

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Examination Rules

Establishment:	Council, 29 October 1998
Last Amended:	Deputy Vice-Chancellor (Students), 24 November 2020
Nature of Amendment:	Consequential amendments arising from the approval of a new Assessment Policy
Date Last Reviewed:	October 2018
Responsible Officer:	Deputy Vice-Chancellor (Students)

1. Students are required to follow any instructions given by an examination supervisor for the proper conduct of the examination.
2. Students who arrive more than 30 minutes after the commencement of writing time will not be permitted to enter the examination room, except with the permission of the Chief Examination Supervisor.
3. In venues where seats have been allocated, students must ascertain their seat numbers prior to entering the examination room. On entering the examination room students must proceed without delay to their allocated seat and must not change places except with the permission of an examination supervisor.
4. Students are required to 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 License or Passport, which will be verified against the university database by an examination supervisor. No additional time will be granted to undertake this process.
5. Students entitled to a variation to assessment as per the [Assessment Variation Procedures](#) must have prior approval and bring supporting documentation to the examination room.
6. Only permitted items as listed on the [University website](#), will be allowed in the examination room. Students who bring banned items into the examination room will be instructed to remove them from the examination room and at the discretion of the Chief Examination Supervisor may be reported for breaching the University's Examination Rules.

7. 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 the Chief Examination Supervisor.

8. Students who leave the examination room will not be readmitted, unless during the full period of absence the student has been under approved supervision.

9. Students will be given 15 minutes reading time before the commencement of writing time, unless otherwise specified on the cover of the examination paper.

10. During reading time students are not permitted to write in examination papers, booklets or answer sheets, unless otherwise instructed by the Chief Examination Supervisor. Students are allowed to complete attendance slips, make notes on the scribble paper provided and fill in details required on the front cover of the examination booklets during reading time.

11. Students are not permitted to commence writing until instructed to do so by the Chief Examination Supervisor.

12. Students who feel unwell during the examination are required to report to the Chief Examination Supervisor prior to leaving the examination room. Students wanting to apply for a deferred examination based on medical or compassionate grounds need to refer to the [Assessment Variation Procedures](#) and are required to lodge an [application for deferred assessment](#).

13. 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 the Chief Examination Supervisor.

14. A failure to meet student academic integrity requirements in examinations may include, but is not restricted to:

- communicating, or attempting to communicate, with a fellow student or individual who is neither an invigilator nor a member of University staff
- copying, or attempting to copy from a fellow student
- being in possession of any unauthorised material or device which contains or conveys, or is capable of conveying information concerning the subject matter under examination, including any unauthorised printed or written material, or electronic calculating or information storage device; or mobile phones or other communication device
- recording, transmitting or disseminating questions and/or answers to themselves or another person
- impersonating another student, or
- failing to comply with an instruction by a University officer appointed to supervise the examination.

A student who is detected or suspected of failing to meet student academic integrity requirements will be dealt with under the provisions of the [Student Academic Integrity Policy](#), and may at the discretion of the Chief Examination Supervisor, be dismissed from the examination room.

15. All students must cease writing immediately when instructed by the Chief Examination Supervisor.

16. 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 the Chief Examination Supervisor.

17. Students must not remove any examination papers or materials from the examination room, unless authorised to do so by the Chief Examination Supervisor.