

Rules for In Person Examinations

Table of Contents

1. Governing Policy
2. Purpose
3. Scope
4. Rules
 - 4.1. Examination date and time
 - 4.2. Entering the examination room
 - 4.3. ID verification
 - 4.4. Permitted and non-permitted items
 - 4.5. Commencement of examination
 - 4.6. Communication during examination
 - 4.7. Completion of examination
 - 4.8. Failure to abide by these Rules
 - 4.9. Exceptions

1. Governing Policy

[Assessment Policy](#)

2. Purpose

To maintain the integrity of invigilated examinations held in person by clearly stating the rules which apply to students undertaking such examinations.

3. Scope

- a. These Rules apply to topics that have an in person examination as defined in the University's [Assessment Practices Procedures](#).
- b. These Rules apply to all students who undertake an in person examination as defined in the University's [Assessment Practices Procedures](#).

4. Rules

4.1. Examination date and time

- a. All students are required to sit their examination at the scheduled date and time regardless of any prior commitment (e.g. with a planned holiday, special event or employment).
- b. An examination can only be deferred due to unforeseen or exceptional circumstances, as specified in s.4. of the [Assessment Variation Procedures](#).
- c. Students who start their examination and are unable to remain for its duration due to unforeseen or exceptional circumstances (e.g. medical or compassionate grounds) must report to an Examination Invigilator prior to leaving the examination room. In such circumstances, it is up to the student to lodge a [deferred assessment application](#) in accordance with s.4. of the [Assessment Variation Procedures](#).
- d. Students with a disability, impairment or medical condition who require a reasonable adjustment in order to undertake the examination, as provided in s.3. of the [Assessment Variation Procedures](#), must have prior approval so that appropriate adjustments can be implemented. A copy of any documentation supporting the adjustment can be taken into the examination room.

4.2. Entering the examination room

- a. Students who arrive more than 30 minutes after the commencement of writing time will not be permitted to enter the examination room, unless approved by an Examination Invigilator.
- b. In venues where seats have been allocated, students must ascertain their seat number prior to entering the examination room. On entering the examination room, students must proceed without delay to their allocated seat and must not change seats unless approved by an Examination Invigilator.

4.3. ID verification

- a. All students must bring their student identification card to the examination room and place it on the desk. Students who do not have a student identification card must bring other photographic identification such as a Drivers Licence or Passport, which will be verified against the university database by an Examination Invigilator.
- b. If a student does not hold any photographic identification, their photo will be taken and verified against the university database. Marking of the assessment will be delayed until the student's identity is verified.
- c. No additional time will be granted to undertake this process.

4.4. Permitted and non-permitted items

- a. Students are **permitted** to take only those items listed on the [University website](#) into the examination room. Students who bring non-permitted items into the examination room will be instructed to remove them from the examination room and at the discretion of an Examination Invigilator may be reported under Rule 4.8.
- b. Mobile phones or tablet devices are only permitted in the examination room if they are required for Multi-Factor Authentication. Students detected touching/accessing a device after starting their examination will be reported under Rule 4.8.
- c. Students are **not permitted** to take and/or access anything which contains, or conveys, or is capable of conveying, information concerning or otherwise having reference to the subject matter under examination other than for the purpose at Rule 4.4.b or where such items are approved/permitted by the Topic Coordinator.

4.5. Commencement of examination

- a. Students must follow any instructions given by an Examination Invigilator for the proper conduct of the examination.
- b. The examination will commence at the scheduled start time.
- c. Reading time may or may not be provisioned, depending on the exam conditions specified in the examination instructions.
- d. During reading time students must not write in examination papers, booklets or answer sheets unless otherwise instructed by an Examination Invigilator. Students may complete attendance slips, make notes on the scribble paper provided and/or fill in any details required on the front cover of the examination booklets during reading time.
- e. Students must not commence writing until instructed to do so by an Examination Invigilator.
- f. If unforeseen circumstances delay the examination start time, the examination start and end times will be adjusted to accommodate the delay. Students will sit the exam at the adjusted time or, if the new availability cannot be accommodated, the student may apply to sit a deferred examination.

4.6. Communication during examination

Students must not communicate or engage in any conduct likely to disturb any other student during an examination. Any student disrupting an examination may be dismissed from the examination room at the discretion of an Examination Invigilator and will be reported under Rule 4.8.

4.7. Completion of examination

- a. All students must cease writing immediately when instructed by an Examination Invigilator.
- b. Students are not permitted to leave the examination room in the first 30 minutes of writing time or during the last 10 minutes of the examination, unless approved by an Examination Invigilator.
- c. Students who leave the examination room will not be readmitted, unless during the full period of absence the student has been under approved supervision.
- d. At the end of the examination, students must remain seated until all examination papers have been collected and must not leave the examination room until instructed by an Examination Invigilator.
- e. Students must not remove any examination papers or materials from the examination room, unless approved by an Examination Invigilator.

4.8. Failure to abide by these Rules

- a. Failure to abide by these Rules will be regarded as a failure to meet student academic integrity requirements under the [Student Academic Integrity Policy](#), even if it cannot be demonstrated that a student gained an advantage as a result of the failure.
- b. A failure to meet student academic integrity requirements in examinations may include, but is not restricted to:
 - i. communicating, or attempting to communicate, with a fellow student or individual who is not an Examination Invigilator or a University staff member
 - ii. copying, or attempting to copy, from a fellow student
 - iii. being in possession of any non-permitted materials or devices, including those which contain or convey, or are capable of conveying, information concerning the subject matter under examination, including any printed or written material, electronic calculating or information storage devices, or mobile phones or other communication devices
 - iv. recording, transmitting or disseminating questions and/or answers to themselves or another person
 - v. impersonating another student, or
 - vi. failing to comply with an instruction given by an Examination Invigilator.
- c. A student who is detected or suspected of failing to meet student academic integrity requirements will be reported in accordance with the [Student Academic Integrity Procedures](#), and may at the discretion of an Examination Invigilator be dismissed from the examination room.

4.9. Exceptions

Exceptions to the application of these Rules may only be made with the prior approval of the Director, Student Administration Services.

Approval Authority	Deputy Vice-Chancellor (Students)
Responsible Officer	Director, Student Administration Services
Approval Date	29 August 2024
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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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