

## PP95 Examinations Policy and Procedure

### PURPOSE

The purpose of this policy and procedure is to set out the guiding principles and procedures governing Southern Cross Education Institute's examination processes.

### SCOPE

This policy and procedure is for all staff and students of Southern Cross Education Institute who administer, complete and process examinations.

### DEFINITIONS

Academic misconduct	The intentional or reckless conduct by which a student seeks to gain an unfair or unjustified academic advantage in a course or subject. Academic misconduct includes, but is not limited to cheating, or attempting to cheat through: <ul style="list-style-type: none"> <li>● collusion</li> <li>● inappropriate collaboration</li> <li>● plagiarism</li> <li>● misrepresenting or fabricating data or results or other assessable work</li> <li>● inappropriate electronic data sourcing/collection</li> <li>● breaching rules specified for the conduct of examinations in a way that may compromise or defeat the purposes of assessment</li> </ul>
Cheating	Any attempt to give or obtain assistance in an examination without due acknowledgment
Invigilator	Person who supervises students during an examination
Examination	A time-limited assessment task conducted under invigilation and held at the end of the standard semester
SCEI	Southern Cross Education Institute

### POLICY

1. Standards for examination times, dates and venues
  - 1.1. The Course Coordinator must inform students of times, dates and venues for examinations, including supplementary and deferred examinations by means of a formal examination timetable.
  - 1.2. The timetable for examinations must be published at least four weeks before examinations begin, and at least one week before deferred and supplementary examinations.
  - 1.3. Students must sit an examination in a venue on the campus where the course is delivered.
  - 1.4. Examinations are scheduled between 9.00am to 6.00pm Monday to Friday inclusive.
  - 1.5. Should a clash occur it will be dealt with on an individual case basis by the relevant Course Coordinator.
2. Standards for the duration of examinations
  - 2.1. Examinations should, where possible, be limited to a maximum of three hours and ten minutes duration. No examination shall exceed this duration.
  - 2.2. Approval must be sought from the Campus and/or Training Manager for an examination which exceeds the non-standard duration.
  - 2.3. The examination duration shall be stated in the unit delivery and assessment plan.

3. Responsibility of the Course Coordinator
  - 3.1. The Course Coordinator is responsible for the format and content of examination papers as set out in the unit delivery and assessment plan provided to students.
  - 3.2. The Course Coordinator must be available while an examination is in progress to answer any queries from invigilators.
  - 3.3. The Course Coordinator is responsible for ensuring that the examination paper information sheet is signed by the Course Coordinator and the Campus or Training Manager.
  
4. Conduct of examinations and behaviour of students in examinations
  - 4.1. Student attendance at examinations is mandatory.
  - 4.2. Prior to the commencement of the examination, the examination invigilator must issue instructions regarding the conduct of the examination.
  - 4.3. There is a mandatory ten minutes reading time allotted at the beginning of the examination; students are not permitted to write during this time.
  - 4.4. Students are required to provide a valid student identification card to sit the examination. Students that do not hold valid student identification shall not be granted entry to the examination venue.
  - 4.5. No food or drink shall be permitted within the examination venue, with the exception of water in a clear, unlabelled bottle.
  - 4.6. Mobile phones and other electronic devices, other than approved examination aids, shall not be permitted in the examination venue.
  - 4.7. No student shall be admitted to the examination venue 10 minutes after the commencement of the examination except by permission of the invigilator.
  - 4.8. No additional time is available to students arriving late for an examination.
  - 4.9. In the event of illness during the examination, students will be escorted by an invigilator to seek medical attention.
  - 4.10. Students are not permitted to communicate with other students during the examination. Failure to comply will result in disciplinary action.
  - 4.11. If a student is found with unauthorised material during the allotted examination time, whether in the venue or toilets, will face disciplinary action.
  
5. Missed Examinations
  - 5.1. Special arrangements may be made for students requiring alternative examination arrangements, to be made at the Campus or Training Managers discretion.
  - 5.2. Where possible students with a disability or medical condition must be given the opportunity to demonstrate their knowledge.
  - 5.3. Any adjustment to examination arrangements that is approved must be clearly related to the functional impact of a student's disability and/or medical condition in examination conditions.
  - 5.4. The missed examination must be the direct result of the student's exceptional circumstances.
  - 5.5. Alternative examination arrangements must not result in the lowering of academic standards or affect the integrity of the examination process.
  - 5.6. No alternative arrangements will be made for a student arriving late to an examination subject to exceptional circumstances.
  
6. Where illness or other significant circumstances have had an adverse effect on academic performance in, or preparation of, work for assessment, a student may apply for special consideration in accordance with SCEI examination procedure, stated below.

7. Release of Final Subject Results

- 7.1. Final results must be released in a timely fashion, but must be within 10 working days of the end of the examination.
- 7.2. Release of results is contingent on the student being compliant with SCEI rules, policies and procedures.

**PROCEDURE**

**1. Items permitted in the exam room**

- 1.1. At least one (1) week prior to the scheduled examination, trainers will reinforce the information about items which may be brought into the examination venue and which items may not.

**2. Open Book Examinations (including Online Quizzes)**

- 2.1. In an open book exam on campus, students may bring in hard copy reference material, including handwritten notes, hard copy dictionaries and textbooks with any annotations. The trainer will advise students before the exam of what hard copy material will be permitted for that particular exam.
- 2.2. No electronic devices will be allowed into an open book examination.
- 2.3. For online quizzes, students may access any hard or soft copy reference material they feel would be of assistance.
- 2.4. It is a student's responsibility, whether on campus or online, to be equipped with the necessary tools for exams or quizzes (including textbooks, dictionaries, notes, software packages etc), and lack of preparation or equipment will not be accepted as reason for deferral of examination.

**3. Cheating**

- 3.1. Students who have been determined by the Course Coordinator to have cheated in an examination will be awarded 0 (zero) marks for the examination.
- 3.2. The Campus Manager and/or Training Manager will consider each case of cheating and make a determination on whether or not a student who has cheated may continue enrolment with SCEI.
- 3.3. For guidance on processes at SCEI in relation to student academic misconduct, including cheating, reference should be made to the PP96 Academic Misconduct Policy and Procedure.
- 3.4. Students may appeal against a determination of the Campus Manager and/or Training Manager that they have cheated in an examination. For guidance on complaints and appeals processes at SCEI, reference should be made to the PP11 Complaints and Appeals Policy and Procedure.
- 3.5. Compassionate and compelling circumstances are circumstances outside of the control of a student that have had an adverse effect on the student's ability to participate in one or more aspects of SCEI's assessment processes, including attendance at an examination.

**4. Applications for special consideration**

- 4.1. An application for special consideration may be made if a student believes that compassionate and compelling circumstances exist.
- 4.2. Compassionate and compelling circumstances include, but are not limited to:
  - 4.2.1. Illness or injury
  - 4.2.2. Death in the immediate family
- 4.3. All applications for special consideration must be in writing using FOR258 Application for Special Consideration form. Applications for special consideration must be directed to the Course Coordinator.
- 4.4. An application for special consideration for an examination will be considered only if:
  - 4.4.1. the application is acknowledged by the Course Coordinator as received at least three (3) days prior to the scheduled examination date
  - 4.4.2. the compassionate and compelling circumstances referred to in the application existed prior to the date of the examination for which special consideration is requested
  - 4.4.3. the application is made using FOR258 Application for Special Consideration form and is complete

- 4.5. Applications for special consideration must be accompanied by evidentiary documentation to support the claim of compassionate and compelling circumstances. The documents provided as evidence must be original documents, or properly certified copies of original documents.
- 4.6. Applications for special consideration will be assessed by the relevant Course Coordinator and the Campus Manager or Training Manager.
- 4.7. When considering an application for special consideration, the Course Coordinator and Campus Manager or Training Manager may take into account one or more of the following conditions:
  - 4.7.1. the student's performance in other assessment tasks in the subject; and
  - 4.7.2. the circumstances, background, nature and severity of the compassionate and compelling circumstances
- 4.8. An application for special consideration may result in any one or more of the following outcomes:
  - 4.8.1. No action is taken
  - 4.8.2. A supplementary examination is undertaken
  - 4.8.3. A deferred examination date is approved
- 4.9. A student who has made an application for special consideration will be advised in writing at the earliest opportunity of the final decision regarding their application.
- 4.10. Students who are dissatisfied with the outcome of an application for special consideration may appeal the decision. For guidance on complaints and appeals processes refer to the PP11 Complaints and Appeals Policy and Procedure.

## 5. Deferred examinations

- 5.1. A deferred examination is an alternative examination scheduled for a date later than the original examination, which students may attend instead of the original examination under certain defined circumstances.
- 5.2. Students may apply for a deferred examination if they believe compassionate and compelling circumstances apply. If students wish to apply for a deferred examination, they must submit FOR258 Application for Special Consideration form. An application for special consideration to undertake a deferred exam must be formally received no less than five (5) working days prior to the date of the original examination date.
- 5.3. A deferred examination must be attended on the published date of the deferred examination. Failure by a student to attend a deferred examination for a subject on the published date will result in an unsatisfactory result for the student for that subject and could mean a Not Yet Competent result for the relevant unit of competency.

## 6. Supplementary examinations

- 6.1. A supplementary examination is an additional examination undertaken by a student for a subject, the outcome of which supersedes that of the original examination. A supplementary examination may be provided to a student under the following circumstances:
  - 6.1.1. an application for special consideration has been approved, or
  - 6.1.2. the student attempted all pieces of assessment in a unit and received a satisfactory result.
- 6.2. A supplementary examination cannot be granted for a deferred examination.

## 7. Appeal of an examination result

- 7.1. Students may appeal an examination outcome according to the PP11 Complaints and Appeals Policy and Procedure.
- 7.2. No appeal in regard to any examination outcome will be considered more than four weeks after the date the result was published.

## 8. Reporting of results

- 8.1. Trainers are responsible for reporting all examination marks to the Course Coordinator.
- 8.2. The results are provided to students two weeks after the examination date.

### RELATED DOCUMENTS

FOR258 Application for Special Consideration form  
PP11 Complaints and Appeals Policy and Procedure  
PP77 Assessment Policy and Procedure  
PP96 Academic Misconduct Policy and Procedure

### LEGISLATIVE CONTEXT

Standards for Registered Training Organisations (RTOs) 2015: Clauses 1.8  
National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018: Standard 9  
Education Services for Overseas Students Act 2000: Standard 21 (2B)

### RESPONSIBILITIES

Campus Manager  
Training Manager  
Course Coordinators  
Invigilators  
Trainers and Assessors  
Students

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