

Examination Policy

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1. Purpose

The purpose of this Policy is to assist in ensuring coordinated and consistent examination practices for all units of study at the Australian National Institute of Management and Commerce (IMC). Academic staff members are responsible for designing examinations that are equitable, appropriate and enable students to demonstrate their achievement of unit learning outcomes.

This Policy should be read together with AP020P Examination Procedure.

For information relating to general principles of and responsibility for assessment, refer to the Assessment Policy and Procedure (Coursework) (AP007 and AP007P).

2. Scope

This Policy applies to all IMC students and staff and to all examinations conducted by the Institute, including those conducted online.

3. Definitions

Examination means a formally supervised written assessment held during an examination period and conducted under examination conditions.

Examination supervisor means a person assigned to oversee and invigilate the conduct of formal examinations.

Exceptional Circumstances mean

- personal circumstances that are out of the control of the student; and
- that the student could not reasonably have prevented or accommodated; and
- they must have had a significant and demonstrably negative effect on the student's ability to study and/or undertake assessment.

The timing of the circumstances must be relevant to the affected assessments and/or periods of study.

All elements outlined above must be met in order to substantiate a claim of exceptional circumstances.

Personal circumstances such as holidays, regular work schedules or special events will not be considered to constitute exceptional circumstances.

Examples of exceptional circumstances will include, but not be limited to:

Medical

- An unexpected illness or an accident causing injury
- A reoccurrence of a chronic illness.

Compassionate

Hardship or trauma, such as:

- A death or serious illness/injury of a close family member
- A severe disruption to domestic arrangements
- Being a victim of crime

Other circumstances

- Bona fide religious observance
- Aboriginal cultural practices
- Community service, in the form of jury duty, unforeseen call to the State Emergency Services or Rural Fire Service.
- A summons to appear in court
- A vehicle accident on the day of the exam or deadline for submission,
- Unexpected employment circumstances, such as a move interstate at short notice.

All exceptional circumstances must be evidenced by adequate and relevant documentation.

Exceptional Circumstances in this Policy has the same meaning as in AP007 Assessment Policy (Coursework).

Formal examination means a summative assessment item in the form of an examination held during the formal examination period.

(see also Examination Supervision Policy and Procedure (AP021 and AP021P).

Reading time means a period of time before the commencement of an examination during which students may read the examination paper but may not begin to answer the examination questions (e.g. by writing notes or answers or using calculators)

4. Conduct of Examinations

4.1 Location of Examinations

Students will sit all of their formal examinations at the Institute's Sydney Campus at the Australian Technology Park, the Hobart Campus at 188 Collins Street, or the Perth campus at 131 Harold Street, Highgate WA. Where courses are delivered offshore, examinations will be conducted at the Offshore Campus. Online examinations can be taken at a place of the student's own choosing with the proviso that they are able to access minimum computing requirements.

4.2 Timing of Examinations

Standard study periods

An official two-week examination period will be held at the end of each standard teaching period during which time formal examinations will be held. Examinations will be held within the time period 8am to 8pm Monday to Friday (excluding public holidays).

Non-standard study period examinations

Examinations for units offered in non-standard study periods will be arranged and conducted by the relevant Unit Coordinator within two weeks of the completion of the teaching of the unit.

Supplementary/re-sit examination period

The supplementary/re-sit examination period will be scheduled no less than two weeks after the end of the examination period but before the semester end date.

4.3 Student Availability for Examinations

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

4.4 Examination Adjustments for Students with Disabilities, Medical Conditions or other exceptional circumstances.

Where a student has an illness or exceptional circumstances which they believe impacts on their ability to undertake an examination in the normal way, they may apply to the Dean of the relevant school to have the examination conditions adjusted. (See also Examination Procedure AP020P)

4.5 Online Examinations

For examinations conducted online it is imperative that academic integrity is not compromised and that all reasonable measures are undertaken to mitigate the risk of academic misconduct. Examination conditions for online examinations will be comparable to those of examinations conducted on campus.

Procedures for Supervision, which may include e-proctoring services, are outlined in detail in the *Examination Supervision Policy and Procedure*

Staff should be provided with training on the conduct of online examinations and, in consultation with the Deans and the Learning, Teaching and Scholarship Committee, examinations should be redesigned to suit online completion. Where possible and appropriate, tools such as e-proctoring software may be utilised.

5. Examination Room Protocols

(See also Examination Supervision Policy and Procedure AP021 and AP021P)

5.1 Powers of examination supervisors

Examination supervisors have responsibility for the conduct of examinations and will exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination. An examination supervisor need not enter into debate with a candidate in relation to any direction given to the candidate.

(See also Examination Supervision Policy and Procedure)

5.2 Conduct of candidates

While in the examination room candidates must comply with all Student Conduct Policies, and all directions provided by the supervisor.

Where proved, cheating in examinations will result in serious penalties. If the examination supervisor considers that cheating during an examination has occurred, the examination supervisor will complete an Examination Incident Report and submit this to the Academic Integrity Officer.

See also *Student Academic Integrity Policy and Procedure*

5.3 Entry to an examination room

No person other than an examination supervisor, authorised party, or a person granted approval by an examination supervisor, may enter or remain in an examination room during an examination, or during the period of 15 minutes immediately preceding or following an examination.

Upon entering an examination room, a student must proceed to their designated desk. A student will only leave their desk with the permission of, or by the direction of an examination supervisor.

5.4 Starting time

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

5.5 Reading time

During reading time, no writing is permitted. Candidates must not commence writing on the examination paper or the examination booklet until the reading time has ended and the examination supervisor has given permission for writing to commence.

5.6 Late arrival

Candidates who arrive within the first 45 minutes of the official starting time of the examination will be permitted to undertake the examination. Candidates who arrive late will not be allowed any additional time. Candidates who arrive more than 45 minutes after the starting time of the examination will not be permitted to undertake the examination.

5.7 Early departure from examination rooms

A candidate must not leave the examination room until 45 minutes after the commencement of writing time or during the final 10 minutes of an 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 examination supervisor.

5.8 Conclusion of examination

At the conclusion of the examination all remaining candidates must remain seated at their allocated desks until their papers have been collected by the examination supervisor, or until the examination supervisor has given permission for the candidate to leave the examination room.

5.9 Authorized materials in an examination room

Where specified books or other materials are permitted to be taken into an examination, such materials will be limited to those specifically approved by the Learning, Teaching and Scholarship Committee. These materials will be listed on the cover page of the examination paper. The examination supervisor or other authorised party will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorised materials.

The use or possession of any unauthorised material in the examination room constitutes cheating and is strictly prohibited. It is considered a breach of examination policy and will be subject to procedures outlined in clause 5.15.

5.10 Use of dictionaries in examinations

English language dictionaries and/or bilingual translation dictionaries are not permitted in an examination room.

5.11 Use of authorised 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 Unit Coordinator. Approval must clearly identify the category of electronic device allowed in the examination room. 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 all programmable memory cleared prior to being brought into the examination room. Non-programmable calculators 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 examination supervisor.

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 supplementary/re-sit examination or other special consideration.

The use of any unauthorised personal electronic device is strictly prohibited. It is considered a breach of examination procedure and will be subject to procedures outlined in clause 5.15.

5.12 Mobile phones

The use of mobile phones in the examination room is strictly prohibited. It is considered a breach of examination procedure and will be subject to procedures outlined in clause 5.15.

5.13 Student Illness during the examination

If a candidate becomes ill during an examination and temporarily leaves the examination room while remaining under supervision, the candidate may continue with the examination. However, the student will need to complete the examination at the end of the scheduled time and no additional time will be made available.

If the candidate cannot continue with the examination because of illness or other exceptional circumstances, the supervisor will note this and report the matter to the Dean. After considering relevant supporting documentation the Dean will determine whether the student is to be given a supplementary or re-sit examination.

5.14 Interruption to Examinations

Where an examination is impacted by an unexpected interruption (e.g. power failure, computer/software malfunction, earthquake, bomb threat, fire alarm, etc) Academic Management will make a determination whether the examination can proceed.

Minor disruptions to an examination (for a period of 15 minutes or less) will usually be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time.

5.15 Examination Policy breaches

An examination supervisor may immediately expel from the examination room any candidate who commits an infringement of this Policy. The supervisor will then report the infringement to Academic Administration by lodging an Examination Incident Report.

Academic Administration will refer such an incident to the Academic Integrity Officer who will investigate. (See the *Student Academic Integrity Policy and Procedure*)

5.16 Materials Left Outside Examination Room

The Institute accepts no responsibility for securing students' belongings either inside or outside an examination room.

6. Supplementary / Re-sit Examinations

6.1 Application for supplementary examination

A candidate who, through illness or other exceptional circumstances, is unable to attend an examination is required to lodge an application for a supplementary examination with Academic Administration within one week of the examination.

6.2 Evidence in support of application for supplementary examination

Any application for a supplementary examination must be supported by original documentary evidence. The authenticity of documentary evidence may be confirmed with the named provider. Approval will only be granted in exceptional cases.

6.3 Failure to attend supplementary/re-sit examination.

There will only be one scheduled supplementary/re-sit exam for each unit. No other times or special consideration will be given if students miss the set re-sit exam period. There are no exceptions to this rule.

All unit examinations must be attempted before the semester end date.

6.4 Limit on number of deferrals

An examination or alternative assessment may be deferred no more than once (after the original scheduled examination).

6.5 Remarking of examination papers

An examination remark is a reconsideration of a mark that involves review exercising academic judgement. Students may apply for a remark if they believe that the mark given is not a fair reflection of performance as measured against published assessment criteria. Administrative errors such as a miscalculation or non-inclusion of a section do not need to be resolved by remark but can be dealt with directly by the Unit Coordinator or Senior Academic Manager.

See *Assessment Policy and Procedure Coursework* for further information regarding requests for examination remarks.

7 Related Documents

- i. Examination Procedure
- ii. Assessment Appeals Process
- iii. ii. Student Academic Integrity Policy
iii. Code of Conduct for Students
- iv. iv. Assessment Policy and Procedure
(Coursework)
- v. Examination Supervision Policy and
Procedure

8.VERSION CONTROL

Historical Version	Approved by	Approval Date
2020.07	Academic Board	27 July 2020
2018.06	Academic Board	18 June 2018
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