Assessment for Learning - Examination Administration Procedure

Section 1 - Summary

(1) This Procedure defines the administration of centrally administered and College administered onshore examinations.

Section 2 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Vice-President, Learning & Teaching
Responsible Officer	Director, Student Administration

Section 3 - Scope

(2) This Procedure applies to the conduct of formal onshore examinations.

(3) This procedure does not apply to:

a. offshore examinations
b. in-class or informal tests, quizzes or assessments

Section 4 - Definitions

(4) Authorised Officers: For the purposes of this Procedure, Authorised Officers means:

a. Examination supervisory staff as described in the Centrally Administered Examinations Roles and Responsibilities in Part A.
b. Examiners (academic staff) who are present at the examination.

(5) Block

(6) Centrally administered examinations: Formal, supervised examinations which take place in the approved University examination period.

(7) College administered examinations: Examinations administered by Colleges or other teaching areas that cannot be held in the 'swot-vac' period or during the formal examination period. Includes take-home examinations. All examinations conducted in a Block will be College administered.

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(8) Study Period

Section 5 - Policy

(9) See Assessment for Learning Policy.

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Role	Responsibilities
Before and After Examinations	
Assessments and Completions Unit	For centrally administered examinations: • Produces and publishes onshore examination timetables and seating plans by the deadlines specified in Part B. • Liaises with Disability Support to ensure that special arrangements required in accordance with students' Access Plans are accommodated. • Arranges and trains staff to supervise the examination. • Collects, securely stores, and transports the examination papers, and then the completed examination booklets, to and from the examination venue. • Provides completed examination booklets to the examiners.
Disability Liaison Officer and the Disability Contact Officer (DCO) from the student's College	Liaise with Assessments and Completions Unit (centrally administered examinations) and Unit Convenor (College administered examinations) to ensure that students' needs under their Access Plans are understood and accommodated.
Examiner/Unit Convenor	Sets the examination paper(s), ensuring it is provided for reproduction in an appropriate timeframe. Ensures there are distinct papers for examinations occurring at different times (e.g. multi-site, supplementary, special or alternative examinations. Is contactable by telephone for the duration of the examination(s). Provides preliminary assessment of allegations of breaches of examination rules. In addition, for College administered examinations: • Provides students with the examination schedule including date, time and location. • Provides overall operational supervision and invigilation of the examination and the examination venue. • Arranges for additional staff to be present to assist with supervision. • Manages examination supervision for students who have registered with Disability Services. • Receives preliminary assessment of allegations of breaches of examination rules.
Centrally Administered Examinations Only (Authorised Officers)	
Chief Invigilator	Provides overall operational supervision at the examination venue.
Assistant Chief Invigilator	Provides examination supervision as well as assistance to the Chief.
Disability Students Invigilator	Provides examination supervision for students who have registered with Disability Services.
Alternative Examination Arrangements Invigilator	Provides supervision of students who: • Have a clash of examinations. • Are sitting their examination at an alternative examination time. • Are sitting an examination from another Teaching Institution.
Toilet Monitor	Supervises students using toilet facilities during examination sessions.

Role	Responsibilities
Phone Monitor	Contacts Academics/Lecturers to clarify/answer questions students have on examination paper content.
Door Monitor	Ensures students do not enter the examination room with bags and similar personal belongings. Ensures students do not enter or leave the examination room outside of specified times.
Bag Room Monitor	Provides a presence in the bag room.
Runner	Provides support to examination staff at the venue.
Driver/Courier	Delivers completed examination papers to Assessments and Completions Unit or other campuses at lecturers' request. Supplies examination equipment to the examination venue for set up e.g. photocopier/printer, fridge, microwave, stationery. Returns examination equipment at the end of the examinations period.

Part B - Preparing for the Examination Period

(10) Venues must be suitable to ensure the integrity, consistency and fairness of examinations. If the usual teaching space is not suitable the Unit Convenor is responsible for scheduling another space(s).

(11) For centrally administered examinations, all relevant examination information, including examination dates, rules & regulations, timetables, venue details, start times, transport details, results etc. must be published and kept up to date on the examinations page of the University's website.

(12) For College administered examinations, students will be given advance notice of the examination schedule including date, time and location.

Examination Timetables

Centrally Administered Examinations

(13) The Assessments and Completions Unit produces onshore examination timetables for each of the Higher Education teaching periods (i.e. for Semester One and Two including Special & Supplementary Examinations, the Summer and Winter sessions) after consulting with the respective Colleges. Different publication requirements exist depending on the teaching period, and are:

Teaching Period	Examination Type	Latest Publication date
Semester One & Two*	Scheduled Examinations	Five weeks prior to the start of examination period.
	Special & Supplementary Examinations	The Wednesday preceding the start of the examination period.
Winter#	Scheduled Examinations	The Wednesday preceding the start of the examination period.
Summer#	Scheduled Examinations	The Wednesday preceding the start of the examination period.

* Some Colleges elect to offer Special & Supplementary Examinations from the Semester One & Two examinations during the Summer and Winter examination periods.

Special & Supplementary examinations are not formally conducted for the Winter and Summer examinations. A College may choose to offer special & supplementary examinations for these examinations, in which case administrative responsibility rests with the College.

(14) Students must be available for the formal examination period and are responsible for checking the published examination timetable.

(15) Students who fail to attend an examination because they misread the timetable are not entitled to sit the examination at another time and are not entitled to any other concession.

College Administered Examinations

(16) Students must be advised of the examination schedule at least two weeks before the examination.

(17) Students must be available to attend a scheduled examination and are responsible for checking the schedule.

(18) Students who fail to attend an examination because they misread the schedule are not entitled to sit the examination at another time and are not entitled to any other concession.

Examination Clashes

(19) A student with two or more centrally administered examinations scheduled for the same time must submit a Clash of Examinations Advice form at least seven days before the commencement of the examination period.

(20) The Assessments and Completions Unit will arrange for the student to sit both examinations on the same day with supervised breaks. The student will be notified of the new arrangements in writing.

(21) In the event of a clash between a centrally administered and college administered examination, the Examiner/Unit Convenor will need to make alternative arrangements so that the student can sit the centrally administered examination.

Seating Plans

(22) The publication of seating plans is dependent on the teaching period. The following table confirms the latest possible date for publication onto the appropriate University Internet site.

(23) Seating lists are displayed prominently at the examination venues on the day of the examinations.

Teaching Period	Examination Type	Latest Publication date
Semester One & Two	Scheduled Examinations	Three weeks prior to the start of examination period.
	Special & Supplementary Examinations	The Wednesday preceding the start of the examination period.
Winter	Scheduled Examinations	The Wednesday preceding the start of the examination period.
Summer	Scheduled Examinations	The Wednesday preceding the start of the examination period.

Students with Access Plans (Disability)

(24) For centrally administered examinations, the Assessments and Completions Unit is responsible for the examination arrangements for the students who register for Disability Support, and for ensuring that individual needs are met consistent with their Access Plan.

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(25) For College administered examinations, the Unit Convenor is responsible for managing the examination arrangements for the students who register for Disability Support, and for ensuring that individual needs are met consistent with their Access Plan.

(26) Staff from the Unit meet with the Disability Liaison Officer and the Disability Contact Officer (DCO) from the student's College prior to each examination period to ensure registered students' examination requirements are met in accordance with their Access Plans.

Examinations for External Students

(27) Victoria University (VU) Students enrolled in an off-campus capacity can choose to:

a. Travel to the designated University venue where the internal examination is scheduled; or
b. Apply to the Assessments and Completions Unit to seek external supervision arrangements. In these cases students must undertake their examination on the same date and local time as the published schedule for internal students at the designated examination venue. Students are responsible for nominating a suitable venue and covering any costs associated with external venues/supervision.

(28) Non-VU students wishing to have their examination supervised by VU staff can apply to the Assessments and Completions Unit. In these cases:

a. The examination must take place within the formal VU examination period.
b. There will be a charge for the service, as specified in the Schedule of Fees and Charges [pending].
c. Once approved, the home university will generate and send the required examination papers and associated documentation to VU.
d. VU will return all documents to the home university after the examination.

Examination Paper Management

(29) For centrally administered examinations, the Assessments and Completions Unit has the following responsibilities with examination papers:

a. Examination papers have been received for the scheduled examination periods.
b. Examination papers are correctly formatted and readable for students.
c. That there are adequate quantities of examination papers prepared ahead of the examination period.
d. All examination papers are securely stored, prior to and, during the examination period to ensure no unauthorised access can occur.
e. The examination papers are securely transported to the examination venue.
f. All completed examination papers are accounted for.
g. The examiners (or their nominee) are able to collect completed examinations papers in a timely manner.
h. Prior to each examination period, a day is made available where the Examination Unit collects examination papers from the various University campuses, except the campus where the Assessments and Completions Unit is based.
i. Six days are allocated for the main Semester One & Two examinations for the delivery of completed examination papers to the various University campuses, excepting the campus where the Assessments and Completions Unit is based.
j. For the other examination periods, the Wednesday of, and the Monday following the examination period, examination papers, if requested, are delivered to the various University campuses, excepting the campus where the Assessments and Completions Unit is based.

(30) For College administered examinations, the Unit Convenor is responsible for ensuring:

a. Examination papers are correctly formatted and readable for students.
b. That there are adequate quantities of examination papers prepared ahead of the scheduled examination period.
c. Examination papers are securely stored to ensure no unauthorised access can occur.
d. The examination papers are securely transported to the examination venue.
e. All completed examination papers are accounted for at the conclusion of the examination.

(31) Examinations occurring at different times (eg. multi-site, supplementary, special or alternative examinations) must use distinct papers that are equivalent to, but not the same as, each other. Examinations at different locations that occur at the same time may use the same papers.

(32) All examination papers must be formally validated for each delivery instance, as described in the Assessment for Learning - Moderation and Validation Procedure (HE).

(33) The content of examination papers is the responsibility of the College.

Examination Venue Management

Centrally Administered Examinations

(34) The Assessments and Completions Unit has responsibility for the preparation and management of examination venues used for the scheduled examination periods.

(35) The extent of this management includes (but is not limited to):

a. Acquiring and booking of the examination venue.
b. The logistics management surrounding the set up and set down of the examination venue, which includes:
    i. Provision and removal of all examination furniture
    ii. Provision of First Aid
    iii. IT support
    iv. Signage
    v. Checking of Heating, Lighting, Partitions, PA Systems, Clocks
    vi. Checking of Toilets, Staff Room, Prayer Room, Study Room, Cloak Room, Parking, Cleaning
    vii. Provision of all necessary examination materials (e.g. answer booklets, multiple choice answer sheets)
    viii. Provision of invigilators
    ix. Administration of Examination Breaches

College Administered Examinations

(36) The Unit Convenor has responsibility for the preparation and management of examination rooms used for scheduled examinations. This level of responsibility includes all written, oral or practical examinations.

(37) The extent of this management includes (but is not limited to):

a. Acquiring and booking of the examination venue(s) if the usual teaching space is not suitable to ensure integrity, consistency and fairness in the conduct of the examination.
b. The logistics management surrounding the set up and set down of the examination venue, which includes:
    i. Set up of examination furniture.
    ii. Provision of all necessary examination materials (e.g. answer booklets, multiple choice answer sheets).

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iii. Checking of heating, lighting, clocks and toilets.
iv. Signage (as required).
v. Provision of access to VU security number for managing critical incidents (if required).
vi. Provision of examination supervisors.
vii. Administration of Examination Breaches.

(38) For specialist practical examinations that require specialist invigilators, particularly practical examinations involving cadavers, specialist invigilators must be organised by the relevant College at least 2 weeks in advance of the examination.

Part C - Invigilation Management

(39) For centrally administered examinations, the Assessments and Completions Unit has responsibility for the recruitment, rostering, training and supervision of invigilators.

(40) A hierarchy of invigilation support is provided for the larger centrally administered examinations. In these instances, the following approach is used:

a. Chief Invigilator: The role of this officer includes the overall operational responsibility and supervision of an individual section or room at an examination venue.
b. Assistant Chief Invigilator: The role of this officer is to perform invigilation duties as well as assist the Chief Invigilator in supervising students in a section or room at an examination venue.
c. Invigilator: The role of this officer is to supervise students in an examination venue or room under the direction of the Chief Invigilator.

(41) For College administered examinations, the Unit Convenor has the overall operational responsibility for managing the invigilation and supervision of students.

Part D - Examination Rules

Seating at Examination Venues

(42) For centrally administered examinations, seat numbers will be published on the Internet (myVU Portal) and official notice boards at the examination venues. Students must know their seat number before entering the examination room.

(43) For College administered examinations, seating must be provided that ensures integrity, consistency and fairness in the conduct of the examination.

Entering and Leaving Time

(44) Students are not permitted to enter the examination room more than half an hour after the commencement of the session.

(45) Students are not permitted to leave the examination room until half an hour after the start of the session or during the last 15 minutes of the session except with the special permission of the invigilator/examiner.

(46) If students receive permission to leave at a non-standard time, the invigilator/examiner must report on the circumstances to Assessments and Completions Unit (centrally administered examinations) or Unit Convenor (College administered examinations).

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Identification

(47) Students must bring photographic identification with them to their examination.

(48) Acceptable photographic identification is:

a. Student ID card, or
b. Drivers Licence, or
c. Passport.

Reading Time

(49) Reading time is normally provided at the commencement of each examination. The amount of reading time is indicated on the front cover of the examination paper and is allocated at the discretion of the examiner.

(50) Reading time may include writing and / or highlighting but only if indicated in either the allowable materials or special instructions section on the front cover of the examination paper.

(51) Under no circumstances is writing allowed in the answer booklet during reading time.

(52) Calculators cannot be used during reading time.

Materials in Examinations

(53) The allowable materials of each unit of study is displayed on the examination paper.

(54) It is the students' responsibility to ensure they are aware of the allowable materials for each examination.

(55) Students should bring their own pens, pencils, rulers & erasers with them to their examination. Examination answers should be written in pen as prescribed by the examination instruction. Answers should be written in blue or black pen.

(56) Any materials other than the stated allowable materials cannot be taken into the examination room except with the special permission of the invigilator in charge and where they are specifically required for an examination and expressly authorised by the examiners.

(57) Students must not take into the examination room any books, writing paper, notes, manuscripts, or any form of stored or recorded information, including religious materials such as Prayer Books, Korans and Bibles.

(58) Bags and other personal belongings are not allowed into the examination venue. For examinations held at an external examination venue bags must be left in the designated area. The University does not accept responsibility for any loss or damage of items left in the bag room and recommends students take only the permitted materials to the examination venue.

(59) Watches cannot be worn during the examination. Only conventional watches may be placed on the desk for the purposes of viewing time during the examination.

Mobile Phones, Smart Watches and other Electronic Devices

(60) Students are not permitted to bring electronic devices, including mobile phones, smart watches or tablet devices, into the examination venue unless they are switched off and placed underneath the desk. Invigilators will advise students of this procedure before commencement of each examination.

(61) If any electronic device is found in use in a student's possession after the amnesty period of the examination, it

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will be deemed a Breach of Examination Rules. Invigilators or examiners will advise the student that the electronic device will be held as unauthorised material and returned at the end of that examination. This may result in the matter being referred to the relevant College for further action in accordance with the Student Misconduct Regulations 2014.

Examination Answer Booklets and Notes

(62) All examination answer booklets must be submitted intact. Students must:

a. not deface, remove or destroy any part of the examination answer booklet;
b. write all notes, rough work and calculations, other than those permitted during the reading time, in the examination answer booklet

Behaviour During an Examination

(63) Students must not communicate in any way with any other person other than an examiner or any invigilator during an examination. Any other communication will be deemed as a Breach of Examination Rules.

(64) Smoking is not permitted in an examination room, and food and/or drink will not be permitted in an examination room without the special permission of the invigilator or examiner.

a. The invigilator or examiner will permit food and drink to be brought into the examination room on medical grounds only, with appropriate certification from a medical professional.

Exclusion, Absence and Failure to Attend an Examination

(65) An invigilator/examiner has the authority to exclude a student from an examination where the student's conduct is deemed disrupting. The invigilator/examiner will submit a written report to VU immediately after the conclusion of the examination

(66) Any student needing to leave an examination room during the examination and return to the room later must obtain permission from an invigilator. Such students will be kept under supervision and be accompanied by an invigilator during their absence from the examination venue

(67) A student who fails to attend an examination at the time and place published or final timetable or schedule, except where prevented from doing so by illness or other acceptable reason, will be deemed to have failed that part of the assessment.

(68) Students who are unable to take a scheduled examination as a result of illness or for other acceptable reasons may be given an alternative time to take the examination. For rules and process around Special Consideration and Alternative Examinations, please see the Assessment for Learning - Adjustments to Assessment Procedure (HE).

Students from non-English-speaking Backgrounds

Extension of Examination Time

(69) Extension of time may be granted to students from a non-English speaking background in the first two years of their enrolment at VU.

(70) Recommendation of extension of time in an examination is solely at the discretion of the Unit Convenor and Course Chair, on the basis of the provision of documentary evidence supporting a valid reason for extension of time.

(71) Students will need to provide documentary evidence that:

a. They arrived in Australia within the last five years from a non-English speaking country.
b. The immediate prior course of study was in a language other than English.
c. In addition, Convenors may require students to provide their ELICOS (English Language Intensive Courses for Overseas Students) results that were submitted with their application for entry into their course, as an indicator of their English language proficiency.

(72) The recommended maximum additional time in an exam is 15 minutes.

Use of Dictionaries in Examinations

(73) Students whose first language is other than English (non English speaking background [NESB]) can apply to use an English - Foreign language translation dictionary, without annotations, illustrations or tables in an examination.

(74) Electronic dictionaries are not permitted.

(75) To register a dictionary students are required to:

a. take the dictionary to a Student Service Centre and complete a Dictionary Use in an Examination Application;
b. fill out a separate form for each examination they are sitting every semester;
c. present the dictionary and completed form at the examination.

(76) Dictionaries must be registered a minimum of one week (7 days) before the scheduled examination time.

(77) No other type of dictionaries (English, Medical, Accounting etc) are allowed to be used in an examination unless specified in the allowable materials for the relevant examination.

Part E - Examination Breaches

During the Examination

(78) Examination Rules (Part D of this Procedure) are applied consistently to ensure fairness to all students. Authorised officers should take appropriate and proportionate measures to resolve or report incidents as they occur.

(79) Invigilators/examiners should advise students of the Rules before the commencement of the examination, using the University's Examination Announcement.

(80) Authorised Officers aware of a potential or actual incident should assess the situation and respond to issues at their discretion, seeking advice from Chief Invigilators and the supervising academic staff member as appropriate:

(81) There are some circumstances that may be resolved at the time rather than reported as a Breach of Examination Rules, by administering a warning. These include where a device or object:

a. is found to be switched on, but not in use;
b. has been placed in the incorrect location.

(82) Where students are administered with a warning, a record will be made of the warning and a letter sent to the student after the examination reiterating the substance of the warning. Students may only receive one warning - all subsequent infractions of examination rules will be treated as a breach.

(83) Authorised Officers who suspect a student may be cheating must report the matter to the Invigilator/Supervisor responsible to confirm a breach has occurred/is occurring. At that time:

a. The Breach of Examination Report must be completed by the invigilator/examiner who observed the potential

misconduct, and signed by the Invigilator in charge (centrally administered examinations only).

b. This Breach of Examination Report must be fully completed as soon as a suspected breach occurs.

(84) Authorised Officers may:

a. give reasonable directions (see Student Misconduct Procedure), including confiscation of unauthorised materials; and/or
b. temporarily remove a student in more serious situations (see Student Misconduct Procedure).

(85) Conduct should be reported to the Examiner/Unit Convenor as soon as possible after the breach has occurred, without waiting until the end of the examination.

(86) Students should be encouraged to complete their examination and see the Invigilator/Supervisor in charge at the end of the examination.

(87) At the end of the examination the student's ID card should be returned and they must be given the breach of examination notice and the Student Advisory notice.

(88) Confiscated material, except for electronic devices, must not be returned to the student at the end of the examination. The student can make arrangements to collect confiscated material after the investigation and outcome.

(89) If the Examiner is present, he/she can complete their section of the Breach of Examination Report and consider any materials.

(90) If an Examiner is not present, unauthorised material should be photographed/scanned and the Examiner sent a copy by email in order for him/her to complete the relevant section on the Breach of Examination Report to return to the Student Matters Office within two (2) working days from receipt of the email.

After the Examination

(91) The completed Breach of Examination Report must be sent by email to the Student Matters Office.

(92) If an incident is reported as a Breach and sufficient information has been provided, the matter will be referred to a Senior Officer within the College as an allegation of misconduct as set out in the Student Misconduct Procedure and Student Misconduct Regulations 2014.

Section 7 - Guidelines

(93) Nil

Status and Details

Status	Historic
Effective Date	20th December 2017
Review Date	20th December 2018
Approval Authority	Pro Vice Chancellor Learning Innovation & Quality
Approval Date	12th December 2017
Expiry Date	4th November 2018
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Darrel Caufield Chief Student Officer and Registrar darrel.caulfield@vu.edu.au
Enquiries Contact	Steve Wright Director, Admissions, Enrolments, and Graduations +61 3 9919 4078

Glossary Terms and Definitions

"Study Period" - A defined period of time in which teaching is delivered. This includes pre-teaching, teaching and assessment activities. Each study period has its own set of key dates, including start, end and census dates. Study periods vary across the academic year and include semesters, trimesters, terms, Block and intensive.

"Block" - A delivery period in which all learning activities and assessments, moderation and result release in units of study are completed within: Four-weeks for all undergraduate units, and postgraduate units in the Colleges of Arts & Education, Health & Biomedicine, Law & Justice and Sport & Exercise Science; or Eight-weeks for postgraduate units in the VU Business School and College of Engineering & Science and units/courses delivered through VU Online.

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