

EXAMINATION POLICY

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Related Documents	General Regulations; Academic Plan; Academic Integrity Policy; Assessment Policy; Award of Grades Policy; Board of Examiners Terms of Reference.
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References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and the Higher Education Support Act 2003 (Cth)

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1. Purpose

This policy describes the principles for conducting invigilated examinations at the College.

2. Scope

This policy applies to all staff and enrolled students participating in assessment of coursework units in all courses of study. This document should be read in conjunction with other related policies (see Related Documents).

This policy covers the conduct of mid-semester tests and final examinations as defined in the Standard Assessment Types and Definitions (refer [Assessment Policy](#)). This policy does not cover the conduct of quizzes.

3. Definitions

Item	Definition
<i>Academic Integrity</i>	The following plain-English definition of academic integrity is provided by the Exemplary Academic Integrity Project at the University of South Australia, https://lo.unisa.edu.au/course/view.php?id=6751 Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to students. Academic integrity is important for an individual's and the College's reputation.
<i>Closed book examination</i>	An examination during which students are not permitted access to external materials including, and not limited to, notes, books, or other reference materials and electronic devices excluding calculators.
<i>Deferred examination</i>	A postponed examination opportunity that may be applied for and granted on a discretionary basis where serious or extenuating circumstances prevent a student from sitting the exam on the scheduled date.
<i>Examination</i>	A formal and invigilated assessment of a student's knowledge, and/or skill in a unit of study.
<i>Final examination</i>	An examination scheduled during the final examination period after the end of each teaching period.
<i>Invigilated examination</i>	An examination conducted under supervision.
<i>Mid-semester test</i>	An invigilated examination scheduled during the teaching period.
<i>On-campus examination</i>	An examination conducted at a registered campus of Asia Pacific Internal College.
<i>Off-campus examination</i>	An examination conducted at a location that is not a registered campus of Asia Pacific Internal College, e.g. an examination centre.
<i>Open book examination</i>	An examination during which students are permitted to bring their own reference materials, as specified by the examiner.

Item	Definition
<i>Special Consideration</i>	A process to minimise the impact of serious or extenuating circumstances beyond a student's control that significantly impairs their ability to perform an assessment task or to make satisfactory academic progress.

4. Examination Principles and Practice

The following principles and practice form the foundation for this policy and inform the design, development and implementation of formal examinations at APIC.

Examinations will be designed to:

- be summative;
- validate a student's performance over a range of topics in a unit of study
- assess a student's progression towards achieving the range of Unit Learning Outcomes;
- define and maintain academic standards and integrity; and
- where applicable, satisfy professional accreditation requirements for a unit and/or course.

Examination in a unit of study may be conducted during the teaching period and/or during the scheduled final examination period after the end of the teaching period. Mid-semester tests conducted during the teaching period will typically be of shorter duration and lower overall weight than final examinations conducted after the end of the teaching period.

The composition of the final examination will typically cover all topics in a unit of study, and contribute towards the achievement of all the Unit Learning Outcomes.

The duration of a final examination in a unit of study will not exceed three hours, except where a documented allowance has been made to accommodate a student with special needs.

Where a unit of study is being taught across multiple campuses in the same teaching period, separate scripts will be produced for mid-semester tests and/or final examinations conducted at different times and/or at different physical locations.

All examinations will be moderated and approved no later than five working days prior to the scheduled examination date. (Refer Appendix 1, Examination Moderation Report Form)

5. Student Responsibilities

APIC students are expected to:

- familiarise themselves and comply with this and all other related assessment procedures and policies, in particular the [Assessment Policy](#), and [Academic Integrity Policy](#);
- notify all relevant academic and support staff prior to, or as soon as possible after, commencing the teaching semester of any special needs they have that may require an application for Special Consideration; (refer [Assessment Policy](#))
- be available to sit examinations during the scheduled time on the date allocated;
- be present at the examination venue not later than ten minutes before the time specified for the commencement of the examination;
- bring to the examination venue all equipment necessary to complete the examination (e.g. writing tools, calculator etc.)
- carry in their possession a student identification that accredits them as a student of APIC. (refer [Student Code of Conduct](#))

6. Academic Staff Responsibilities

It is the responsibility of the Deputy Dean (Academic) to specifically ensure that:

- examination methods and practice in all units of study comply with this and other related policies;
- where a unit of study is being taught across multiple campuses, all aspects of the examination in the unit are equivalent; and
- all examinations have been moderated and approved no later than five working days prior to the scheduled examination date. (Refer Appendix 1, Examination Moderation Report Form)

7. Conducting Examinations

The following provisions apply to all mid-semester tests and final examinations.

7.1. On-campus examinations

Students will attend examinations on the campus at which they are enrolled and normally attend classes.

Students should be seated in the examination venue ten minutes before the time specified for the commencement of the examination.

Student identities will be confirmed prior to the commencement of the examination. (refer 5. Student Responsibilities)

Students who are not enrolled in the unit being examined will not be permitted to enter the examination venue during the examination.

Late arriving students will normally be permitted to sit the examination and will not be permitted additional working time unless warranted by a prior approved Special Consideration.

Students will not be permitted to leave the examination venue within 30 minutes of the start of the examination or ten minutes from end of the examination.

Students who leave the examination venue after being seated will not be permitted to re-enter the venue unless they have been supervised by a staff member for the duration of their absence.

At the conclusion of the examination, remaining students will be seated until all examination question and answer papers have been collected.

7.2. Off-campus examinations

Off-campus examinations will be conducted under equivalent conditions to on-campus examinations. (refer 7.1 On-campus examinations)

Students enrolled in a unit of study in distance or online mode will sit examinations at the examination centre closest to their semester address. Students will be notified of the location of the examination venue in writing by the Registrar.

For students enrolled in online mode, examinations may also be conducted fully online.

8. Deferred Examination

Students who are prevented by exceptional and unavoidable circumstances from attending a scheduled examination may apply to the relevant Director of Studies for a Deferred Examination using the using the Special Consideration Application Form. (refer [Assessment Policy](#))

Deferred Examinations are conducted outside the normal scheduled examination period, and exactly follow the format of the normally scheduled examination, though it is expected that the content will vary from the normally scheduled examination. The manner of the variation(s) will, as far as possible, maintain the integrity of the normally scheduled examination and ensure parity with students who have completed the normally scheduled examination.

Deferred Examination can only be considered on medical or compassionate grounds if the student concerned has been seriously affected by illness whether physical or psychological, disability through accident, or other adverse circumstances beyond the student's control that may prevent them from attending or substantially impact adversely on their performance in the examination.

Deferred Examination will not be granted on grounds of student's misunderstanding of the manner, time, date and venue of examinations.

A student who has been granted a Deferred Examination is entitled to the full range of marks and grades subject to their performance in the Deferred Examination.

Applications for Deferred Examination must be received no later than two working days after the scheduled exam. All applications for Deferred Examination must be supported by appropriate documentary evidence, which in the case of illness shall include a medical certificate issued by a registered medical practitioner or medical authorities.

A student who has been granted a Deferred Examination must attend the examination at the time, place and date set by the College. Unless there are additional exceptional circumstances the Director of Studies shall not agree to reschedule the Deferred Examination.

9. Policy Suspensions

These Guidelines supersede the following:

Document ID	Approval Date
Asia Pacific International College General Regulations Section 6. Assessment, clauses: 6.6 Invigilated Examination 6.14 Supplementary Examination 6.15 Deferred Examination 6.16 Special Consideration and Incomplete Assessment 6.17 Irregular Examination 6.18 Special Examination 6.19 Printed Materials and Electronic Devices 6.20 Examination Conditions, Mode and Duration	27 April, 2016

EXAMINATION MODERATION REPORT FORM

Unit Name: _____

Lecturer's Name: _____

Unit Number: _____

Course: _____

1. The time allocated is adequate/appropriate for the tasks given. Y N

2. The Unit of Study Guide (USG) has been examined. Y N

3. The examination items are aligned to the relevant Unit and Course Learning Outcomes as specified in the curriculum map for the unit. Y N

4. The question statements are clear and provide adequate guidance to the students. Y N

5. The examination is commensurate to other examinations in the course. Y N

6. The examination is appropriate for the AQF level for the course. Y N

7. The marking scheme covers all the examination items. Y N

8. The marking scheme provides adequate detail and direction for another examiner to mark the examination. Y N

9. The marks allocated are commensurate with the expected responses. Y N

10. Drafts have been received and discussed for correction and revision. Y N

Moderator's Name: _____

Moderator's Signature: _____

Date of Moderation: _____