

Examination Regulations for Students

These Regulations are consistent with the Deakin College Conduct During Examinations Policy.

Examination Dates, Times and Venue

- The final examination timetable will be published on the Deakin College Student Portal in week 10 before the commencement of exams and displayed on the main noticeboards situated on levels 3 and 4 in building LA.
- Students are responsible for obtaining information (dates, times and venues) of their examination.
- Students should note misreading of the examination timetable is not grounds for a deferred examination.
- The times listed on the examination timetable denote commencement of reading time.
- If students find they have two (2) examinations scheduled for the same day at exactly same time (Exam Clash) or three (3) examinations scheduled for the same day (Exam Overload), they should complete the Exam Clash Form, available at the Deakin College Reception.
- Students will be advised in writing of their re-scheduled examination times.

Examination Conditions

- Students owing fees or fines either to Deakin College or Deakin University will be permitted to sit the examinations but will not be able to obtain their results until the fees or fines have been settled.
- At all times students must follow directions given by examination supervisors.
- Students must present their Deakin College ID card at every examination that they attend
- Students should arrive at the examination room 15 minutes prior to the stated examination start time, allowing sufficient time to check their seat allocation.
- Students must sit in their allocated seating.
- Students who arrive more than 30 minutes after the beginning of writing time will not be admitted to the examination.
- There will be 15 minutes of reading time at the start of all examinations. Reading time commences at the stated examination start time.
- Writing time will commence immediately after reading time is finished.
- Students must not commence writing until instructed by the supervisor at the conclusion of reading time.
- Students may not leave the examination room earlier than 45 minutes after the beginning of reading time.
- Students may not leave the examination room during the final 15 minutes of an examination.
- Examination Supervisors will give a time warning 10 minutes before the end of the examination.
- Students in examination venues must not communicate with each other in any way.
- Students will not be permitted to borrow, lend or exchange any equipment or material during an examination, including via an examination supervisor.

- Under the Deakin College *Student Code of Conduct*, students must conduct themselves in a courteous manner, respecting other students and staff. Students may be asked to move to another table or in some instances, not permitted to undertake the exam. Misconduct will be reported to the Academic Manager.
- All examination materials, used and unused, must be left on the examination desk. Examination question papers, answer booklets and multiple choice answer sheets must not be removed from the examination room.
- At the end of the examination, students must remain seated until all examination papers have been collected.
- Students leaving an examination during or at the conclusion of an examination must do so silently, being mindful that other examinations may still be in progress.
- Academic staff are not permitted to enter the examination venue prior to or during an examination.
- Unit Coordinators or nominees must be contactable during the entire examination where clarification on any aspect of an examination paper is necessary.

Authorised Materials (may be brought into the Examination Room)

- It is a student's responsibility to establish whether an examination is open book or closed book examination. This information will be published in the Unit Outline and will be specified on the cover sheet of the examination.
- In open book examinations students may bring any hardcopy written material including hardcopy dictionaries, textbooks with annotations, post-it notes or other adhesive markers. Such materials are not permitted in a closed book examination.
- Students should bring their own writing equipment in a clear non-coloured plastic bag. Pens pencils, erasers, etc. will not be supplied at the examination.
- Mobile phones, wallets, smart watches, purses may be brought into the examination room but must be placed under the desk at all times. Mobile phones must be switched off. Should a phone ring during the examination, the phone will be confiscated for the duration of the examination period.
- Calculators may only be brought into examinations where their use has been specifically authorised and clearly indicated on the cover sheet of the examination paper. Devices which have functions other than a sole calculator function will not be permitted in the examination venue.
- Limited items of food and drink may be permitted into the examination room at the discretion of the examination supervisor.
- All bags should be placed at the back of the examination room as you enter. Students are strongly advised not to leave any valuables in their bags.

Unauthorised Materials (must not be brought into the Examination Room)

- Materials other than the authorised materials described above must not be taken into the examination room. If you are unsure about what you are not allowed to have in the examination room ask the examination supervisor before the exam commences.

- Under the *Academic Integrity Policy 6.1 (a) – Cheating*, it is considered an act of academic misconduct to have, own, access or use any material or item not allowed under the guidelines for that examination, whether or not it is with the intention of using it to gain an advantage.
- Any unauthorised material detected will be removed by the examination supervisor and the alleged academic misconduct will be reported to the Academic Manager for further action.
- Where a student is in possession of unauthorised material in the examination room, this may lead to failure in the examination in accordance with the *Academic Integrity Policy 10.1 (d) – Level 2 Penalties*.
- Materials prohibited from being brought into examinations include, notes of any kind including those written on rulers, calculators, calculator covers or anywhere else, blank paper, note pads, writing paper.
- Computers or any other electronic devices, including electronic dictionaries, electronic translators, watches with calculator function, laptop computers, electronic scanners, electronic organisers and diaries, pagers, digital pen cameras, iPods, text retrievable devices of any kind, and personal communication aids such as the Apple iPad.

Missed Examinations

- A deferred examination will only be granted on exceptional and extenuating circumstances. Please refer to the *Special Consideration and Deferred Examinations Policy*.
- Under the *Special Consideration and Deferred Examinations Policy*, an application must be submitted to Deakin College within two (2) working days after the actual examination date.
- Missing an examination or misreading the examination timetable are not grounds for a deferred examination.

Status and Details

Status	Current
Effective date	5/08/2018
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Approval Authority	Other
Implementation Officer	Academic Manager (Burwood, Waterfront, Waurm Ponds), Campus Director (Jakarta)
Enquiries Contact	Deborah Fitton

Deakin College acknowledges Deakin University's *The Guide*, which assisted in developing these procedures: [https://theguide.deakin.edu.au/TheGuide/TheGuide2011.nsf/ffb77c7c705813d8ca257797000a92c2/b156cc2d651c59b1ca257bb10009b3e3/\\$FILE/Schedule%20A%20-%20Instructions%20to%20Examination%20Candidates.pdf](https://theguide.deakin.edu.au/TheGuide/TheGuide2011.nsf/ffb77c7c705813d8ca257797000a92c2/b156cc2d651c59b1ca257bb10009b3e3/$FILE/Schedule%20A%20-%20Instructions%20to%20Examination%20Candidates.pdf)