



Examination Policy and Procedure

Purpose

1. The purpose of this Policy is to set requirements for maintaining the integrity of examinations at the Australian International Institute of Higher Education ('the Institute'). This Policy sets out the principles that underpin the Institute's approach to examinations and outlines mandatory procedures for ensuring fair and transparent assessment of student learning outcomes under invigilation.

Scope

2. This Policy applies to:
 - a) all enrolled students undertaking examinations;
 - b) staff involved in preparing, conducting, or administering examinations at the Institute;
 - c) examinations that are centrally organised and occur during a central examination period.

Definitions

3. For the purposes of this Policy:
 - a) **Cheating** is any dishonest, fraudulent, or deceitful conduct associated with assessment, including collusion.
 - b) **Examination** is an assessment task conducted in a controlled environment, including invigilation, limited duration, and simultaneous completion of the task by students.
 - c) **Examination paper** is a document, which could be printed or online, with examination questions and includes any accompanying documents such as answer booklets.
 - d) **Invigilation** is the supervision of students undertaking an assessment task to enforce examination conditions and rules.

Policy

Principles

4. The Institute will preserve the integrity of examinations by having strict examination conditions, invigilation, and information security arrangements in place.
5. The Institute will enforce examination conditions and rules fairly and consistently to ensure that the results of examinations are valid and reliable.

Procedure

Examination information security

6. The Course Coordinator will appoint a responsible officer for the handling of examination papers and inform the responsible officer and invigilators of all examination information security requirements.

Creation of examination papers



7. The Course Coordinator will securely store the approved final version of the master script for the examination, including arranging for adequate access control and back-up.
8. The Course Coordinator will give instructions for the secure (online or hardcopy) storage or destruction of drafts of the master script.
9. Printing of the examination paper based on the master script must be conducted confidentially and securely by the responsible officer.

Storage of examination papers

10. The hard copies of the examination paper should be stored in a sealed envelope in a locked filing cabinet.
11. Electronic copies of examination papers should be password protected to prevent unauthorised access.
12. The Course Coordinator and responsible officer will maintain a document tracking the custody of the examination papers, including count and location.

Transfer of examination papers

13. The examination papers will be handed to the invigilator on the day of the examination.
14. At the end of the examination, the invigilator places all examination papers in a sealed envelope and includes a count of completed and unused examination papers.
15. The sealed envelope will be returned to the responsible officer by the invigilator immediately after the examination.

Access to examination papers

16. Examination papers may only be accessed as expressly authorised by the Course Coordinator.
17. Students may view hard copies of their marked examination paper under the supervision of the responsible officer. The examination paper should not be altered, removed from the room, or copied.

Retention of examination papers

18. Marked examination papers will be kept for at least one (1) year after release of the examination results.
19. The master script will be kept for at least five (5) years after the examination.
20. Unused examination papers will be destroyed immediately after the examination or immediately after they are no longer needed.

Disposal of examination papers

21. The master script, marked examination papers, and unused examination papers must be securely destroyed at the end of the retention period. Marked papers must be de-identified prior to destruction/disposal.

Examination conditions and rules

22. The Conditions for the conduct of examinations are outlined in Appendix One to this Policy.
23. The Rules for the conduct of examinations are outlined in Appendix Two to this Policy.

Breaches

24. Any alleged breaches of the Rules for the conduct of examinations by students will be handled



under the provisions of the *Student Academic Integrity Policy and Procedure*.

Appeals

25. Decisions made in association with examinations may be appealed as follows:

- a) if the decision relates to arrangements for supplementary or deferred examinations, or special consideration, students may appeal such a decision under the *Assessment Review Policy and Procedure*;
- b) if the decision relates to a finding of academic misconduct during an examination, students should refer to the *Student Academic Integrity Policy and Procedure*;
- c) for all other decisions in relation to examinations students should refer to the *Student Appeals Policy and Procedure*.

Reporting

26. Invigilators provide a report on the conduct of the examination to the Course Coordinator, including:

- a) attendance, location of students in the examination room, and late arrival time if applicable;
- b) any disruption of the examination conditions;
- c) any request for special consideration received from students during the examination;
- d) any instance of alleged cheating or breach of examination rules; and
- e) other incidents or issues which could impact on the integrity of the examination.

Monitoring and improvement

27. The Course Coordinator collates invigilators' reports for review by the Teaching and Learning Committee, highlighting trends and material issues. The Teaching and Learning Committee may refer any recommendation for improvement to the Academic Board.
28. Student feedback is sought on their experience of examinations at the Institute, including examination rule enforcement.
29. Data on breaches of academic integrity in examinations is collated with other academic integrity data collected under the provisions of the *Student Academic Integrity Policy and Procedure*.

Responsibilities

30. Students are responsible for:

- a) familiarising themselves with the information on examinations included in Subject Outlines;
- b) referring to the student portal for confirmation of examination date and time;
- c) if unsure about examination requirements, asking for clarification from the Lecturer or Course Coordinator at an appropriate time as early in the study period as possible; and
- d) abiding by examination rules.

31. Invigilators are responsible for:

- a) enforcing examination conditions and rules;
- b) following information security protocols; and
- c) reporting any breach of examination rules or disruption of examination conditions.

32. Course Coordinators are responsible for:

- a) coordinating processes and arrangements for the security of examination papers;
- b) confirming the information on examinations before publication in Subject Outlines;



- c) advising students on the consequences of breaching academic integrity standards by cheating in examinations;
 - d) approving reasonable adjustments for examinations and notifying the invigilator of special arrangements; and
 - e) reporting on the conduct of examinations for the course to the Teaching and Learning Committee.
33. The Student Services Manager is responsible for confirming the adequacy of the security of the Institute's information systems and of the controls put in place to prevent unauthorised access to them.



Associated information

Approving body	Academic Board
Date approved	28 September 2020
Date of effect	Commencement of operation
Next scheduled review	Two years from when policy commence
Policy owner	Academic Dean
Policy contact	Academic Dean
Related AIIHE Documents	<i>Assessment Moderation Policy and Procedure</i> <i>Assessment Policy and Procedure</i> <i>Assessment Review Policy and Procedure</i> <i>Quality Assurance Framework</i> <i>Student Academic Integrity Policy and Procedure</i> <i>Student Code of Conduct</i>
Higher Education Standards Framework (Threshold Standards) 2015 (Cth)	Standard 1.3, ss 2, 3 Standard 1.4, ss 3 Standard 5.3, ss 2, 3 Standard 7.2, ss 2 Standard 7.3, ss 3
Other related external instruments/documents	Related Legislation <ul style="list-style-type: none">• <i>Tertiary Education Quality and Standards Agency Act 2011 (Cth)</i>• <i>Australian Qualification Framework (AQF)</i> Good Practice Documents <ul style="list-style-type: none">• <i>TEQSA Guidance Note: Academic Integrity</i>• <i>TEQSA Guidance Note: Course Design</i>

Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	28 September 2020

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Appendix One

Conditions for the conduct of examinations

Duration

34. In accordance with the *Assessment Policy and Procedure* examinations will not exceed three (3) hours in duration.
35. Where examination conditions are disrupted by external factors, such as excessive noise or an emergency, the invigilator will note the disruption on the examination report. The invigilator will advise students if the examination should be cancelled or postponed, or continue, with a possible adjustment to the duration to compensate for the disruption.

Arrangements

36. Students will be seated on individual desks separated by a distance of at least 60 cm.
37. All students will be visible to the invigilator.
38. There will be at least one (1) invigilator for every 30 students.
39. The examination room will have a clock or other time display visible to all students.
40. There will be a designated area for bags or other belongings which are not authorised for the examination.
41. The name and code of the subject are clearly displayed and visible to all students.
42. Desks have an allocated number or other identifier.

Announcements

43. The name and code of the subject will be announced prior to distributing the examination papers.
44. The following announcements will be made at the appropriate time:
 - a) start and duration of the reading time, with no writing allowed;
 - b) end of reading time, and start and duration of examination, with writing allowed;
 - c) mid-point of the examination duration;
 - d) 30 minutes remaining;
 - e) 15 minutes remaining, with no students being allowed to leave the examination room; and
 - f) end of the examination, with no further writing allowed.
45. Further announcements may be made as deemed appropriate by the invigilator, e.g. disruptions or reminders.

Materials

46. Authorised materials in the examination room are specified within each Subject Outline and on the examination paper.
47. Students are allowed to bring water in a clear bottle into the examination room.



Appendix Two

Rules for the conduct of examinations

- 48. Students must not disrupt examination conditions.
- 49. Students must follow instructions given by invigilators at all times. In an emergency, students must also follow instructions given by Institute staff or fire wardens.

Before the examination

- 50. Students must arrive at the examination location at least 15 minutes before the start of the examination.
- 51. Before entering the examination room, students must switch off all electronic devices.
- 52. On entering the examination room, students must:
 - a) place belongings and any unauthorised materials in the designated area;
 - b) follow the instructions given by the invigilator for seating arrangements;
 - c) display a current student identification card or, if not available, valid identification such as a driver's licence or passport; and
 - d) ensure that they are in possession of all authorised or required materials for undertaking the examination as indicated in the Subject Outline.

During the examination

- 53. Students must not communicate, or attempt to communicate, with other students at any time during the examination.
- 54. Students must not assist, or seek to assist, another student in completing the examination or receive assistance from, or seek to receive assistance from, another student or person.
- 55. Students will not be allowed to enter the examination room after 15 minutes from commencement of the examination (excluding reading time) has elapsed.
- 56. Students will not be allowed to leave the examination room before 30 minutes from commencement of the examination (excluding reading time) has elapsed.
- 57. Students must:
 - a) not commence answering questions until authorised by the invigilator;
 - b) seek the invigilator's permission to leave the examination room;
 - c) if they have left the room, have been supervised for the period of their absence to be permitted to resume the examination;
 - d) leave all examination papers in the examination room;
 - e) not leave the examination room within the last 15 minutes of the examination; and
 - f) otherwise leave the examination room quietly and promptly upon completion of the examination.

After the examination

- 58. Students must not write on the examination papers.
- 59. Students who experience circumstances beyond their control that inhibit their capacity to complete assessment tasks, usually involving misadventure or illness, may apply for special consideration under the provisions of the *Assessment Policy and Procedure*. The invigilator should be notified by the student wishing to apply for special consideration.



60. A breach of the examination rules will be handled in accordance with the Institute's *Student Academic Integrity Policy and Procedure*.
61. Invigilators may confiscate any item which was, or could reasonably be expected to be, used for cheating or unfairly assisting a student to complete the examination.