

6

Examination Procedures

Purpose

This section describes the rules for formal summative examinations, including breaches of procedure.

Relevant to

These procedures apply to all undergraduate and postgraduate coursework courses with formal summative examinations, whether held on campus, at another location in Australia, or offshore. With the exception of clauses 6.4 – 6.6 below, students studying through Open Universities Australia (OUA) will be subject to separate provisions as set out in the OUA Examination Policies and Procedures.

Cross-references

- [A-49: Postgraduate Coursework Degrees with a significant research component](#)
- [APPM Section 3: Moderation and Variation](#)
- [APPM Section 9: Academic Integrity](#)
- [OUA Examination Policies and Procedures](#)
- [State Records Act 1997](#)

6.1 General procedures

- 6.1.1 Students will be notified of examination times and locations in advance of the scheduled examination.
- 6.1.2 Students are responsible for finding out their examination times and locations, and for travelling to the venue. It is recommended that students arrive at least 15 minutes prior to the published start time.
- 6.1.3 Students who arrive up to 30 minutes after the published start time will be permitted to enter the examination room, but will not be allowed any additional time to complete the examination.
- 6.1.4 Students who arrive more than 30 minutes after the published start time will not be permitted to enter the examination room, and will receive a zero mark for that examination.
- 6.1.5 All students must bring with them, and display on their desk:
- a. their student identification card, or
 - b. an alternative form of photographic identification such as a passport or driver's license.
- If a student does not provide acceptable photographic identification, the invigilator will compare the student's likeness with University records in order to verify the student's identity.
- 6.1.6 Where applicable, students must also display on their desk:
- a. an approved Disability Access Plan, and/or
 - b. a student ID card with the red 'E', indicating entitlement to extra time (see [clause 3.3.2](#)).
- 6.1.7 Unless otherwise specified, either in the course information booklet or as an agreed provision under [Section 3](#) of this Manual, a student must not take into the examination room any item with the potential to provide them or any other student with an advantage. This includes, but is not limited to:

- a. text books or any other book, including dictionaries
 - b. calculators
 - c. mobile telephones, or any other electronic device
 - d. notes, or other written documents
 - e. personal items or devices
 - f. examination answer booklets, attendance slips or any paper.
- 6.1.8 Any items which have been specified in the course information booklet as being allowed in the examination room must not be enhanced or tampered with in any way that provides an additional advantage to the student or any other student.
- 6.1.9 Head dress is not to be worn in the examination room unless required for religious observance or medical reasons.
- 6.1.10 Examination answer books and attendance cards must be retained in confidential storage by the school for a minimum of twelve months following the deadline for finalisation of results for the relevant study period. After this time, the disposal of these documents should be managed in consultation with the University's records management office (Chancellery).
- 6.1.11 With the exception of clauses 6.4 – 6.6 below, students studying through Open Universities Australia (OUA) will be subject to separate provisions as set out in the OUA Examination Policies and Procedures.
- 6.1.12 See [clause 3.3](#) of this Manual for details about variations to examinations including provisions for Indigenous Australian students, students of non-English speaking background, and students with disabilities, experiencing financial hardship or with carer responsibilities.
- 6.1.13 Exceptions to these procedures may only be made with the prior approval of the Director: Student and Academic Services.

6.2 Procedures during the examination

- 6.2.1 Every student must complete the attendance slip provided.
- 6.2.2 The examination start time will include a designated reading time of ten minutes. An invigilator will announce when the reading time has elapsed, after which students may commence writing in the examination booklet. No further announcements to commence writing will be made.
- 6.2.3 Course Coordinators may recommend a longer reading time in the instructions on the examination paper. In these cases, the extra reading time is allowed for in the total exam time. Where there are multiple examinations being held in one venue, the end of longer reading times will not be announced, so as to avoid disruption to other candidates.
- 6.2.4 During the designated reading time (see clause 6.2.2), students are not permitted to use a calculator or write in the examination booklets but may complete attendance slips, fill in details required on the front cover of examination booklets, and make notes on loose-leaf paper provided.
- 6.2.5 No student may commence writing answers until authorised by an invigilator. All students must stop writing when instructed by an invigilator. At the end of the examination all students must remain seated until all examination booklets have been collected.
- 6.2.6 During an examination students are not permitted to speak to or communicate with any other student, or give or receive any form of assistance, academic or otherwise.

6.3 Procedures for leaving the examination room

- 6.3.1 Students are not permitted to leave the examination room in the first 30 minutes after the published starting time, or during the last ten minutes of any examination.
- 6.3.2 After the first 30 minutes of the examination have lapsed, a student can request to leave the examination room for a short break. Approval must be given by an invigilator and the student will be supervised during the period of absence.
- 6.3.3 Students wishing to permanently leave the examination room must hand all examination booklets to the invigilator who will endorse the booklets as correctly identifying the student.
- 6.3.4 Students must not remove any examination booklets, scrap paper or attendance slips from the examination room.

6.4 Breaches of examination procedures

- 6.4.1 Any breach of examination procedures will constitute academic misconduct even if it cannot be demonstrated that the student gained an advantage as a result of the breach.
- 6.4.2 Breaches of the examination procedures which are determined by an Academic Integrity Officer to constitute academic misconduct will be recorded in accordance with [Section 9](#) of this Manual.

6.5 Procedures for breaches that cause disruption to an examination

- 6.5.1 Any student disrupting an examination may be instantly dismissed from the examination room at the discretion of the chief invigilator. If the student is dismissed, the chief invigilator will document the incident and provide a report to the Head of School within five working days of the incident.
- 6.5.2 The Head of School will investigate the incident as either:
 - a. academic misconduct as set out in [Section 9](#) of this Manual, or
 - b. misconduct as set out in [Statute 7](#) of the University of South Australia Statutes.
- 6.5.3 Where dismissal is not deemed appropriate by the chief invigilator, the student will be permitted to remain in the examination room, and clause 6.6 will apply.

6.6 Procedures for breaches that do not cause disruption to an examination

- 6.6.1 If a breach is detected that does not cause disruption to the examination, or is assessed by the chief invigilator as not warranting dismissal from the examination room, the invigilator will advise the student that the breach has been detected and will be reported.
- 6.6.2 The invigilator will document the incident and will provide a report to the Academic Integrity Officer of the relevant school, within five working days of the incident.
- 6.6.3 If the Academic Integrity Officer considers that the breach constitutes academic misconduct, they will investigate the incident following the procedures as set out in [Section 9](#) of this Manual.
- 6.6.4 If the Academic Integrity Officer considers that the breach does not constitute academic misconduct, they will provide academic counselling to the student.

6.7 Arrangements for students studying a course externally

- 6.7.1 The University has approved examination centres throughout Australia and overseas which are provided free-of-charge to students. Examination venues are allocated according to a model which facilitates a reasonable travelling distance for those students who are required to attend examinations (see clauses 6.7.5 and 6.7.6). Only in rare exceptions will these arrangements be changed.
- 6.7.2 Where an external student fails to attend a scheduled examination at an approved examination centre, the student will be required to reimburse the University for the costs associated with arranging the examination.
- 6.7.3 *The examination centre allocation will be made five weeks before the scheduled examination period according to the student's mailing address as recorded on the student record system.*
- 6.7.4 Students are required to ensure that their correct mailing address is on the student record system.
- 6.7.5 Students studying a course externally are required to sit examinations with internal students at the designated University venue if their mailing address on the student record system is:
- within the Adelaide metropolitan area¹
 - within a 105 kilometre radius of the Whyalla campus², or
 - within a 105 kilometre radius of the Mt Gambier Regional Centre.
- 6.7.6 Students studying a course externally whose mailing address on the student record system is outside of the areas defined under clause 6.7.5 are required to either:
- travel to a designated University venue where the internal examination is scheduled, or
 - travel to an approved examination centre (see clause 6.7.2) where arrangements will have been made for the student to sit the examination
- as determined by the University.
- 6.7.7 Where the University is unable to allocate a student to an approved examination centre, the student will be required to make external invigilation arrangements in accordance with clauses 6.7.8 – 6.7.11 below.
- 6.7.8 An external invigilator must:
- not be a relative or personal friend of the student, or friend of the student's family
 - not have any conflict of interest in fulfilling their duties
 - be able to speak, read and write in English to ensure that examination procedures and instructions are correctly implemented and there is effective communication with the University
 - be a current member of one of the following professions, and able to provide evidence in the form of original letterhead, business card, a badge number, or ID number:
 - university or college examination officer or academic staff member
 - corporate training or education officer
 - librarian
 - minister of religion or other religious leader

¹ as defined by the postcodes 5000-5199, 5201, 5231-5234, 5240-5245 and 5250-5252

² encompassing Whyalla, Whyalla Playford, Whyalla Norrie, Whyalla Stuart, Whyalla Jenkins, Iron Knob, Cowell, Port Augusta and Stirling North

- (v) police officer
- (vi) school principal, deputy principal or teacher
- (vii) justice of the peace.

- 6.7.9 Students making external invigilation arrangements must undertake their examination on the same date and South Australian time as the published schedule for internal students.
- 6.7.10 Failure to provide the required invigilation documentation ten working days before mid-study period supervised assessments, or 20 working days before end-of-study period examinations may result in the examination arrangements not being finalised and the student not being able to complete the assessment requirements for that course.
- 6.7.11 The University (Course Coordinator) reserves the right not to accept a proposed invigilation arrangement. In such cases the student will be advised of the need to make alternative invigilation arrangements. Any costs incurred will be the responsibility of the student and will not be reimbursed by the University.

6.8 Off-campus secondary assessment examination arrangements for students studying a course internally

- 6.8.1 Students studying a course internally are expected to be available for all examinations at the specified venue during the examination periods.
- 6.8.2 The following clauses (6.8.3 - 6.8.7) apply to students who:
- a. have a home address outside of South Australia, as recorded on the student record system
 - b. are studying at one of UniSA's campuses in South Australia
 - c. are intending to return home immediately after their examinations, and
 - d. request to sit a secondary examination in their home country/state.
- 6.8.3 Where the student is offered a secondary examination during the applicable secondary assessment period, they are expected to make reasonable attempts to attend the specified venue by delaying or deferring travel elsewhere.
- 6.8.4 Where it is not possible for the student to delay or defer travel, the student may apply to sit the examination off-campus.
- 6.8.5 An application to sit the examination off-campus must be made by completing the appropriate form and lodging it with Campus Central or the UniSA partner administration office as applicable, within five working days of notification of an approved secondary assessment examination.
- 6.8.6 Off-campus examinations must be held at the same time as the equivalent on-campus examinations, and will not be approved for an alternate time.
- 6.8.7 Arrangements for off-campus examinations will be made in accordance with clauses 6.7.8 to 6.7.11 above.