

Examination Procedure

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| Policy Category | Procedure | | |
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| Policy Code | AP020P | | |
| Contacts | policy@imc.edu.au | | |
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| 2023.10 | Provost | October 2023 | October 2023 |

1. Purpose

The purpose of this Procedure is to support the implementation of AP202 Examination Policy in ensuring coordinated and consistent examination practices for all units of study at the Australian National Institute of Management and Commerce (IMC).

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

2. Procedures associated with examinations

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

An application for an adjustment in circumstances for conduct of an examination must provide original documentary evidence of the reason for the application. After considering the documentary evidence, the Dean will make a decision regarding if and how the examination conditions will be varied.

Prior to enrolment, students are required to identify existing personal needs or circumstances arising from disability or chronic conditions. The Institute's *Access and Equity Policy* gives information on the provision of support, that includes examination adjustments, for these students with identified needs.

2.2 Examination supervision

An examination supervisor will require any person present in the examination room:

- to confirm his/her identity and eligibility to be in the examination room. using an appropriate form of photographic identification, including an IMC student card or other official photographic evidence (e.g. passport, driver's licence)
The photographic identification must be displayed on the student's desk during the examination. If the student does not have photographic identification in their possession, they will adhere to the procedures prescribed by the supervisor. Any student attending the examination without photo identification must report to the examination supervisor at the end of the examination in order to have their identity validated within 48 hours of the examination.

This may be achieved through comparison of a smart phone photograph, taken at the time of the examination and a valid student ID or other official photographic identification (such as a driver's licence or passport)

- To sign an attendance list;
- To show that they do not have any unauthorised material and/or electronic devices including mobile phones;
- To answer any question the supervisor considers necessary;
- To leave the examination room if a supervisor considers that their behaviour or appearance is such as to disturb or distract any other candidate;
- To surrender any material and/or electronic devices including mobile phones which the supervisor considers to be unauthorised; and/or
- To comply with any direction the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

2.3 Interruption to examination procedure

Where an examination cannot proceed the Dean will determine the appropriate course of action, which may include:

- the examination being declared void and a new examination scheduled for a date and time within the current examination period;
- students' examination scripts may be marked and an adjusted examination result determined;
- an alternative assessment item may be set with a suitable due date for submission; or
- an additional assessment item may be set with a suitable due date for submission.

2.4 Determination of application for a re-sit examination

After releasing final exam results, a notification email will be sent to each current student to notify them of the availability of final results and instructions on accessing individual results. Once the notification is sent, students who fail the final exam but gain 40%-49% in the unit, and have satisfactorily completed all assessment tasks in the unit, are eligible to apply for a resit examination within 5 working days. Where an allegation of intentional academic misconduct has been substantiated against a student in accordance with the Student Academic Integrity Policy and Procedure, that student is not permitted to apply for a re-sit examination in the unit to which the substantiated allegation applies. The re-sit examination schedule will be made available to students prior to the date of the re-sit examinations. In cases that an 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. Where a re-sit examination is approved, students will be required to pay a \$400 fee for each unit re-sit examination.

2.5 Deferral of examinations

If the student is unable to undertake the examination or assessment after one deferral, no further deferral will be possible and the Dean will be required to provide a final result for the unit.

If the student is able to provide evidence of continuing exceptional circumstances, the Senior Academic Manager, after consultation with the student and the Dean, may cancel the student's enrolment in the unit without academic penalty (but with financial liability); or other assessment accommodation(s) be made, having regard to the student circumstances.

2.6 Examination remark procedure

When applying for a remark, students must follow this procedure:

- a.** First seek written feedback from the lecturer/unit coordinator; and
- b.** After receiving feedback, lodge an Academic Appeal Application Form and provide a thorough written academic case based on performance in relation to criteria and standards published in the unit outline and other relevant assessment documentation.
- c.** When lodging a request for a remark, students must make a substantial case with evidence and supporting documentation if possible. A request may be rejected if the written request does not sufficiently address performance in relation to assessment criteria.

The following are examples of statements that are insufficient grounds to establish a case for a remark:

- I am a good student and have attended all lectures and tutorials
- I only need a few marks to pass
- I was sick during the semester
- My friend's answers were similar to mine and they got better marks

3. VERSION CONTROL

| Historical Version | Approved by | Approval Date |
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| 2023.10 | Academic Board | 12 October 2023 |
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