

Examination Policy - Conducting Exams

Section 1 - Invigilators

(1) The conduct of examinations is the responsibility of presiding invigilators appointed by and responsible (through the Manager, Examinations Office) to the Executive Director, Division of Student Administration. Presiding Invigilators are assisted by invigilators. The number of invigilators assigned to a particular examination centre is the responsibility of the Manager, Examinations Office.

Before Examinations

Section 2 - Examination Materials

(2) One week before an examination, presiding invigilators will receive from the manager appropriate materials including:

- a. the Invigilator's Handbook;
- b. the examination schedule for the centre;
- c. session lists giving the names of all candidates sitting for each examination;
- d. an attendance register for each examination;
- e. examination papers in sealed envelopes;
- f. answer booklets;
- g. other prescribed materials, as required.

(3) Presiding Invigilators check, on receipt, that they have the correct number of papers for each subject to be examined; and sufficient answer booklets and other materials for each candidate for each subject. They are to confirm the safe arrival or otherwise of all materials.

Section 3 - The Examination Centre

(4) Before the day of an examination presiding invigilators will visit the examination centre and check it to ensure:

- a. that there are no maps, diagrams or other materials in the room that might assist students (fixtures which cannot be moved should be covered);
- b. that there are sufficient tables and chairs (spaced at least one metre on each side from one another) for the number of candidates to be examined;
- c. that lighting, heating and ventilation are satisfactory;
- d. that toilet and cloakroom facilities are adequate and contain no materials which may assist candidates;
- e. that a telephone is available nearby;
- f. that a non-chiming clock is located in a position visible to all candidates; and
- g. that a caretaker or other person will be available to remedy any of the above if deficient.

Section 4 - Arrival at the Examination Centre

(5) Invigilators must arrive at least 15 minutes before the scheduled start of reading time for an examination. The presiding invigilator is responsible for ensuring:

- a. that the points listed in 3 above are still satisfactory;
- b. that all invigilators are familiar with examination procedures and know the section of the room and the special duties for which they are responsible; and
- c. that invigilators place on the tables examination booklets (face upward) and any other examination materials to be provided by the Charles Sturt University (the University).

Section 5 - Amendments to Session Lists

(6) Presiding Invigilators will be advised by the Examinations Office of any late deletions from or additions to the candidates expected to sit at their centre. The names of such candidates will be deleted from or added to the appropriate attendance register.

Section 6 - Materials to be Supplied by Candidates

(7) Candidates must supply their own writing instruments (pens, pencils, ink, eraser, white-out, ruler). Candidates may take into the examination any prescribed material specified on the title sheet of the examination paper and in the examination timetable.

(8) Candidates shall bring with them to the examination their current University identity card or if the University identity card is not available, then a passport, driver's licence, or some other means of identification which bears the candidate's signature and photograph must be produced.

(9) Except in those cases where permission has been given to bring in specified reference material, which shall be subject to checking by a invigilator, candidates shall not take into the examination room any:

- a. writing, blotting, tissue or other paper;
- b. dictionaries excepting multi or bi-lingual general dictionaries;
- c. textbooks and other reference material;
- d. calculators;
- e. electronic devices including diaries, organisers, dictionaries, laptop or palmtop computers;
- f. mobile telephones or other communication devices.

(10) Where an invigilator is in doubt about the admissibility of any particular material he/she may permit the student to use the material provided that the said material is retained by the invigilator after the examination and forwarded to the Manager together with the name of the student who used it.

Section 7 - Distribution of Examination Papers

(11) The invigilator will then place the papers face up on candidates' desks. This is normally done before the candidates enter the room.

Section 8 - Outdoor Address to Candidates

(12) During the early days of the examination period where large numbers of candidates are involved, the candidates should be addressed briefly outside the examination room on the procedures to be followed, particularly the allocation of groups of candidates to particular tables in the room or to particular rooms where more than one room is used at a centre.

Section 9 - Admission Time

(13) Candidates should be admitted to the room about ten minutes before the commencement of reading time for the examination.

Section 10 - Entry Check

(14) All materials taken into an examination room shall be subject to checking as follows:

- a. a check for unauthorised material will commence when students enter the examination room;
- b. once students are seated, the principal invigilator will advise students that their examination materials are being checked and will ask them to check that they have not brought into the examination room any unauthorised material and that if they have, to raise their hand so that it can be collected from them before reading time commences;
- c. checking for unauthorised material will continue during reading time, at which time such unauthorised material will be removed from students; and
- d. where materials suspected of being unauthorised are discovered after the commencement of the examination itself, the student will be permitted to retain them for the duration of the examination but at the end of the examination the materials will be held by the principal invigilator and submitted to the manager of the Examinations Office with an Incident Report Form.

(15) Where unauthorised material is deemed to have been used, the matter will be investigated under the Student Academic Misconduct Policy .

Section 11 - Bags Not Permitted in Examination Room

(16) A candidate may take into the room a small handbag, a wallet or purse provided they are placed on the floor under to the candidates desk. They may not take brief cases, attache cases, shopping bags etc. into the room. Such items and other personal effects may be left in an area provided for this purpose by the presiding invigilator. The University accepts no responsibility for items left in this designated area.

Section 12 - Seating in Examinations

(17) Unless advised to the contrary for a particular examination, candidate seating in an examination will not be allocated. On those occasions when the Manager, Examinations Office determines that seating in a particular examination is to be allocated, candidates will be advised of the seating allocation upon admission into the

examination room.

Section 13 - Late Starts

(18) If, for any reason, the preparation of the room has not been completed by the prescribed time, candidates must not be admitted until the room is prepared. The commencing and concluding times of the examination must be adjusted accordingly.

(19) The commencement of an examination must not be delayed because some candidates are still arriving.

Section 14 - Behaviour in the Examination Room

No Talking

(20) Having entered the examination room candidates may not talk or communicate in any other way with each other. A candidate who wishes to talk to an invigilator must raise his/her hand.

No Smoking

(21) Smoking is not permitted in the examination room.

No Eating or Drinking

(22) Eating or drinking is not permitted in the examination room.

No Electronic Communication Devices

(23) Electronic communication devices are not permitted in the examination room.

Section 15 - Late Admission of Candidates

(24) Candidates may be admitted late to an examination room. Such candidates will not be given an extension of time to complete the examination. Only in exceptional circumstances will candidates be admitted more than 30 minutes after the start of an examination and their names shall be reported to the Examinations Office by the Presiding Invigilator.

(25) If only one candidate is expected at a centre, and the candidate has not arrived on time, the invigilator will wait in the examination room for thirty minutes in case the candidate was delayed on the way to the centre.

Section 16 - Attendance at Wrong Examination Room

(26) A candidate who presents at the wrong examination room may be allowed to leave unsupervised for the correct room provided he/she has not seen an examination paper. If the candidate has seen an examination paper he/she must be escorted by an invigilator to the correct room.

(27) Instances of the second type should be noted in the presiding invigilator's report.

Commencement of the Examination

Section 17 - Instruction to Commence

(28) When all papers have been distributed the invigilator shall say:

"READING TIME WILL NOW COMMENCE. YOU NOW HAVE (TEN/THIRTY)* MINUTES PLUS YOUR WRITING TIME IN WHICH TO COMPLETE YOUR EXAMINATION. PLEASE FILL IN YOUR EXAMINATION ATTENDANCE SLIP, EXAMINATION BOOKLET COVERS AND SIGN YOUR EXAMINATION PAPER NOW. YOU WILL NOT BE GIVEN AN OPPORTUNITY AT THE END OF THE EXAMINATION TO DO THIS.

YOU WILL BE GIVEN FIFTEEN MINUTES WARNING OF THE CONCLUSION OF YOUR EXAMINATION."

* As the case may be.

Procedure During the Examination

Section 18 - Control of Examinations

(29) Invigilators are in complete control of the examination room, subject to directions given from the Manager, Examinations Office. Candidates are required to observe any instruction given by a invigilator for the proper conduct of an examination.

Section 19 - Responsibilities of Invigilators

Invigilation

(30) Invigilators should devote their whole attention to the continuous supervision of candidates. Invigilators should move among the candidates at intervals without disturbing them and must not congregate, knit or read, whilst an examination is in progress.

(31) Conversation by invigilators during examinations should be restricted to what is necessary for the proper conduct of the examination; it should be carried on in as low a voice as possible and must be at a distance from a candidate.

(32) Invigilators should ensure that candidates are not left unattended at any time and that they are not disturbed by outside noise, telephones etc.

(33) The rules governing student conduct in examinations are to be strictly applied and infringements reported immediately. Within the framework of these rules and of the examination system generally, it is the duty of invigilators to present conditions for the examinees as favourable as circumstances permit.

Attendance Vouchers

(34) During the examination invigilators will collect the attendance vouchers checking that the signature on the vouchers matches the signature on the candidate's identification papers or card. Any apparent problems should be noted in the invigilator's report.

(35) Attendances and absences should be noted from the vouchers onto the attendance registers (See section 2 above)

Section 20 - Authority to Enter Examination Rooms

(36) No persons other than candidates, invigilators, and Examinations Office staff are to be admitted to the examination centre.

Section 21 - Misconduct

(37) It is a paramount duty of invigilators to prevent the possibility of candidates availing themselves of unfair assistance. Some examples of cheating are given below:

- a. notes written on pages from an examination booklet have been taken into the room and placed in the candidate's book;
- b. notes have been interleaved in mathematical tables which have been taken into the room and substituted for the book issued;
- c. question papers from previous years with notes written on, have been brought into the examination room;
- d. adjacent candidates have exchanged papers;
- e. candidates repeatedly lifting examination papers or question booklets (which may assist nearby candidates to see answers);
- f. data is concealed on the person on small sheets of paper, on the inside of clothes, pencil cases, and calculator cases, etc.;
- g. a candidate does not hand in the worked booklet (or has handed in a blank booklet with no name on it); the following day the worked booklet is found on the floor; (a variation is that the student claims it was handed in);
- h. a candidate absentmindedly takes a booklet out of the room; a friend finds it the next day;
- i. a diversion in another part of the room may have been arranged to make some form of cheating possible;
- j. a candidate consults material which has previously been secreted in the toilet.

(38) Should irregular practices be suspected, the presiding invigilator will take charge of any notes or material after the examination and report the incident to the manager. The candidate may be allowed to continue work but the booklet must be kept separate and submitted with a full report to the manager.

(39) If it is suspected that candidates are acting in collusion, the invigilator will make a note of their names. If practicable, the invigilator should instruct one candidate to sit in another place in the room and report his/her suspicion in writing, quoting names and details including a diagram of seating arrangements, to the manager.

(40) Invigilators must not enter into arguments with candidates challenged and should endeavour to avoid a general disturbance. The invigilator is empowered to discontinue the examination of any candidate who misconducts himself/herself but will do so only if the misconduct interferes with the work of other candidates.

Section 22 - Queries on the Examination Paper

(41) Candidates who query an examination question paper will be advised by invigilators to note their concerns about the question in their answer booklet, answer the question to the best of their ability and, if there is a problem with the question, account will be taken of that fact in the marking of the question.

Section 23 - Additional Answer Booklets

(42) Candidates may request additional answer booklets during the course of the examination. Additional booklets should not normally be issued for notes/rough-work which should be done on the unruled pages in the answer booklets. If the unruled space is insufficient or inappropriate an additional booklet may be issued for notes and rough-work.

(43) All rough-work booklets must be collected at the end of the examination. The material in such a booklet should be ruled out to indicate it is not for assessment. Likewise material in an answer booklet which is not to be assessed should be ruled out. Any pages torn out of booklets by students should also be collected and returned with the answer booklet.

Section 24 - Leaving the Examination Room

General Provision

(44) Any candidate who leaves the examination room without a supervisor will not be permitted to return.

(45) No examination materials whatsoever may be taken from the examination room during a temporary absence. Any material that is taken from the room is automatically void.

(46) No extra time is to be allowed to any candidate under any circumstances.

During the First Thirty Minutes

(47) Candidates will not be permitted to leave the examination room during the first thirty minutes after the commencement time of the examination, unless they can be kept under constant supervision until they return to the examination room or the thirty minute period has expired, at which time they may leave the examination venue.

After the First Thirty Minutes

(48) Candidates who leave the examination room temporarily after the first thirty minutes of the examination must be kept under constant supervision until they return to the examination room.

Section 25 - Illness

(49) The name of a candidate who became ill and details of the illness including the time the candidate left and returned to the room will be recorded on the presiding invigilator's report. The candidate will be advised to contact the University for further advice.

(50) Should a student require first aid during an examination and this is provided by a student sitting an examination, the presiding invigilator shall record the amount of time lost by the student providing first aid and record the matter in the report.

Section 26 - Interruption of Examinations

(51) Interruptions include power failure, earthquake, bomb threat, fire etc. If the possibility of an interruption is known prior to reading time, the invigilator should advise candidates of the following provisions before commencing the examination.

- (52) There must be no breach of examination security by talking between candidates or with other parties, and if this occurs then the examination will have to be terminated.
- (53) Under no circumstances will an extension in time be granted. All examinations must finish at the designated time.
- (54) The presiding invigilator must supply the manager with a report indicating the time and length of the interruption, the examinations involved, and all other relevant information.
- (55) The presiding invigilator should inform candidates that they will be assessed on the incomplete paper and whatever other previously submitted work the Head of the Teaching School may determine. A further examination may be required in some cases (in such cases a candidate will be notified as soon as possible).
- (56) In cases where prior knowledge of interruption indicates that it will be prolonged, or there is possible danger to candidates, then the examination should be cancelled and the manager notified.
- (57) In cases where an examination has commenced and the presiding invigilator believes that the interruption will be prolonged then the examination should be terminated and a report made.
- (58) In cases where an examination is interrupted and there is alternative accommodation or lighting etc. candidates may move to a new location. If no alternative lighting/accommodation is available candidates may leave the examination room under supervision and resume work after the interruption is over. If the interruption is longer than one hour then the examination should be terminated.
- (59) In all cases examination security must be maintained (ie no talking or looking at study notes) and a report submitted to the manager. No extension in time may be granted.
- (60) If candidates continue to work throughout the interruption, this fact must be noted by the presiding invigilator in his/her report.

Section 27 - Early Departure from Examination Room

- (61) As candidates leaving early should not be allowed to disturb those continuing, a presiding invigilator may adopt local rules appropriate to the style of room (eg invigilators may require candidates to leave the room only at each half hour).
- (62) No candidate may leave the room during reading time or within thirty minutes of the commencing (writing) time of the examination other than in cases of emergency or illness. (see section 25 and 26 above).
- (63) No candidate may leave the examination room within the last fifteen minutes of an examination, except in the case of emergency or illness and must be accompanied by an invigilator.
- (64) A candidate who has left an examination room without remaining under supervision will not be allowed to re-enter the examination room.

Conclusion of the Examination

Section 28 - Instructions to Candidates

- (65) Fifteen minutes before the expiration of the time allowed for the working of the paper the invigilator shall say:
- CANDIDATES TAKING THE TWO (OR THREE HOUR) EXAMINATION IN (Name of Subject) HAVE FIFTEEN MINUTES IN WHICH TO FINISH THE PAPER.

CANDIDATES SITTING THIS EXAMINATION MAY NOT LEAVE THE ROOM UNTIL THE EXAMINATION HAS CONCLUDED. PLEASE CHECK THAT YOU HAVE COMPLETED YOUR NAME, STUDENT NUMBER AND EXAM DETAILS ON ALL EXAMINATION BOOKLETS (INCLUDING UNUSED BOOKLETS) AND QUESTION PAPERS.

(66) At the conclusion of the time set down for the examination, the invigilator shall say:

(67) STOP WRITING (pause)

(68) PENS DOWN (ensure all writing has ceased)

GATHER YOUR EXAMINATION BOOKLETS AND OTHER EXAMINATION MATERIAL TO BE SUBMITTED FOR MARKING

(69) PLEASE NOTE THAT ANY BOOKLET OR ANSWER SHEET REMOVED FROM THIS ROOM IS AUTOMATICALLY VOID

REMAIN SEATED UNTIL THE BOOKLETS AND OTHER MATERIALS ARE COLLECTED

(70) PLEASE REMEMBER TO TAKE ALL YOUR PERSONAL BELONGINGS WITH YOU WHEN YOU LEAVE

Section 29 - Responsibilities of Invigilators

Collect all Examination Materials

(71) Invigilators shall ensure that all booklets and answer sheets issued and all coloured examination papers are collected before candidates leave the examination room. An answer booklet bearing the candidate's name and other details must be collected for each candidate even if the candidate did not attempt to answer any questions.

Invigilator's Reports

(72) Presiding invigilators shall prepare a report if any of the following incidents occurred:

- a. the wrong examination paper was received;
- b. a candidate presented at the wrong examination room;
- c. a candidate misbehaved;
- d. there was a breach of examination rules;
- e. the examination was interrupted;
- f. a group of candidates arrived late; or
- g. where in the presiding invigilator's opinion some other matter should be reported.

(73) The report plus a copy of an examination paper containing errors or other documentation should be submitted to the manager.

Return all Examination Materials

(74) Presiding invigilators shall ensure that all worked booklets, all coloured examination booklets, the attendance registers and the supervisor's reports (if any) are returned to the manager at the end of each day and not held until the end of the examination period.

(75) The material will be despatched by the courier with whom the University has a contract for the time being. Should the contract courier service not be available another courier may be approved by the manager who may also approve the use of Australia Post in appropriate circumstances.

(76) The scripts for each subject together with the attendance register and invigilators' reports should be packed in

the envelopes provided, sealed and the examination centre written clearly on the front of each envelope returned. Where there are too many booklets to fit into the envelope for that subject, they must be securely wrapped in paper and tied with string and sealed to make one parcel. All envelopes for the day should be sent as one parcel. The parcels must be securely tied, particularly when a number of individual envelopes make up the bundle.

Section 30 - Special Examinations

(77) Students who suffer permanent or prolonged disability may be granted permission to sit their examinations under special conditions. Where a student has received such approval the presiding invigilator will be advised of the conditions in writing prior to the examination. No variation to the specified conditions is permitted.

Status and Details

Status	Historic
Effective Date	23rd May 2014
Review Date	30th June 2018
Approval Authority	Academic Senate
Approval Date	23rd May 2014
Expiry Date	22nd August 2016
Unit Head	Cassandra Webeck University Secretary +61 2 6338 4258
Author	Megan Bond Manager, Academic Senate
Enquiries Contact	Office of Academic Governance +61 2 63384831