

Procedure Title

Examination Procedure

Preamble

The purpose of examinations is to assess the knowledge, skills, and abilities of an individual student in either a written, computer based, oral or practical form.

Purpose

This procedure outlines the requirements and processes in the administration of examinations.

Scope

This procedure applies to all students enrolled in the Foundation, Diploma and non-award courses offered at Deakin College.

Policy

Assessment Policy

Related Documentation

Instructions to Examination Candidates

Examination Attendance Slip

Examination Paper Issue Report

Procedure

1. Conduct of students during examinations

- 1.1.** During examinations, students are expected to conduct themselves in an honest and ethical manner and in accordance with Deakin College standards for the conduct of examinations. Any form of behaviour that is in breach of these standards will be considered academic misconduct.

2. Student identification

- 2.1.** Students must bring their current student identification card into the examination room and keep it displayed at all times. Students are allocated an individual seat number and required to sit in the corresponding seat. Students must complete and sign an Examination Attendance Slip during working time.

3. Comply with directions

- 3.1.** Students must comply with all reasonable directions given by the examination supervisor and all instructions outlined on the examination material or displayed in the examination room. When requested, students must permit the examination supervisors to inspect any material taken into an examination room.
- 3.2.** A student's behaviour must not disturb, distract or adversely affect any other student.

4. Entering and leaving an examination room

- 4.1.** Students should arrive for their examination at least 15 minutes prior to examination commencement. Students are not permitted to enter or leave an examination room unless instructed by an examination supervisor. A student is not permitted to leave an examination room:
- In the first 30 minutes of the examination working time
 - In the last 15 minutes of working time
- 4.2.** A student will not be permitted to sit the exam if they are more than 30 minutes late. Students will not be permitted to enter the examination room after this time.
- 4.3.** A student will be permitted to undertake the examination prior to this time however, no additional working time will be allowed.
- 4.4.** Students leaving an examination during, or at the conclusion of an examination must do so quickly and quietly without creating a disturbance to any examinations that may still be in progress.

5. Authorised material and devices

- 5.1.** Students are permitted to take into the examination room:
- writing materials to enable them to complete their examination, including pens and pencils, rulers and erasers.
 - bottled water in a clear plastic container.
 - any other materials approved for that examination as specified in the Unit Outline.

6. Dictionaries

- 6.1.** Students are not permitted to take into the examination room English dictionaries or language translation dictionaries (e.g. English-Chinese) except where an examination permits their use.
- 6.2.** Dictionaries brought into an examination must be in book form, electronic dictionaries are not allowed. Dictionaries must be unmarked, with no writing, annotations or comments. Highlighting and/or underlining is also not permitted. Dictionaries must not have any material attached to them or inserted between pages. Personal identification details written in the dictionary such as a name and student number will be permitted.

7. Calculators

- 7.1.** Students may use a calculator in an examination only if its use is specifically authorised in the paper's instructions to candidates. Where the use of a calculator has been

permitted, students must use the type of calculator specified in the Unit Outline. Other devices which are not primarily calculators but which have a calculator function are not permitted.

8. Communication with others

- 8.1. Upon entry to an examination room, a student will not communicate by word or otherwise with any other person except the examination supervisor or examiner. To do so is in breach of the Academic Integrity Policy.
- 8.2. Students will not be permitted to borrow, lend or exchange any equipment or material during an examination, including via an examination supervisor.

9. Removal of papers

- 9.1. A student will not remove any examination material from the examination room at any point in time. All examination papers and materials must be handed to an examination supervisor before leaving the examination room.

10. Penalties

- 10.1. Students who are found to have breached any of the above standards for examinations conduct may be found to have engaged in academic misconduct. Students who are found to have engaged in academic misconduct may have penalties applied as per those outlined in the Deakin College Academic Integrity Policy.

11. Modification of Examination Procedure due to an extraordinary event

- 11.1. Due to restrictions placed by Government bodies in response to an extraordinary event, appropriate changes may be made to the Examination Procedure. Students will be contacted prior to any changes to the Examination Procedure.

Status and Details

Status	Current
Effective date	8/08/2018
Review date	30/04/2022
Approval Authority	Senior Management Group
Implementation Officer	Academic Manager (Burwood, Waterfront, Waurm Ponds), Campus Director (Jakarta)
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