

# Examination Timetables Policy

## Section 1 - Responsibility of Publication

(1) The Executive Director, Division of Student Administration is responsible for the compilation and publication of the examination timetable each session and has the authority to determine the procedures to be followed in its compilation and publication.

## Section 2 - Saturday and Evening Examinations

(2) Examinations may be timetabled on a Saturday or in the evening. The decision to timetable an examination on a Saturday or in the evening rests with the Executive Director, Division of Student Administration.

## Section 3 - Commencement Times

### Examination in NSW

(3) Examinations shall be timetabled to commence at a time determined by the Executive Director, Division of Student Administration. Reading time is taken prior to commencement times.

### Interstate Examinations

(4) Students sitting an examination in Australia in a time zone different to NSW, will have the starting time adjusted such that they commence their examination at the same time as students sitting the examination in NSW.

### Overseas Examinations

(5) Students sitting an examination overseas in a time zone different to NSW, may have the starting time adjusted such that they commence their examination at the same time as students sitting the examination in NSW, or if this would require the student to commence their examination in the period 2000 to 0700 hours local time, the Executive Director, Division of Student Administration may approve an alternative commencement time for that student.

## Section 4 - Draft Timetable

(6) The Examinations Office, on behalf of the Executive Director, Division of Student Administration, shall publish each session a draft examination timetable showing for each timetabled:

- a. the subject number and name;
- b. the day and date of the examination;
- c. the amount of reading time allowed.

(7) A student cannot be required to sit for more than two examinations in one day.

(8) Staff and students will be given an opportunity to lodge objections to the timetable.

## **Section 5 - Objections to the Draft Timetable**

(9) The only objections to be regarded as legitimate are;

- a. an examination clash; or
- b. religious observance preventing a student sitting an examination on a particular day; or the situation where a student has more than two examinations in one day.

(10) Objections to the draft timetable must be submitted to the Examinations Office within five business days of it being published.

## **Section 6 - Strict Observance of the Timetable Required**

(11) No student may take a final examination at any time other than on the day and at the time it is timetabled without the approval of the Director, Student Administration.

(12) If it is established that a student sat an examination other than on the day and at the time the examination was timetabled, without permission, the examination supervisor shall be liable to dismissal and the student shall be dealt with, under clause 171 of the Assessment Policy, by the Executive Dean of the teaching Faculty.

## **Section 7 - No Variation to the Final Timetable**

(13) Once the final timetable is published no changes may be made by Subject Coordinators to the following details:

- a. the published date and time of the examination;
- b. the amount of reading time allowed;
- c. the duration of the examination;
- d. the materials to be supplied by the Charles Sturt Universities;
- e. the materials students may provide for themselves.

## **Section 8 - Procedures**

### **Examination Request Form**

(14) On or about the first week of session, the Examinations Office will distribute to Examination Request Forms to teaching Schools, on which they will indicate whether or not a final examination will be held for the subjects indicated, and if so details about the examination.

### **Draft Examination Timetable**

(15) Upon receipt of the completed Examination Request Forms the Examinations Office will compile a draft examination timetable.

### **Objections**

(16) The draft timetable will be published on or about the sixth week of session and objections to the draft are invited. Objections to the draft timetable must be submitted in writing to the Examinations Office within five working days of it

being published.

## **Final Examination Timetable**

(17) After receipt of objections the final timetable is prepared and published on or about the seventh week of session.

## Status and Details

<b>Status</b>	Historic
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