

## EXAMINATION SUPERVISION PROCEDURE

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Policy Code	AP021P		
Contacts	policy@imc.edu.au		
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2023.10	Provost	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 Procedure outlines the responsibilities and duties of Examination Supervisors in administering and supervising IMC's examinations.

This Procedure should be read together with the *Examination Supervision Policy* AP021.

### 2. EXAMINATION SUPERVISOR RESPONSIBILITIES

#### 2.1 Before each examination

Supervisors are responsible for:

- i. collecting examination papers, answer booklets and attendance sheets from the academic office at least 15 minutes before the examination begins;
- ii. ensuring that each desk has a number prominently placed on the top right hand corner of the desk.

#### 2.2 During each examination

Supervisors are responsible for checking that:

- i. all students have their student ID or other official photographic evidence such as driver's licence or passport;
- ii. all students display their student ID or other official photographic evidence on the exam desk during the exam;

- iii. any student attending the examination without photo identification has their identity validated within 48 hours of the examination.

This can be achieved by means of a smart phone photograph, which can then be compared with a valid student ID or other official photographic evidence (such as a driver's license or passport);

- iv. all students have written down the examination room number and seat number on the top right hand corner of their answer booklets;
- v. all students sign the attendance sheet under proper supervision;
- vi. all students proceed to their designated desk upon entering the examination room, do not leave their desk without permission and at the conclusion of the examination leave only when directed;
- vii. no student enters the examination room after the expiration of 45 minutes from the commencement of the examination;
- viii. no student leaves the examination room within the first 45 minutes, or the last 10 minutes of the examination;
- ix. no student has any unauthorised material in the examination room;
- x. approved electronic devices are inspected to ensure compliance with exam and IMC's specifications;

Supervisors are responsible for ensuring that:

- xi. students do not commence writing or using a calculator in the reading time;
- xii. students are permitted to go to bathroom, if necessary, but only one student may go at a time;
- xiii. any student who is unwell and needs to leave the examination room temporarily is supervised while they are not in the examination room;
- xiv. silence is maintained throughout the examination and any necessary conversation is conducted in subdued tones;
- xv. no-one, other than authorised persons, enters the examination room during the examination or 15 minutes prior to or after the examination period;
- xvi. the examination is run professionally and in accordance with IMC's *Examination Policy and Procedure*.
- xvii. any student who commits an infringement of this policy is immediately expelled from the examination room and the infringement is reported to the Academic Administration by lodging an Examination Incident Report.

### **2.3 After each examination**

Supervisors are responsible for ensuring that:

- i. all examination papers and examination booklets (completed and blank) are accounted for;

- ii. examination papers and answer booklets are sorted in a numerical ascending order based on students' identification numbers;
- iii. examination papers are separated from answer booklets;
- iv. examination papers, answer booklets and attendance sheets are delivered to the academic office;
- v. they sign their name on the attendance sheet, write down the number of students attending the examination, and make any necessary comments concerning the conduct and operation of the examination;
- vi. a report is submitted to the Dean if any student is unable to complete to examination because of illness or other circumstance;
- vii. an Examination Incident Form is completed and submitted to Academic Administration if any cheating, suspected cheating or other significant incident occurred in the examination.

#### **2.4 Special Provisions for Examinations Conducted at Off-Campus Examination Centres**

Where examinations are conducted at off-campus examination centres, the following additional procedures must be followed.

- i. Where the same examination is being conducted at an IMC campus and at off-campus examination centres, the examination must be conducted at the same time at all venues.
- ii. At least 2 weeks before the examination period commences, IMC will send an examination delivery bag to the off-campus examination centre. The examination delivery bag will include the:
  - a. Examination timetable.
  - b. Final attendance list for each student sitting an examination.
  - c. Official IMC examination booklets.
  - d. Final examination papers
- iii. At least 2 weeks before the examination period commences, the supervisor for the off-campus examination centre will advise IMC's Academic Program Manager of the specific location/room for each examination.
- iv. IMC will responsible for securely printing a sufficient number of examination papers for each examination.
- v. Within 2 days of the completion of all examinations, the supervisor of the off-campus examination centre will send to IMC the examination delivery bag containing:
  - a. All examination booklets (used and unused);
  - b. All examination papers (used and unused);
  - c. All attendance sheets.
- vi. When the examination delivery bag and or examination papers are required to be transported (either from IMC to the off-campus examination centre, or from

the off-campus examination centre to IMC) they will be shipped via Australia Post, registered-express post. The cost of all shipping will be incurred by The Institute.

### 3. Related Documents

- a. *Examination Policy and Procedure (AP020 and AP020P)*
- b. *Examination Supervision Policy*

### 4. Version Control

Historical Version	Approved by	Approval Date
2020.07	Academic Board	27 July 2020
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