Examinations Policy and Procedure

Policy Owner	Academic Dean
Approving Authority	Academic Board
Implementation Responsibility	Academic Dean
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1. Purpose

This Policy outlines the approach of Sydney Polytechnic Institute (SPI) to the conduct of formal, written examinations which are normally held during the exam week at the end of each teaching period. The policy does not apply to informal exams or tests that are conducted in-class. SPI is committed to ensuring its examinations policy and procedure are fair, transparent, and ethical.

2. Scope

This Policy applies to all students, staff and affiliates of the SPI.

3. Definitions

Deferred Examination means an examination held after the scheduled formal examination due to the student's unexpected illness, misadventure, or any other circumstances beyond their control. A deferred examination is only permitted for students who made special consideration applications in accordance with SPI policies and procedures.

Examination paper means the student's written answers to the examination questions.

Examination script means the script for a formal examination that has been prepared under this Policy and follows all the quality assurance procedures outlined in this Policy.

Formal examination means an examination that has been carried out in accordance with this Policy and follows all the quality assurance procedures in this Policy.

4. Principles

4.1. Publication of Examination Timetable

4.1.1. SPI will publish the dates, times, duration and venues of each formal examination at least four (4) weeks prior to the end of the teaching period. SPI will endeavour to adjust a student's examination timetable in the formal exam period to avoid a clash of exams.

4.1.2. Students must make themselves aware of the timetable and ensure that they are available.

- If a student has a clash of exams, then they must contact the Exam Officer within five (5) working days of the timetable being released using the communication channels specified with the exam timetable.

4.1.3. Final examinations will not be held before the start date of the final examination period.

4.1.4. Deferred Examinations that are to be rescheduled will be at a time determined by SPI, usually within two weeks following the Final Examination period.

4.2. Examination Format

4.2.1. A standard SPI cover page will be used on all final examination papers.

4.3. Examination Duration

4.3.1. The maximum duration of a final examination will be three hours (excluding reading time).

4.3.2. A maximum of thirty (30) minutes of reading time may be allowed at the beginning of each final examination.

4.3.3. If the start time of a final examination is delayed for any reason, the concluding time of the examination may only be extended by the amount of the delay.

4.3.4. If a final examination is disrupted for any reason, the examination may be:

• continued, with an adjustment made up to the length of the disruption.

• considered completed, with the examination scripts marked.

• abandoned and rescheduled. Students will be informed of the rescheduled examination date within one working day. Special consideration is not necessary in this case.

4.4. Examination Procedures

4.4.1. Special Arrangements

- SPI will cater for students with a disability or other special needs to ensure fairness and equality of opportunity for all students.
- Any student who has a disability or special needs will be eligible to apply for special arrangements. These will be at the discretion of SPISIPI and must not result in an unfair advantage, but may include any of the following:
    - Additional time;
    - Schedule breaks during the exam;
    - A scribe to assist with writing the exam;
    - An alternative environment (e.g. a private space).
- Any student who wishes to apply for special arrangements must do so using the process established by SPISIPI and must do so no later than two weeks prior to the examination.

4.4.2. Students' responsibility

- Students will be required to be at the exam venue 15 minutes before the exam commencement.
    - Students who arrive more than 30 minutes after the commencement of an exam

will not be permitted to enter the exam room.

- Students must provide their SPI Student ID Card as photographic proof of identity for the duration of the final examination. This must be visible at all times during the examination.
- Students shall place all unauthorised items in the designated area as directed by the Invigilator.
    - Unauthorised items include, but are not limited to:
        - Notes, books, printed material, writing paper, except where listed as permissible materials.
        - Any device, which might disturb other candidates during an examination such as alarms on watches.
        - Any device that can be used to communicate or obtain information during an examination (e.g. phones, bluetooth headphones, smart watches).)
- Students shall:
    - obey all instructions provided by an Examination Invigilator.
    - refrain from communicating in any way with another student once they have entered the examination venue.
    - turnover and start the paper only when the examination supervisor advises them to do so.
    - remain seated and are not leave the exam venue within the initial 30 minutes as well as the last 15 minutes of an examination
        - Students are allowed a temporary supervised leave of absence from the exam room at the discretion of the invigilator during an examination due to illness or for a toilet break.
    - not remove the examination paper, scrap paper or any unused materials from the examination room except where there has been explicitly permitted.
    - refrain from any behaviour that disturbs other candidates under examination.

4.4.3. SPI and Exam Invigilators' responsibility

- SPI shall develop a manual for examiners to promote the effective operation of examinations and promote consistent practices. The manual shall cover all operational aspects of the examinations processes.
- The manual shall include suitable practices to ensure academic integrity, including specifying how students are informed of acceptable examination room behaviour, how seating plans are managed, etc.
- All examiners and exam invigilators are to refer to the SPI manual for examiners.
- All examination rooms should, where feasible, be monitored and recorded by CCTV or equivalent technologies. Designated staff will review all recordings to identify any suspicious behaviour and alert the invigilators accordingly.
- Invigilators will examine permitted materials during the exam. The Invigilator has the authority to take whatever action is necessary to prevent misconduct within the examination area.
- If an examination Invigilator suspects a student of academic misconduct (see the *Academic Integrity Policy and Procedure*) during an examination, they will take prompt action to prevent the continuance of the suspected academic misconduct. The student may be allowed to complete the examination, but the examination Invigilators will report an allegation of academic misconduct. The examination Invigilators may take a photograph/s as evidence of the breach. The student may be escorted from the exam room.

4.5. Special Consideration

4.5.1. Deferred Exam

In the case of applying for a deferred exam, only circumstances that could not have been reasonably planned for will be considered. The procedure of applying for deferred exam is stated as per the *Student Assessment Policy and Procedure.*

- An exam deferral will not be granted for any of the following:
  - Misreading the unit outline and/or exam timetable.
  - Organising conflicting travel arrangements.
  - Poor time management.
  - Unit Coordinator has justifiable reasons to believe that the student is seeking to gain an unfair advantage through extended assessment.
- Requests for deferrals made after an exam date will not be considered.
- Except in exceptional circumstances, a student will be offered only one deferral for any particular examination.
- If a student becomes unwell immediately prior to an exam due to illness or other unavoidable and/or unforeseen circumstances that prevent the applicant from attending the test.
  - the Special Consideration Form must be submitted as soon as reasonably practical, accompanied by a valid reason for not being able to attend the exam.
- If a student becomes unwell during an exam, student should notify the exam supervisor before leaving the exam venue;
  - the Special Consideration Form must be submitted within 24 hours of the exam with a certified medical certificate, to demonstrate their medical condition affected the performance in the exam. The submitted exam will not be assessed.

5. Preparation, marking and moderation of formal examinations

The Unit Coordinator is responsible for:

- developing the formal examination scripts and deferred exam scripts;
- ensuring the examination script is moderated by a peer with discipline expertise;
- specifying any special materials or equipment that may be brought into the examination room;
- marking the formal examination and any deferred examination, and moderating the marking process;
- providing students with an information sheet at least 4 weeks in advance of the formal examinations, explaining the conditions under which the examination will be held, information on the types of questions the examination will contain, and an indication of the subject content that the paper will examine. In addition, unit co-ordinators may typically issue a “practice paper” which will give an indication of the number and type of questions to be answered, their level of difficulty, the topics typically examined, and any other information to be provided such as formulas and tables.

6. Viewing of marked examination papers

- Marked examination papers are not returned to students. However, students are entitled to view their marked examination papers in a secure room in the presence of the Unit Coordinator. Students must email the Unit Coordinator within 7 days of the release of grades to arrange a suitable viewing time no later than 14 days after results release.

7. Recording and storage

- **Examination results.** The Registrar is accountable for overseeing the placement of examination results on a student's record.
- **Examination scripts and papers**, will be stored in accordance with the SPI *Records and Information Management Policy*.

8. Appeals

- Any student who has just reason to believe that there may be a reason to appeal an examination grade must first view their marked paper and then follow the procedures contained in this SPI Policy and Procedure.

- Students will receive timely normal written notice of the appeal outcome and the decisions of the appeals will be recorded correctly in the student's file as well as SPI Student Management System.

Notes

Related documents:

SPI Academic Integrity Policy and Procedure
SPI Student Assessment Policy and Procedure
SPI Student Code of Conduct Policy
SPI Education Plan
TEQSA Guidance Notes: Academic Integrity

Amendment History:

Version No.	Approved by	Effective date	Amendments
1.0	Academic Board	25/08/2021	New Policy
1.1	Academic Board	20/04/2026	Refinements have been made to Sections 1, 4, and 5 regarding formal examinations.