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EXAMINATION POLICY AND PROCEDURES

Examination Policy and Procedures- Students

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1. Purpose and Rationale

The purpose of this Policy and Procedures is to maintain coordinated, consistent examination practices at JHM EDUCATIONAL TECHNOLOGIES College. Academic staff members of the College are responsible for setting appropriate assessment that will foster learning and a significant amount of assessment is conducted through formal examinations. Units may have a combination of School based and centrally-organized examination assessment. Assessment information should be incorporated in unit outlines. For information relating to general principles of and responsibility, refer to the Assessment Policy and Procedures

2. Scope and Definitions

This Policy and Procedures apply to all central and School-based examinations at JHM EDUCATIONAL TECHNOLOGIES College. The definitions in the Academic Regulations apply in this Policy.

3. Timing of Examinations

3.1 Standard study periods

An official three week central examinations period will be held at the end of the first and second semesters.

3.2 Non-Standard study period examinations

Examinations for units offered in non-standard study periods will be arranged and conducted by the relevant Department.

3.3 Deferred examination periods

The deferred central examinations period will be scheduled not fewer than three weeks after the end of the central examination periods in the first and second semesters.

3.4 Examination sessions

Examinations may be held within the period 8am to 8pm Monday to Friday (including on public holidays) throughout the examination periods.

4. Student Availability for Examinations

Students are required to be available to undertake examinations throughout the periods designated for central examinations as outlined in the academic calendar. Students are also required to be available at times specified in unit outlines for School-based examinations.

5. Location of Examinations

Students will sit examinations at the JHM EDUCATIONAL TECHNOLOGIES College. campus where they attend classes for the unit being examined.

5.2 distance. Online and off- campus units

Students enrolled in a unit offered in distance or online mode or location other than JHM EDUCATIONAL TE College. Campus will sit examinations at JHM EDUCATIONAL TE College campus.

5.3 Variation of examination Venue

5.3.1 A student who seeks to sit an examination at a venue other than that which would normally apply must make written application to the Principal at least six weeks before the commencement of the examination period. If special arrangements are required to enable students to sit the examination at an alternative venue, the students may be required to pay a prescribed fee.

5.3.2 In exceptional cases, where students who are remote from the College on practical experience are required to undertake an examination during the practical experience (eg isolated locations, interstate or overseas), provision may, with the approval of the Principal; on the recommendation of the Course Coordinator, be made by the School of Students to undertake a school based examination in situ, with appropriate supervision arranged locally. To enable this to occur, the student must make written application for an insitu examination to the head of school at least six weeks prior to the commencement of the examination period (refer also to Section 5.2).

6. Examinations Adjustments for Students with Disabilities, Medical Conditions of other exceptional circumstances.

6.1 permanent disability and/or chronic medical condition

Adjustments to the examination conditions for students with permanent disability and/or chronic medical condition will be incorporated in Plans developed by the Examination Department and approved by the Principal.

6.2 unexpected temporary disability or medical condition

If a student has unexpected temporary disability or medical condition, s/he may apply for adjustment to examination arrangement by completing the required special adjustment form. This form must be submitted (electronically or hard copy) to the Exams Secretary who may identify and approve any adjustments to the examination arrangements. Where the College cannot implement the requested provisions, due to time limitations, the student may require sitting the examination during the deferred examination period.

6.3 Other exceptional circumstances

If a student can demonstrate other exceptional circumstances which s/he considers warrant an examination adjustment, he/she may apply for adjustments to examination arrangements by completing the required special adjustment form. This form must be submitted electronically or in hard copy to the Exams Secretary timetabling Examinations and Results who may identify and approve any adjustments to the examination arrangements. Where the College cannot implement the requested provisions, due to time limitations, the student may be required to sit the examination during the deferred examination period.

6.4 Notification of examination adjustment requirements

- 6.4.1 Students with disability and/or medical condition should consult the Examinations Secretary to register for examination adjustments as early as possible and preferable at the time of the enrolment.
- 6.4.2 The Examinations Secretary will provide Head of Departments with a list of all examination adjustment requirements not later than close of business on the Friday of lecture week 9.
- 6.4.3 Where the examination adjustments are not advised to the Head of Departments by the above date, the following action may be taken:
 - a. The student may be required to sit their examination/s during the deferred examination period; or
 - b. The Examinations unit may liaise with the relevant Head of Departments regarding the provision of a school based examination/s outside the central examination period; or
 - c. The examinations unit may liaise with the Head of Departments regarding alternative assessment/s in lieu of examination/s.

6.5 Notification of examinations adjustments requirements

The student will be advised in writing (electronically and in hard copy) of the decision on any application for an examination adjustment, with advice of such approval also being provided to the relevant Department.

7. Examination Room Procedures

7.1 powers of supervisors

Invigilators will have responsibility for the conduct of examinations. An invigilator has and may exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination. An invigilator need not enter into debate with candidate for direction given to the candidate.

An invigilator may require any person present in the examination room to:

- a. provide a Student Id Card or other evidence to confirm his/her identity and eligibility to the in the examination room;
- b. show that the person does not have his/her possession any unauthorised material answer any question relating to that person`s behaviour while in the examination room;
- c. leave an examination room if an invigilator considers that a candidate`s behaviour, dress or appearance is such as to distract any other candidate;
- d. surrender any material, which the supervisor considers to be authorised; and/or
- e. Comply with any direction the invigilator deems necessary to ensure the proper and efficient conduct of the examination.

7.2 Entry to examination room

A person other than an invigilator or other authorized person, (Exams secretary or assessments manager) may not, expect with the permission of a supervisor, enter or remain in an examination room during an examination or during the period of 45 minutes immediately preceding or immediately following an examination session.

A candidate, on entering an examination room, must proceed without delay to the place to which the candidate is directed by a supervisor or by notice or other means and will not leave that place expect with the permission or by the direction of a supervisor.

A person whether a candidate or not, who is permitted to enter or leave an examination room must comply with all conditions on which such permission is given.

7.3 Conduct of candidates

A candidate must comply with the Academic Regulations, the Academic Honesty Policy and student Code of Conduct.

7.4 Starting time

Times listed on the timetable are the times when students are allowed to commence reading or, if there is no provision for reading time, commence the examination.

7.5 Reading time

7.5.1 The reading time available to candidates prior to the commencement of writing the examination will be either ten minutes or nil. Candidates must not commence writing until the supervisor has given permission.

7.5.2 Writing on or marking examination material is not permitted during reading time.

7.6 late Arrival

Candidate who arrive within the first 30 minutes after examination start time will be permitted to undertake the examination but will not be allowed additional time. Candidates who arrive more than 30 minutes after the examination start time will not be permitted to undertake the examination.

7.7 Identification

Candidate will produce their Students ID Cards/Passports on demand to each examination. It must be displayed prominently on the desk during the examination. If the student does not have a student ID Card in their possession, an alternative photographic identification, such as a driver's licence or passport may be used. If the student has no photographic identification in their possession, they will adhere to the procedures prescribed by the supervisor. Failure to provide suitable identification during an examination may result in suspension of access to unit results and academic transcripts until identification requirement are met.

7.8 Attendance form

Candidates will complete an attendance form at every examination and will adhere to the instructions for collection of forms as provided by the invigilator.

7.9 Early departure from examination rooms

Except in the circumstance provided for in Section 8, a candidate must not leave the examination room until 30 minutes after the commencement of writing time or during the final 10 minutes of the examination. Candidates who wish to leave the examination room prior to the scheduled finish time (and within the times specified above) will adhere to instructions provided by the invigilator.

7.10 Conclusion of examination

At the end of the examination all candidates must remain seated until their papers are collected by the invigilator or until the invigilator has given them permission to leave the exam room.

7.11 Where nominated materials may be taken into an examination room

Where specified books or other materials (restricted open book examinations) are permitted to be taken into an examination, such materials will be limited to those specifically nominated by the Lecturer-in-Charge and such materials will be listed on the examination paper cover sheet. The invigilator or other authorised person will inspect such materials to ensure that they comply with the approval and do not contain any unauthorised materials. Where an examination is designated 'open book' there will be no restrictions on the materials which may be taken into an examination.

7.12 Use of dictionaries in examinations

English language dictionaries are not acceptable in an examination room.

7.13 Use of personal electronic devices in examinations

Personal electronic devices may not be brought into or used in an examination room except with the prior approval of the Lecturer-in-Charge. Such approval must clearly identify the category of electronic device allowed in the specific examination. Electronic devices which can be approved are restricted to those which are hand-held, internally powered, silent, and not capable of wireless communication with other electronic devices.

Calculators and other electronic devices approved for use in an examination must have any programmable memory cleared prior to being brought into the examination room. Nonprogrammable calculators, where allowed, must have volatile memory only and must not have alpha facilities. Any approved electronic device brought into an examination room will be inspected by the invigilator and/or authorised staff member. A candidate using an authorised electronic device in an examination is responsible for its operation. Any failure or malfunction of the device will not constitute grounds for a deferred examination or other special arrangements.

7.14 Mobile telephones

Mobile telephones are not permitted in any examination room.

8. Illness during Examination

- 8.1** If a candidate become ill during an examination and temporarily leaves the examination venue, but remain under supervision, no extra time will be allowed for the student to complete the examination.
- 8.2** If the candidate cannot continue with the examination, the invigilator will note this and report the matter to Exams Secretary.
- 8.3** The Exams Secretary or nominee will determine, in consultation with the Principal, whether the student is given a deferred examination, subject to provision of relevant supporting documentation.

9. Interruption to Examination

- 9.1** Where an examination is impacted by an unexpected interruption (power failure, computer/software malfunction, earthquake, bomb threat, fire alarm etc.) the invigilator will implement appropriate action.
- 9.2** Minor disruptions to an examination (for a period of 15 minutes or less) will be accommodated by the provision of an equivalent period of additional time added to the end of the allocated time.

9.3 The Examinations Secretary or nominee will determine the appropriate course of action in the event of a significant disruption to an examination. A significant disruption may include repeated minor disruptions in the same examination session.

9.4 In the event of an evacuation of examination venue, the Exams Secretary together with the Principal or nominee will determine which of the following outcomes will apply:

- a. The examination may be declared void and a new examination scheduled for a date and time within the current examination period, including on a Saturday;
- b. Students examination scripts may be marked and an adjusted examination results determined;
- c. An alternative assessment item maybe set with a suitable due date of submission;
- d. As well as the outcome in paragraph (b), an additional assessment item may be set with a suitable due date for submission.

10. Breach of Procedures

10.1 Expulsion from examination room

An invigilator may immediately expel from examination room any candidate who commits an infringement of this Policy and Procedures.

10.2 Report and Investigation

An invigilator will report any breach of this Policy to Examination Unit which will refer it to the Head of Department responsible for the course unit. Any such allegation will be investigated and resolved in accordance with the Examinations Policy or Student Code of Conduct.

11. Materials Left Outside Examination Room

The College accepts no responsibility for the security of any materials left outside an examination room.

12. Deferred Examinations

12.1 Application for central deferred examinations

A candidate who, through illness or other exceptional cause beyond the candidate`s control, is unable to attend an examination is required to lodge with the Examinations Secretary, not later than five working days after the day of the examination, an Application for Deferred Examination form with Professional Authority (see Section 12.3)

12.2 Application for School-based deferred examination

A candidate who, through illness or other exceptional cause beyond the candidate`s control, is unable to attend an examination is required to lodge with Lecturer-in-Charge, not later than five working days after the day of the examination, an Application for Special Consideration form with Professional Authority

12.3 Evidence in support of application for deferred examination

Any application for deferred examination must be supported by original appropriate documentary evidence (Professional Authority) the authenticity of evidence may be confirmed with the named provider.

12.4 determination of application for a deferred central examination

The Exams Secretary or nominee will determine the outcome of an application for deferred central examination. Head of Department will notify a student of the outcome of their deferred examination application in writing not less than one week prior to the commencement of the deferred examination period. Where application is approved, the details of the examination day, time and location will be posted on the Students Personal Examination timetable. In cases where application is submitted prior to the examination and the application is refused, every effort will be made to contact the student prior to the scheduled examination.

12.5 Determination of application for a school Based deferred examination

The Lecturer-in-charge will determine the outcome of an application for a School-based deferred examination. The School will notify the student of the outcome of their deferred examination application in writing not less than one week prior to the examination date determined by Lecturer in-charge. Where application is approved, the written notification will include the details of the examination day, date time, and location. In cases where an application is submitted prior to the examination and application is refused, every effort will be made to contact the student prior to the scheduled examination.

12.5 Failure to attend deferred examination

A student who, through illness or other exceptional cause beyond the candidate's control fails to attend a deferred examination may apply for alternative assessment. The application should normally be lodged directly with Head of Department no more than five working days after the day of the original deferred examination. Approval will only be granted in exceptional cases and should not be assumed to be automatic.

12.6 limit on number of deferrals

An examination or alternative assessment may be deferred no more than twice (after the original scheduled examination). If the student is again unable to undertake the examination or assessment, further deferral will not be granted and the course Lecturer will be required to provide a final result unit. If the student is unable to provide evidence of continuing exceptional circumstance, the course Lecturer after consultation with student, may recommend to the Head of Department that:

- a. the student's enrolment in the relevant unit be cancelled without academic penalty (but with financial liability); or
- b. Other assessment accommodation(s) be made, having regard to the circumstances of the case.

13. Supplementary Assessment

Supplementary Assessment will be managed by the Department and may be approved in accordance with the Academic Regulations.

13.1 Purpose of supplementary assessment

Supplementary assessment is provided to support transition into the workplace at the conclusion of coursework programme and applies to the final 80 cp of the course. Supplementary assessment is not a re-assessment of the student's overall grade or mark for an individual assessment item or a deferred assessment. It consists of a new item of assessment designed to give students the opportunity to demonstrate their achievement of the learning outcomes specified for the unit and to progress in and/or complete the requirements of their course.

13.2 Students transferring course and cross-institutional study

Where students gain credit toward a course on the basis of prior studies, whether completed at JHM EDUCATIONAL TE College or elsewhere, results achieved in relevant prior studies will not be considered in determining a student's eligibility for supplementary assessment.

Where a student is granted permission to undertake cross-institutional study within the final 80 cp of a course, results gained in such study will be considered in determining a student's eligibility for supplementary assessment.

13.3 Grades allocated on the basis of supplementary assessment

The highest grade which can be awarded to student who successfully complete supplementary assessment requirement will be a Pass (P) grade. Students who are unsuccessful in meeting supplementary requirements will be awarded Fail (F) grade.

Senior Management Team

Agreed Date: