student identification card, which must be displayed on their desk. If they fail to do so, they must provide an alternative form of photographic identification such as a passport or driver's license. If a student does not provide acceptable photographic identification, they will not be permitted to sit the examination.
- the pens, pencils, erasers, and rulers required to answer examination questions, in a clear plastic bag.

3.10 All students **may have with them**:

- drinking water in a clear container;
- other permitted material for each subject, as posted on the Subject Learning Management System; and
- any materials specifically allowed for them under the Equity and Diversity Policy.

3.11 Unless otherwise specified, either in the Assessment Brief or as an agreed provision; a student must **not have access to** any item with the potential to provide them or any other student with an advantage. This includes, but is not limited to:

- pencil cases;
- text books or any other book, including electronic or English dictionaries, prayer books, korans and bibles;
- calculators or any form of stored or recorded information;
- smart watches;
- mobile telephones, or any other electronic device;
- headphones, earplugs or other personal audio devices
- notes, or other written documents;
- examination answer booklets, attendance slips or any paper; and
- drinks and food (other than water),

unless approved by the invigilator.

3.12 Any items that have been specified in the Assessment Brief as being allowed in the examination room must not be enhanced or tampered with in any way that has the potential to provide an additional advantage to the student or any other student.

3.13 Examination answer books/electronic files and attendance records will be retained in confidential storage by AIHE for 12 months following the deadline for finalisation of results for the relevant study period.

4. ON-CAMPUS EXAMINATION PROCEDURES

4.1 INVIGILATION

4.1.1 Examinations will be supervised by at least two (2) invigilators, neither of whom will:

- be involved in teaching or assessing the subject being examined; and
- have any actual or perceived conflict of interest in upholding the integrity of the examination process.

4.1.2 The invigilators will be responsible for ensuring all examination procedures are adhered to, including:

- students' entry into the examination room, including checking items being taken into the examination room;
- announcements during the examination, including:
 - commencement of reading time (if applicable);
 - commencement of writing time;
 - 15-minute warning prior to the examination finish time; and
 - completion of examination;
- marking attendance and verifying the identity of each student;
- managing any errors in the examination question papers as identified by students;
- collection of all answer booklets, question papers and scrap paper at the completion of the examination; and
- security of the answer booklets until lodged with the Subject Coordinator or delegate.

4.2 PROCEDURES DURING THE EXAMINATION

4.2.1 No student may commence writing answers until authorised by an invigilator. All students must stop writing when instructed by an invigilator. At the end of the examination, all students must remain seated until all examination booklets have been collected by an invigilator.

4.2.2 All written examinations must be written in the examination books provided or on the question paper provided. Students must number all answers and complete cover pages.

4.2.3 During an examination, students are not permitted to speak to or communicate with any other student, or give or receive any form of assistance, academic or otherwise.

4.3 PROCEDURES FOR LEAVING THE ROOM

4.3.1 Students are not permitted to leave the examination room in the first 30 minutes after the published starting time, or during the last 15 minutes of any examination.

4.3.2 If there is a need to go to the toilet or leave for medical reasons approval must be given by an invigilator and the student will be supervised during the period of absence.

4.3.3 Students wishing to permanently leave the examination room must hand all examination booklets to the invigilator who will endorse the booklets as correctly identifying the student.

4.3.4 Students must not remove any examination booklets, scrap paper or attendance slips from the examination room.

5. ONLINE EXAMINATION PROCEDURES

5.1 EXAMINATION SETUP

5.1.1 The systems requirements and instructions for sitting online examinations will be supplied to students at least 2 weeks prior to the examination date.

5.1.2 All students will attend a familiarisation session before each online examination to ensure all systems requirements are met and that they understand the requirements for sitting the online examination.

5.1.3 Students who fail to ensure their systems meet the requirements and/or do not attend the familiarisation session will not be allowed extra time or a deferred assessment if they incur technical problems that would otherwise be avoided had they attended the familiarisation session.

5.2 INVIGILATION

Online invigilation will take place using the Teams platform and the examination session will be video recorded. A Teams meeting invitation will be sent to the student at least 24 hours before the scheduled examination time.

The student should log in to the meeting at least 5 minutes before the scheduled examination time.

- 5.2.1 Online examinations will be invigilated by at least one (1) invigilator, who will not:
- Have been involved in teaching or assessing the subject being examined; and
 - have actual or perceived conflict of interest in upholding the integrity of the examination process.

5.2.2 The invigilator will be responsible for ensuring all examination procedures are adhered to, including:

- recording the examination session on Teams
- marking attendance and verifying the identity of each student;
- checking that no other person is present in the examination room during the examination
- checking items being taken into the examination;
- ensuring students do not have audio devices including headphones, earplugs and other personal audio devices.
- announcements via the chat box during the examination:
 - notification that the session is about to be recorded
 - commencement of reading time (if applicable);
 - commencement of writing time;
 - 15-minute warning prior to the examination finish time; and
 - completion of examination;
- managing any errors in the examination questions as identified by students;
- student submission of files on completion of the examination (if applicable).

5.3 PROCEDURES DURING THE EXAMINATION

5.3.1 No student may commence answering questions until authorised by an invigilator. All students must stop typing when instructed by an invigilator.

5.3.2 During an examination, students are not permitted to speak to or communicate with any other person, or give or receive any form of assistance, academic or otherwise.

5.3.3 Students must stay within view of the webcam at all times during the examination. Students must not leave the room for the duration of the examination

5.4 PROCEDURES FOR LEAVING THE ROOM

5.4.1 Students are not permitted to leave the examination room in the first 30 minutes after the published starting time, or during the last 15 minutes of any examination.

5.4.2 Students wishing to permanently leave the examination room must logout from Canvas before leaving the room.

6. BREACHES OF EXAMINATION PROCEDURES

6.1 Any breach of examination procedures will constitute misconduct even if it cannot be demonstrated that the student gained an advantage as a result of the breach. Breaches of this nature will be dealt with in accordance with the Academic Integrity Policy.

6.2 Examination breaches include, but are not limited to:

- impersonating another student in an examination or allowing another person to sit the examination on their behalf;
- having unauthorised material or items on desks or on person in the examination room;
- using, or attempting to use, unauthorised material or items during the examination;
- copying from the script of another student during the examination;
- receiving help from another person during the examination;
- giving help to another person during the examination; and
- acting dishonestly in any way, whether before, during or after the examination, so as to obtain, or assist another student to obtain, an unfair advantage in the examination.

7.3 Any student disrupting an examination may be instantly dismissed from the examination room at the discretion of the invigilator and advised that the breach will be reported and dealt with under the Academic Integrity Policy.

7.4 If a breach is detected that does not cause disruption to the examination or is assessed by the invigilator as not warranting dismissal from the examination room, the invigilator will advise the student that the breach has been detected, will be reported and dealt with under the Academic Integrity Policy.

7.5 Where a breach is detected, the invigilator will document the incident and provide an Examination Incident Report to the Head of School for investigation under the Academic Integrity Policy within 24 hours of the incident. The Head of School will determine whether the incident warrants investigation under the Academic Integrity Policy and related Procedure.

7. COMPLAINTS AND APPEALS

7.1 Students may lodge complaints and appeal AIHE decisions in relation to examination matters by following the procedures set out in the [Student Grievances, Complaints and Appeals Procedure](#).

8. DEFINITIONS

8.1 See the AIHE Glossary of Terms for definitions.

Document Control

Version #	Date	Key changes
1.0	23/02/2018	Procedure approved by General Manager
1.0a	15/04/2019	Reviewed, no changes; formatting
1.1	14/10/2019	Clarified applying for deferred examinations
2.0	18/11/2021	Clarified examination types in clause 2.1 removed references to reading time and added procedures for the conduct of online examinations. Updated reference to 2021 HES Threshold Standards.

