EXAMINATION SUPERVISION POLICY

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Policy Code	AP021		
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2023.10	Academic Board	12 October 2023	12 October 2023

1   PURPOSE

The Australian National Institute of Management and Commerce (IMC) is committed to ensuring that students are provided with an environment in examinations whereby they are able to demonstrate their understanding and level of mastery in a subject area. This Policy coutlines the principles underpinning the responsibilities and duties of Examination Supervisors in administering and supervising IMC's examinations.

This Policy should be read together with the Examination Supervision Procedure AP021P.

2   SCOPE

This policy applies to all examination supervisors and other staff authorised to help with the invigilation of formal examinations.
 This policy applies to all onsite examinations held at the all Australian campuses , approved off-campus examination centres, and online examinations.

3   DEFINITIONS

Authorised Electronic Device meansa an electronic device which is 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.

Examination Supervisor means a person assigned to oversee and invigilate the conduct of formal examination.

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

Off-Campus Examination Centre meansn examination centre formally approved by IMC, as providing the necessary facilities and security to ensure that examinations are conducted in a professional manner.

On-site Examination an examination where students attend in person and attempt the examination at an Australia campus, or at an off-campus examination centre.

Online Examination means an examination where students attempt the examination via the internet using a computer.

Unauthorised Material means any material or electronic device (such as mobile phone) other than that specified by the unit lecturer and listed on the cover page of the examination paper.

4. PRINCIPLES

- IMC will recruit or deploy appropriately qualified persons to work as examination supervisors for formal examinations on-site and at off-campus examination centres.
- Examination supervisors have a range of responsibilities for administering examinations, invigilation and associated administrative tasks. The details and extent of these responsibilities before, during and after formal examinations are documented in the Examination Supervision Procedure.
- Examination supervisors must maintain vigilance in the supervision of students during examinations to minimise the opportunity for unauthorised behaviour and academic misconduct.
- Where examinations are conducted at off-campus examination centres, the responsibilities of examination supervisors do not change. Additional responsibilities are documented in the Examination Supervision Procedure.
- Maintaining the integrity of online examinations is of crucial importance.
  i.

5 GENERAL CONTEXT

Cheating in on-site exams has taken many forms in recent years, and includes: notes or formulae in pencil or calculator cases and on rulers, in clothing and written on parts of the body; notes written in dark or invisible ink on the surfaces of calculator cases; use of sophisticated computing devices (i.e. with internet connectivity) resembling calculators; copying or the passing of information between students; attempted removal of 'confidential' exam papers, use of notes hidden in nearby toilets, or the use of mobile devices to access unauthorised material while visiting the toilet, and substitution, where another person attempts an examination in the place of the student.

Supervisors need to be cognizant of the possibility of this type of behaviour and take actions to minimize the possibility of cheating occurring. This requires constant and vigilant surveillance of the students during the examination.

6.   ONLINE EXAMINATIONS

In an online examination all reasonable steps must be taken to ensure that only students who are enrolled in the unit can attempt the examination, and no unauthorised material or devices are accessed during the exam.

E-proctoring may be employed in some units, but not in all.

The following principles specify the minimum requirements to help ensure the integrity of online examinations.

a.   Students may take the examination at a place of their own choosing.
b.   The minimum computing requirements for an online examination are:

   (i)   A computer connected to the internet. A mobile device (phone, tablet) is not sufficient.
   (ii) A webcam and microphone that must be kept on at all times.
   (iii) Capability to type into a Microsoft Word formatted document.
   (iv) For some units (e.g. units with quantitative subject matter), a capability to use MS Excel (or similar) may be needed.

c.   Examinations will be held at a set time and for a set duration that is the same for all students in a unit no matter where they are located. The examination timetable shows Sydney time. Students must make their own adjustments to the start time if located in another time zone.

d.   Students must prepare and ensure their ability to connect to Moodle and Zoom for the duration of the examination period for each unit. The technology requirements for examinations are the same as those that applied to online classes during a term.

e.   Students must turn on their webcam at the start of the examination and display their face and student card or other photo ID through their Zoom connection for an identity check when an examination supervisor calls their name. This may happen at any time during the course of the examination . An identity check will take only one minute provided ID cards are readily available.

f.   , Zoom must be connected all times for the duration of an examination and until the exam paper is submitted to Moodle through Turnitin.

g.   Fifteen (15) minutes before the start of the examination period, the examination paper will be made available to download from the unit's Moodle site.

h.   Two copies of the examination paper will be available for download:

   i.A copy in Microsoft Word format, and
   ii.   A copy in Acrobat PDF format

i.   Answers to the examination questions must be typed into the MS Word version of the examination paper. The PDF version is for backup reference should any part of an examination question be inadvertently deleted while answering the question.

j.   Students must stop typing when instructed by supervisors at the conclusion of the examination.

k.   At the conclusion of the examination, students will have 10 minutes to upload a completed exam paper in MS Word format to the unit's Moodle site through Turnitin.

7 Related Documents

   i.   *Examinations Procedure Policy*
   j.   *Examination Supervision Procedure*

8 Version Control

Historical Version	Approved by	Approval Date
2020.07	Academic Board	27 July 2020
2019.08	Academic Board	14 August 2019
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