

# Examination Administration Policy

## Section 1 - Administration of Final Examinations

(1) All examinations scheduled to be held in the examination period are to be regarded as final examinations and must be co-ordinated and administered by the Executive Director, Division of Student Administration. Faculties may not conduct their own examinations in the examination period except with the approval of the Executive Director, Division of Student Administration.

## Section 2 - Progressive Examinations Held in the Examination Period

(2) For the purpose of 1 above the final examination in a series of examinations conducted during a session, will be treated as a final examination if it is to be held in the examination period (see also section 4 below).

## Section 3 - Assessment in the Last Week of Session

(3) In subjects with a final examination, Subject Convenors may not schedule the following assessment during the week prior to the commencement of the formal examination period for the session except with the approval of the Executive Dean or the Executive Dean's delegate:

- a. an examination; or
- b. the due date for an assignment worth 20% or more of the assessment in the subject.

(4) Subject Convenors may however set the due date for the submission of an honours project or dissertation in the week prior to the commencement of the formal examination period for the session.

## Section 4 - Examinations Held During Session

(5) Responsibility for the conduct of examinations held during session, including mid-session examinations rests with the Subject Convenor.

## Section 5 - Examinations in Residential Schools

(6) Examinations and other forms of assessment which count towards the final assessment may be conducted during compulsory (but not optional) residential schools with the approval of the Head of the teaching School.

(7) Responsibility for the conduct of such assessment rests with the Subject Convenor.

## **Section 6 - Practical Examinations**

(8) Faculties may conduct practical examinations in the examination period and such examinations must be scheduled by Faculties so that they do not clash with examinations scheduled in the examination timetable.

## **Section 7 - Oral Examinations**

(9) At the discretion of the Head of the teaching School in consultation with the Subject Convenor, an oral examination may be conducted in a subject.

## **Section 8 - Internal Students Sitting at Online Learning Examination**

(10) Internal students must sit their examinations at the campus they are attending unless course requirements necessitate the student's absence from that campus.

## **Section 9 - Examination Material**

(11) The University encourages the use of answer booklets or multiple choice answer sheets in examinations rather than requiring students to answer questions on examination question papers.

## **Section 10 - Examination Answer Booklets**

(12) Subject Coordinators will retain worked examination answer booklets in their office or in some other place accessible only to authorised staff for a period of at least one year from the date on which the examination was sat, except where the paper is the subject of further consideration, in which case it will be held until the matter is resolved. At the end of this time the Subject Coordinator or Head of the teaching School may arrange for their confidential destruction. (See also Access to Students Records and Assessment Items Policy.)

## **Section 11 - Examination Invigilators**

(13) The Executive Director, Division of Student Administration is responsible for the recruitment, training and supervision of examination invigilators. In their day-to-day dealings with Charles Sturt University (the University) on examination matters invigilators report to, and deal exclusively with:

- a. the Manager of the University Examinations Office in the case of invigilators of online learning and offshore examination centres and invigilators at the Bathurst campus; or
- b. the respective Examinations Officer in the case of invigilators at the Albury, Orange and Wagga Wagga campuses.

(14) Because of the stress induced by examinations and the fact that such stress may trigger certain medical conditions (asthma attacks, fits, etc) preference will be given to the appointment of invigilators who hold a First Aid Certificate.

## **Section 12 - Supplementary Examinations**

(15) Supplementary examinations will be conducted during the following end of session examination period.

(16) Supplementary examinations (and Additional Examinations) will be marked and processed during the normal end of session examination marking process.

## **Section 13 - Collecting Worked Examination Papers**

### **On-Campus Candidates**

(17) Papers from examinations conducted on campus are normally available for collection by Subject Coordinators or authorised Faculty staff from the examination venue fifteen minutes after the conclusion of the examination session. Otherwise they may be collected from the Examinations Office (Bathurst) or the Division of Student Administration approximately two hours after the examination.

### **Online Learning Candidates**

(18) Papers from Online Learning Centres will be available from the Examinations Office (Bathurst) or the Division of Student Administration (Albury/Wagga) between 9.00am and 4.30pm each day.

## Status and Details

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