

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 - Scope

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

(3) This Procedure does not apply to:

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

Section 3 - Policy

(4) [Assessment for Learning Policy](#)

Section 4 - Procedures

Part A - Summary of Roles and Responsibilities

Role	Responsibilities
Student Administration	For centrally administered examinations: - The College provides onshore examination timetables and class lists by the deadlines specified in Part B. - Liaises with Accessibility Services to ensure that special arrangements required in accordance with students' Access Plans are accommodated. - Arranges and trains staff to supervise the examination. - Provides facilitation and support to students and staff for online exams.
Accessibility Liaison Officer and the Accessibility Contact Officer (DCO) from the student's College	Liaise with Student Administration (for centrally administered examinations) and Unit Convenor (for College administered examinations) to ensure that students' needs under their Access Plans are understood and accommodated.

Role	Responsibilities
Unit Convenor	For College administered examinations: - Ensures there are distinct papers for examinations occurring at different times (e.g. multi-site, special or alternative examinations). - Ensures they are contactable by telephone for the duration of the examination(s). - Provides preliminary assessment of allegations of breaches of examination rules for centrally 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 Accessibility Services. - Receives preliminary assessment of allegations of breaches of examination rules.
Centrally Administered Examinations Only (Authorised Officers)	
Exam & Results Officer	Provides overall operational supervision at the examination venue.
Invigilators	- Provides facilitation and support to students and staff for online exams. - Provides examination supervision as well as assistance to the Results & Exams Officer. - Provides examination supervision for students who have registered with Accessibility Services. - Contacts Academics/Lecturers to clarify/answer questions students have on examination content. - Provides support to examination staff at the venue. - Supervises students using toilet facilities during examination sessions. - 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. - Provides support to examination staff at the venue.

Part B - Preparing for the Examination Period

(5) 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).

(6) For centrally administered examinations, all relevant examination information, including examination dates, rules and regulations, timetables, venue details, start times, transport details, results etc. must be published and kept up to date by the College in VU collaborate to Students.

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

Examination Timetables

Centrally Administered Examinations

(8) The College provides the timetables to Student Administration, whom produces seating plans for each of the Higher Education block teaching periods (i.e. Block 1 Semester One study period, Block 2 Semester 1 study period etc including Special Examinations, the Summer and Winter study periods) 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 block study periods	Scheduled Examinations	At the beginning of each block the exam units that are taking place in that block and after census date the College sends the final student lists to Student Administration
	Special Examinations	
Winter#	Scheduled Examinations	Case by case
Summer#	Scheduled Examinations	Case by case

* Some Colleges elect to offer Special Examinations during any study period.

Special examinations are formally conducted for the Winter and Summer examinations. A College may choose to offer special examinations for these examinations, in which case administrative responsibility rests with the College.

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

(10) 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, unless students apply for special consideration to attend a special examination sitting.

College Administered Examinations

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

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

(13) 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 unless students apply for special consideration to attend a special examination sitting.

Seating Plans

(14) The publication of seating plans is dependent on the teaching period. Seating plans are not pre-published and are displayed on the day of the exam outside the room.

Students with Access Plans (Disability)

(15) For centrally administered examinations, Student Administration is responsible for the examination arrangements for the students who register for Accessibility Support, and for ensuring that individual needs are met consistent with their Access Plan.

(16) For College administered examinations, the Unit Convenor is responsible for arranging invigilation of the examination which may be undertaken by the Unit Convenor or additional staff who are able to assist.

(17) The Unit Convenor is responsible for making arrangements for the students who register for Accessibility Support, and the supervising invigilator is responsible for ensuring that individual needs are met consistent with their Access Plan and directions provided by the Unit Convenor.

Examination Paper Management

(18) 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.

(19) Examinations occurring at different times (eg. multi-site, supplementary, special or alternative examinations) must use distinct exams 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 exams.

(20) All examinations must be formally validated for each delivery instance, as described in the [Assessment for Learning - Moderation and Validation Procedure \(HE\)](#).

(21) The content of examination is the responsibility of the Unit Convenor.

Examination Venue Management

Centrally Administered Examinations

(22) Student Administration has responsibility for the preparation and management of examination venues used for the scheduled examination periods for Priestley Law Units.

(23) The extent of this management includes:

- a. Acquiring and booking 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 invigilators.
 - viii. Administration of Examination Breaches.

College Administered Examinations

(24) The College 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.

(25) The extent of this management includes:

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

(26) 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

(27) For centrally administered examinations, Student Administration has responsibility for the recruitment, rostering, training and supervision of invigilators.

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

- a. Exams & Results Officer: The role of this officer includes the overall operational responsibility and supervision of students in an individual section or room at an examination venue.
- b. Invigilator: The role of this officer is to supervise students in an examination venue or room under the direction of the Exams & Results Officer.

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

Part D - Examination Rules

Seating at Examination Venues

(30) For centrally administered examinations, seating information is displayed on official notice boards at the examination venue. Students must know their seat number before entering the examination room.

Entering and Leaving Time

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

(32) 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.

(33) If students receive permission to leave at a non-standard time, the invigilator must report on the circumstances to Student Administration (centrally administered examinations) or Unit Convenor (College administered examinations).

Identification

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

(35) Acceptable photographic identification is:

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

Reading Time

For College Administered Examinations

(36) 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.

(37) 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.

(38) Calculators cannot be used during reading time.

Materials in Examinations

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

(40) 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.

(41) 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 unless it is an open book exam.

(42) Bags and other personal belongings are not allowed into the examination venue. The University recommends students take only the permitted materials to the examination venue.

(43) 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

(44) 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.

(45) If any electronic device is found in use in a student's possession after the amnesty period of the examination, it 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 2019](#).

Behaviour During an Examination

(46) 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.

(47) 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

(48) An invigilator/examiner has the authority to exclude a student from an examination where the student's conduct is deemed disrupting.

(49) For centrally administered examinations, 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.

(50) 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, unless there is an approved special consideration application.

(51) 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 Special Examinations, please see the [Assessment for Learning - Adjustments to Assessment Procedure \(HE\)](#).

Students from non-English-speaking Backgrounds

Extension of Examination Time

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

(53) 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.

(54) 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.

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

Use of Dictionaries in Examinations

(56) 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.

(57) Electronic dictionaries are not permitted.

(58) 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.

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

(60) 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

(61) Examination Rules (Part D of this Procedure) are applied consistently to ensure fairness to all students.

(62) Authorised officers should:

- a. advise students of the Rules before the commencement of the examination, using the University's Examination Announcement.
- b. assess any potential or actual incident and take appropriate and proportionate measures to resolve or report incidents as they occur, seeking advice from the Exams & Results Officer and the supervising academic staff member as appropriate.

(63) For College administered examinations, 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.

(64) 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.

(65) 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. A [Breach of Examination Report](#) must be completed by the invigilator/examiner who observed the potential misconduct, and signed by the Invigilator in charge. The Report will then be submitted to the Unit Convenor for review and action. (centrally administered examinations only).
- b. The [Breach of Examination Report](#) must be fully completed as soon as a suspected breach occurs.

(66) 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](#)).

(67) Conduct should be reported to the Exams & Results Officer/Unit Convenor as soon as possible after the breach has occurred, without waiting until the end of the examination.

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

(69) 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.

(70) 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.

(71) If the Examiner is present, they can complete their section of the [Breach of Examination Report](#) and consider any materials.

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

After the Examination

(73) The completed [Breach of Examination Report](#) must be sent by email to the Integrity Office.

(74) 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 2019](#).

Section 5 - HESF/ASQA/ESOS Alignment

(75) HESF: Standards 1.3 Orientation and Progression; Standard 1.4 Learning Outcomes and Assessment; Standard 2.2 Diversity and Equity; 5.2 Academic and Research Integrity.

(76) Outcome Standards for NVR Registered Training Organisations 2025: Standard 1.3-1.5 Assessment.

Section 6 - Definitions

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

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

(78) Block

(79) Centrally administered examinations

(80) College administered examinations

(81) Study Period

Status and Details

Status	Current
Effective Date	13th November 2025
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Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
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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.

"Centrally administered examinations" - Formal, supervised examinations, including block exams, which take place in the approved University examination period.

"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.