



# 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 modes

6. There are two exam modes practised in the Institute; they are:
  - a) Exam Mode A – In-person invigilated exam on paper
  - b) Exam Mode B – In-person invigilated exam on the computer through the Respondus Lock Down browser (LDB)



## **Examination information security**

7. 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***

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

### ***Storage of examination papers***

11. The hard copies of the examination paper should be stored in a sealed envelope in a locked filing cabinet.
12. Electronic copies of examination papers should be password-protected to prevent unauthorised access.
13. The exam questions will be uploaded on the Learning Management System (LMS) for Exam Mode B.
14. 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***

15. The examination papers will be handed to the invigilator on the day of the examination for Exam Mode A.
16. 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.
17. The sealed envelope will be returned to the responsible officer by the invigilator immediately after the examination.
18. The students will take the exam on the LMS for Exam Mode B.
19. At the end of the examination, the invigilator will check to ensure that the student has submitted the exam and shut down the LDB.

### ***Access to examination papers***

20. Examination papers may only be accessed as expressly authorised by the Course Coordinator.
21. If the exam is conducted in Exam Mode A, students may view hard copies of their marked examination papers under the supervision of the responsible officer. The examination paper should not be altered, removed from the room, or copied.
22. If the exam is conducted in Exam Mode B, students can view the marked exam on the LMS under the supervision of the responsible officer.



### ***Retention of examination papers***

23. Marked examination papers/exam attempts on the LMS will be kept for at least one (1) year after the release of the examination results.
24. The master script will be kept for at least five (5) years after the examination.
25. Unused examination papers will be destroyed immediately after the examination or immediately after they are no longer needed.

### ***Disposal of examination papers***

26. 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**

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

### **Breaches or academic misconduct during examinations**

29. Under the provisions of the *AIiHE Student Academic Integrity Policy and Procedure*, a breach that occurs during an examination is usually classified as Major Academic Misconduct. If students are suspected of academic misconduct during an exam, the following procedures apply:
  - a) an exam supervisor/academic staff member may confiscate any item that is in the student's possession that indicates an attempt at plagiarism or cheating
  - b) a student may be refused entry to an exam or expelled from an exam room if the student fails to give to the exam supervisor/academic staff anything that indicates potential plagiarism or cheating
  - c) The exam supervisor will complete an incident report with supporting evidence (if any) to the Academic Integrity Officer
  - d) the exam supervisor/academic staff member who suspects that any other form of academic misconduct by a student has occurred in relation to an exam will refer the matter to the Academic Integrity Officer, who will investigate along with the Course Coordinator.
  - e) For details, please refer to the *AIiHE Student Academic Integrity Policy and Procedure*.

### **Appeals**

30. 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 *AIiHE Student Appeals Policy and Procedure*.



## Reporting

31. 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
  - e) other incidents or issues that could impact the integrity of the examination.

## Monitoring and improvement

32. 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.
33. Student feedback is sought on their experience of examinations at the Institute, including examination rule enforcement.
34. 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

35. 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, ask for clarification from the Lecturer or Course Coordinator at an appropriate time as early in the study period as possible
  - d) abiding by examination rules.
36. Invigilators are responsible for:
  - a) enforcing examination conditions and rules
  - b) following information security protocols
  - c) reporting any breach of examination rules or disruption of examination conditions.
37. 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
  - e) reporting on the conduct of examinations for the course to the Teaching and Learning Committee.
38. 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.



- 
39. The examination sub-committee is responsible for approving results prior to publication and referring them to the Teaching and Learning Committee for final approval.
40. The Teaching and Learning Committee is responsible for:
- a) monitoring and implementing of all academic policies related to examination
  - b) approving all student results prior to publication following review by the Examination sub-committee.



## Associated information

<b>Approving body</b>	Academic Board
<b>Date approved</b>	28 September 2020
<b>Date of effect</b>	Commencement of operation
<b>Scheduled review</b>	Two years from when policy commences
<b>Current version approval date</b>	15/07/2024
<b>Next review date</b>	15/07/2026
<b>Policy owner</b>	Academic Dean
<b>Policy contact</b>	Academic Dean
<b>Related AIIHE Documents</b>	Assessment Moderation Policy and Procedure Assessment Policy and Procedure Assessment Review Policy and Procedure Quality Assurance Framework Student Academic Integrity Policy and Procedure Student Code of Conduct
<b>Higher Education Standards Framework (Threshold Standards) 2021 (Cth)</b>	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
<b>Other related external instruments/documents</b>	<b>Related Legislation</b> <ul style="list-style-type: none"><li>Tertiary Education Quality and Standards Agency Act 2011 (Cth)</li><li>Australian Qualification Framework (AQF)</li></ul> <b>Good Practice Documents</b> <ul style="list-style-type: none"><li>TEQSA Guidance Note: Course Design (including learning outcomes and assessment) v1.3</li><li>TEQSA Guidance Note: Academic and Research Integrity v3.0</li></ul>

## Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	28 September 2020
1.1	Compliance Officer	Reviewed to align with the HESF 2021, the responsibilities section was strengthened by clarifying the roles of relevant governing bodies, and the footer was updated with current addresses.	15 July 2024

*N.B. The document is uncontrolled when printed! The current version of this document is maintained on the AIIHE website at [www.aaiihe.edu.au](http://www.aaiihe.edu.au).*



## **Appendix One**

### **Conditions for the conduct of examinations**

#### **Duration**

1. In accordance with the *Assessment Policy and Procedure*, examinations will not exceed three (3) hours in duration.
2. 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**

3. Students will be seated on individual desks separated by a distance of at least 60 cm.
4. All students will be visible to the invigilator.
5. There will be at least one (1) invigilator for every 30 students.
6. The examination room will have a clock or other time display visible to all students.
7. There will be a designated area for bags or other belongings that are not authorised for the examination.
8. The name and code of the subject are clearly displayed and visible to all students.
9. Desks have an allocated number or other identifier.

#### **Announcements**

10. The name and code of the subject will be announced prior to distributing the examination papers.
11. 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
  - f) end of the examination, with no further writing allowed.
12. Further announcements may be made as deemed appropriate by the invigilator, e.g. disruptions or reminders.

#### **Materials for Exam Mode A**

13. Authorised materials in the examination room are specified within each Subject Outline and on the examination paper.
14. Student ID Card
15. Students are allowed to bring water in a clear bottle into the examination room.

#### **Materials for Exam Mode B**

16. Authorised materials in the examination room as specified within each Subject Outline.
17. Student ID card



- 
18. Access to a laptop with the following requirements (Respondus LDB does not work on a phone, tablet or Chromebook):
- a) Windows 10 and 11 on a 64-bit platform
  - b) Mac OS x 11.0 or later





## **Appendix Two**

### **Rules for the conduct of examinations**

1. Students must not disrupt examination conditions.
2. Students must follow the 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**

3. Students must arrive at the examination location at least 15 minutes before the start of the examination.
4. Before entering the examination room, students must switch off all electronic devices.
5. 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 license or passport
  - 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**

6. Students must not communicate or attempt to communicate with other students at any time during the examination.
7. 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.
8. Students will not be allowed to enter the examination room after 15 minutes from the commencement of the examination (excluding reading time) has elapsed.
9. Students will not be allowed to leave the examination room before 30 minutes from the commencement of the examination (excluding reading time) has elapsed.
10. 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
  - f) otherwise leave the examination room quietly and promptly upon completion of the examination.

### **After the examination**

11. Students must not write on the examination papers.
12. 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.



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