

Higher Education Examinations Procedure

Policy code:	AG1940
Policy owner:	Associate Deputy Vice-Chancellor (Academic Quality and Accreditation)
Approval authority:	Provost
Approval date:	21 March 2024
Next review date:	29 September 2025

Table of Contents

Purpose	1
Scope	1
Legislative Context	2
Definitions	2
Supporting Documents	5
Responsibility	5
Actions	5
1. Examination rules	5
2. Examination Appeals	6
3. Management of centrally organised examinations	7
4. Management of non-centrally organised examinations	14
5. Personal exam adjustments and special consideration	15
6. Ensuring security of completed examination papers and other examination materials	19
7. Ensuring examination/s are appropriately marked and graded	22
8. Ensuring quality of examination (Continuous Improvement)	23
Promulgation	24
Implementation	24
Records Management	24

Purpose

This procedure mandates operational activities and assigns responsibilities to support the implementation of the Federation University Australia's [Higher Education Assessment \(inclusive of FedTASKs\) Procedure](#), in context with examinations and tests on a variety of delivery modes.

Scope

This procedure applies to examination of all Federation University Australia undergraduate and coursework postgraduate units and for those units offered through collaborative provision (ie through partner providers). However it **does not** apply to examination of individual students in higher degrees by research.

All staff of the University must comply with the [Higher Education Assessment \(inclusive of FedTASKs\) Procedure](#) and this procedure whenever they are engaged in any aspect of the assessment process.

Shift to online tests:

No face-to-face exams will be organised and coordinated at Federation University going forward. As the last resort, an Executive Dean can apply for an exemption to the Provost, for consideration and approval. This will only be considered as the very last alternative to the proposed assessment practice. This is a university decision aligned to alternative options now available to staff as part of their assessment planning. For further information, please consult your Directors, Learning and Teaching.

Legislative Context

University Statutes and Regulations

- Federation University Australia Statute 2021
 - Part 5 – Division 1 – Academic Board
 - Part 6 – Division 2 – Award Programs
 - Part 6 – Division 3 – Academic Progress
 - Part 6 – Division 5 – Suspension or exclusion on health or safety grounds
- Federation University Australia Academic Regulations 2022
 - Part 6 - Division 2 - Award Program
 - Part 6 - Division 3 - Academic Progress
- Federation University Australia (Students) Regulations 2022
 - Part 2 - Admission to become a student
 - Division 5 - Assessment

Definitions

A complete list of definitions relevant to this procedure is contained within the [Higher Education Assessment \(inclusive of FedTASKs\) Procedure](#).

A further list of definitions **specifically relevant** to this procedure is included below:

Term	Definition
Alternative examination adjustments	Special examination arrangements, including take-home examinations, under different conditions or at different times or locations, that are designed to accommodate the needs of students who are unable to undertake their regular scheduled examination or take-home examination for reasons as approved by Disability and Learning Access Unit (DLAU)
Assessment	Any type of assessment that does not require invigilation, e.g. take-home test, essay, portfolio, non-invigilated Moodle test
Breach	An act or omission which is likely to have the effect of obtaining an advantage by unfair or unauthorised means
Closed book examination	Students are not permitted to take into the examination room, any books, notes (either written on paper or on other items or on the person), electronic devices, calculators or pencil cases. All permitted materials, including drinks, must be transported in transparent containers.
Deferred Examination	An application for deferment of an examination can only be made in exceptional circumstances and a student may not normally apply to have

	an examination deferred more than once in a particular unit in a given teaching period.
Examination	Any invigilated assessment task (written or practical) or other written paper that is timetabled within an examination period and that forms part of the final results in a unit or courses and monitored in a face-to-face environment.
Examination commencement time	The designated time in an examination when students are permitted to begin writing
Examination period	The official examination periods (including deferred and supplementary periods) listed in the Unit Description and published on the Academic Calendar.
Examination venue	A room in which an examination is taking place or about to take place. In the case of an online exam, there may not necessarily be a designated physical location.
Examination supervisor	An invigilator tasked with overseeing the examination under university procedures and guidelines
Invigilation (Online environment)	Context: Online environment: The students computer is locked by a browser and recorded by webcam or live supervisor thus providing closer scrutiny of assessment practice aligned to the assessment integrity. Context: Face-to-face observation
Non-invigilation (Online environment)	The students computer is not impacted by any lockdown browser or supervision.
Online test	A form of assessment that measures student's knowledge, skills and application of knowledge and skills aligned to learning outcomes. An online test can be delivered through various platforms including Moodle, Respondus etc.
Other significant cause	Other issues outside of hardship/trauma, loss or bereavement, and medical reasons that significantly impact on a student's ability to prepare for, present to, undertake, and/or complete work or assessments including but not limited to: <ul style="list-style-type: none"> • Life-threatening illness of a member of the immediate family or household, as defined by the Australian Fair WorkAct. • Significant and unexpected carer duties • Exposure to family violence, or dealing with other family violence related matters (e.g. court processes for family violence events)
Open book examination	An examination where any reference materials or items are permitted.
Reading time	10 minutes prior to the commencement of the examination which allows students to read the examination paper, unless otherwise specified
Reading time (Online environment)	A set time in addition to the Timed Test Practice where the student can access the test material prior to commencing. This is normally a 10 minute additional time period. For online assessments, this time period is nominated by the Unit Coordinator.

Reasonable adjustments	<p>Measures and adaptations are put in place to facilitate student participation in Unit and Courses while ensuring that academic standards and inherent requirements of the Unit are not compromised.</p> <p>Reasonable adjustments as a result of Special Consideration applications are relevant for the period outlined in the Special Consideration application.</p> <p>Reasonable adjustments as a result of a disability, and outlined in a Learning Access Plan are relevant for the duration of the Learning Access Plan. Students with a disability can re-negotiate, update or cancel adjustments and/or supports at any stage.</p>
Respondus TM	<p>A software that provides additional security to online tests throughout the use recorded webcam footage and/or a computer restricting internet browser.</p>
Serious health condition	<p>A health condition, including medical conditions, mental health conditions or disability that adversely impacts on a student's capacity to successfully complete an assessment, progress in a courses or results in repeated behaviour that adversely impacts on other students or staff</p>
Special consideration - Deferred Examination	<p>Acknowledgement by the Dean or delegate that a student has experienced or encountered some form of disadvantage or impediment that has prevented them from undertaking or completing an examination during the timetabled examination period. The University will schedule the deferred examination in the timetabled deferred examination period. Refer to Federation University Higher Education Special Consideration Procedure SS1967</p>
Special consideration - General	<p>Acknowledgement by the Dean or delegate that a student has experienced or encountered some form of disadvantage or impediment that has prevented them from performing on their merits in an assessment task/s. In such circumstances, the particular disadvantage or impediment will be taken into account when assessing the students work. To enable the student to demonstrate their achievement of the unit learning outcomes, they may be granted deferred assessment, supplementary examination, or extension of an assessment due date or other suitable accommodation deemed necessary. Such allowances may be made for one or more assessment tasks or units within any teaching semester. Grounds for a student to submit an application for Special Consideration include illness, psychological condition, loss or bereavement, hardship/trauma, family violence or other significant cause. Refer to Federation University Higher Education Special Consideration Procedure SS1967</p>
Specified materials only examination	<p>Students may be authorised to take into the examination room, items such as calculators, textbooks and/or notes, as specifically instructed.</p>
Supplementary assessment (examination context)	<p>A supplementary assessment is an extra examination that occurs after a previous examination has occurred. It is offered in particular circumstances where failure would significantly impede a student's progress or completion of the unit</p>

Take-home assessment	Conditions and instructions dictated according to the requirements of the unit which enable the student to complete the assessment away from the University
Timed test practice (Online environment)	A set time period for an online test to be completed. All students undertake the test at the same time from their nominated location. The student can choose the location and/or attend Federation University computer spaces (as required). The Timed Test Practice will align with either a 9.30am start or 1pm start as prescribed by the exams office.

Supporting Documents

- [Academic Governance Policy](#)
- [Students and Support for Students Policy](#)
- [Higher Education Assessment \(inclusive of FedTASKs\) Procedure](#)
- [Higher Education Special Consideration Procedure](#)
- [Disability Learning Access Plan \(LAP\) Procedure](#)
- [Higher Education Deferral or Leave from Studies Procedure](#)
- [Deferment, Suspension or Cancellation of a Student's Enrolment \(ESOS Specific\) Procedure](#)
- [Equal Opportunity and Valuing Diversity Guidelines](#)

Forms.

- [Guidelines for End of Semester Assessment](#) (DOCX 162.4kb)

Responsibility

- Provost (*as the Approval Authority*) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- Associate Deputy Vice-Chancellor (Academic Quality and Accreditation) (*as the Document Owner*) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

Actions

Each of the mandatory procedures below, details the activity which must be conducted in accordance with the assessment principles referred to in the [Higher Education Assessment \(inclusive of FedTASKs\) Procedure](#).

1. Examination rules

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Conducting examinations	Unit Coordinator	<ol style="list-style-type: none"> 1. Examinations will be conducted in accordance with approved processes 2. Students will be provided with examination criteria, including weighting, within the Unit

			Description, together with relevant appeals information
B.	Timetabling examinations	Coordinator, Examinations Unit Coordinator Global Professional School GPS	<ol style="list-style-type: none"> 1. Compulsory central timetabling of all examinations scheduled within the examination period will occur in line with the University's approved examination standards and conditions 2. Exams for Northern Hemisphere and FedOnline calendars are administered by Global Professional School (GPS). 3. A timetable will be produced and published at least three weeks prior to the main examination periods
C.	Booking examination rooms/venues	Coordinator, Examinations/ Partners	<ol style="list-style-type: none"> 1. Ensure students complete examinations in a physical environment in which they can be reasonably expected to perform to the best of their abilities.
D.	Ensuring student Availability	Student	<ol style="list-style-type: none"> 1. Students must ensure they are available to attend examinations during the formal examination periods outlined in the Academic Calendar for their study period.
E.	Resulting	Student HQ/Partners	<ol style="list-style-type: none"> 1. Final results for any unit will not be officially notified to a student before completion of assessment in that unit and its formal publication 2. Students who owe fees to the University will not be able to view or receive written statements of academic record

2. Examination Appeals

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Dealing with examination complaints	Executive Dean or nominee	<ol style="list-style-type: none"> 1. In accordance with the Student Appeal Procedure, an

			<p>appeal against a final grade must be submitted in writing and lodged within 10 working days of the publication of the final grade or result</p> <ol style="list-style-type: none"> 2. Following due consideration (within 30 days) the student will be provided with a written response to the appeal, including reasons for the decision 3. The Institute must notify Student Administration of any amended results following an appeal 4. If the student is not satisfied with the decision, they can submit an appeal to the University Appeals Committee in accordance with the Appeals to the University Appeals Committee Procedure
--	--	--	---

3. Management of centrally organised examinations

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Determining arrangements for units which include centrally organised examinations as part of the assessment	Unit Coordinator Coordinator, Examinations	<ol style="list-style-type: none"> 1. Unit coordinators provide adequate notice of examination requirements to Coordinator, Examinations 2. Coordinator, Examinations ensures that examination information in the student management system is correct prior to the creation of the examination timetable 3. Submit examination papers for printing by the due date 4. Students sit the exam papers given on the day of the examination as written - no clarifications or errata are to be issued on the day of the exam, thereby ensuring equity between examination venues 5. Unit Coordinators (or a delegate) must be contactable

			by phone for the duration of the examination for any unit. If this responsibility is delegated, Exams Office must be informed before the day of the exam.
B.	Scheduling of examinations	Coordinator, Examinations	<ol style="list-style-type: none"> 1. Coordinator, Examinations will not schedule any exams outside of the prescribed exam period as defined on the Academic Calendar 2. Coordinator, Examinations will schedule early in the examination period where possible, examinations for units with high enrolment numbers and other complex criteria that may affect the marking process to ensure completion of results by the release date 3. Other scheduling requests from Institutes and GPS will be considered and accommodated by Coordinator, Examinations, at their discretion 4. Duration of examinations will be as per the unit description in whole hour increments only i.e. one, two or three hours 5. To maximise efficiencies of the examination room/venue and exam slots, examinations will be of suitable lengths to restrict differing durations in the same examination room/venue at the same time, where reasonably possible 6. Examinations may be scheduled on any day within the examination period 7. Every effort will be made to minimise the number of: <ul style="list-style-type: none"> • Examination clashes for students • Examinations a student is required to sit in a 36-hour period

			<ul style="list-style-type: none"> • Back-to-back examinations for students • Instances of student overload ie three consecutively scheduled examination sessions (morning, afternoon and following morning)
C.	Exam Locations	Student Student HQ Coordinator, Examinations	<ol style="list-style-type: none"> 1. Students are automatically allocated to an applicable exam location on the basis of their unit enrolments <i>ie. Student enrolled in all units as CHLL, will be allocated to sit these exams at Churchill, or close to.</i> 2. Coordinator, Examinations will allocate students to exam locations as follows: <ul style="list-style-type: none"> • If enrolled in all units at on-campus locations (ie. MTH, CHLL, BER), students will be allocated to sit their exams at the campus to which they are primarily enrolled • Students enrolled in FLX courses will be allocated to sit at their applicable FLX campus (ie. FLXK, FLXB, FLXG). • Students enrolled in all units as ODL, will be invited to select/confirm their preferred exam location each semester, via email. • ODL students should reasonably expect to be able to sit their examination no further than 150km from their residential address recorded in the Student Management System. • Where no exam centre exists within our network, Coordinator, Examinations will take all reasonable steps to find one. • Students sitting at International locations may

			<p>be required to travel further than 150km to a venue.</p> <ul style="list-style-type: none"> • Non-standard or student nominated off-campus supervision arrangements will only be approved by Coordinator, Examinations under exceptional circumstances, where no other viable options are available. • Students with a mix of unit location enrolments (ie. MTH and ODL) will be allocated to their on-campus location for all exams. • Students with a combination of Partner and ODL enrolments, will be allocated to an existing exam centre within our network for their examinable ODL unit. GPS/ Partner will manage all exams for unit enrolments at partner locations. <p>3. Off-campus examination eligibility</p> <ul style="list-style-type: none"> • A student enrolled in all units as ODL is eligible to sit their exams at an off-campus location, as confirmed during a dedicated nomination period each semester.
D.	Changes to Exam Location		<p>1. Changes to allocated exam location</p> <ul style="list-style-type: none"> • A student may request to change their exam to any other Federation University Campus location, prior to Final Timetable publication – at no cost to the student. <p>2. Any student may apply to sit an exam for an on-campus enrolment unit, in an off-campus location if appropriate to the assessment – prior to Final Timetable publication, subject to approval of all relevant parties.</p>

			<ol style="list-style-type: none"> 3. Applications will be processed by Coordinator, Examinations, in consultation with relevant Unit Coordinator. Approval of this application will incur a fee as specified on Administrative Fees (Higher Education and TAFE). 4. Fees will be charged to student accounts by Student HQ, upon notification from Coordinator, Examinations. 5. Non-payment of these fees will result in a negative service indicator being applied to a student record, and results withheld until payment received.
E.	Non-attendance at off-campus & disability exams	Coordinator, Examinations Student HQ	<ol style="list-style-type: none"> 1. Students allocated to off-campus or 1-1 disability exam venues must provide a minimum amount of notice of non-attendance, to avoid a non-attendance fee being charged to their student account. <ul style="list-style-type: none"> • 3 days notice for off-campus examinations • 24hrs notice for disability 1-1 venues 2. No fees are incurred for absenteeism in general on-campus exam venues (main venues), and notice is not required. 3. Fees are specified on Administrative Fees (Higher Education and TAFE). 4. Coordinator, Examinations will only order a fee to be charged to a student account where costs have been incurred by the university for those exam arrangements. 5. Fees will be charged to student accounts by Student HQ, upon notification from Coordinator, Examinations.

F.	Dictionaries in centrally coordinated examinations	Student	1. Any annotated dictionaries will be removed and/or reported as a breach.
G.	Supervision of centrally coordinated examinations	Coordinator, Examinations	<ol style="list-style-type: none"> 1. All invigilated assessments held within main and alternate venues within the designated examination period will be supervised by impartial and independent invigilators, rostered by Coordinator, Examinations. 2. Academic Staff may supervise assessments within the examination period and exams that may require technological interventions, with the assistance of the Coordinator, Examinations if required (resources permitting). 3. Currently enrolled students may be engaged as Exam Supervisors, providing they; <ol style="list-style-type: none"> a. Self-identify to Coordinator, Examinations b. Declare any conflicts of interest c. Are not currently enrolled in the units they are supervising exams for. 4. Staff ratios for exam supervision in main venues will be maintained at an approximate rate of 1:30 and 1:50 thereafter. <ol style="list-style-type: none"> ie. Supervision teams should generally consist of 1 Supervisor-in-Charge up to 30 students, with an Assistant for every 50 students. 5. In the event of an observed breach of examination rules/procedures, Supervisors will be obligated to follow the reporting procedure and notify the relevant person in writing.
H.	Notifying students of exam timetables	Coordinator, Examinations	1. Examinations timetabled by the Coordinator, Examinations will be communicated via:

			<ul style="list-style-type: none"> • Individual email to the student's nominated email address • Online web portal <p>2. Examinations scheduled by GPS are emailed to Partners to distribute to students via appropriate means</p>
I.	Approved alternative sittings arrangements outside of examination periods	Unit Coordinator Coordinator, Disability Services Partners	<p>1. Alternative sitting arrangements outside of the examinations period may be approved under the following circumstances:</p> <ul style="list-style-type: none"> • Where a student has a clash of examinations that cannot be otherwise resolved; or • A student would be otherwise required to sit three consecutive examinations in two days <p>2. Unit Coordinators will, under no circumstances, permit individual students to sit the same examination paper as the remainder of the cohort, at any other time or other venue.</p> <p>3. Coordinator, Disability Services may negotiate directly with an Institute/School on behalf of a student to arrange exam sittings outside of examination periods.</p> <p>4. Where a student is supported by Disability and Learning Access Unit (DLAU), they may instruct Coordinator, Examinations to conduct exam at a different time to the main cohort if necessitated by a student's personal circumstances or LAP.</p> <p>5. Institutes/Schools may make individual arrangements for students involved with the Elite Athlete, Coach and Performer Courses outside of exam periods as per the Elite</p>

			Athlete, Coach and Performer Program Procedure. 6. Coordinator, Examinations may authorise individual students to sit exams at reasonable times within their own time zone.
J.	Unexpected disruptions during exam session	Coordinator, Examinations Partners	1. In the event of an unforeseen disruption to examination conditions, every option will be pursued to minimise the impact of the disruption to ensure students are not disadvantaged, which may include: <ul style="list-style-type: none"> • Time extensions • Opportunity to re-sit with an alternative examination paper at another time if students are forced to leave the venue • Refer to the University's Emergency Evacuation Protocol for Examinations 2. The University does not consider an event that has mass impact, eg a bomb threat, sufficient grounds for special consideration by an individual student
K.	Exam scheduling across multiple time zones	Coordinator, Examinations/ Partners	1. Students will undertake centrally coordinated examinations at the time indicated on the personal timetables, respective of their own time zone.

4. Management of non-centrally organised examinations

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Arranging non-centrally organised examinations, including take-home assessments	Unit Coordinators GPS Partners Disability Services	1. If any electronic/online examination papers are made available, their security must be ensured as well as the integrity of student answers - in the event of any system failure, students will not be penalised and alternative

			<p>arrangements will be made, within the designated timeframe</p> <ol style="list-style-type: none"> 2. Take-home assessments may be submitted for analysis through electronic academic integrity verification tools. 3. Students will be required to submit examinations electronically accompanied by a completed declaration form, unless specific circumstances require otherwise
--	--	--	---

5. Personal exam adjustments and special consideration

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Alternative examination arrangements, including deferrals	Disability Services, Partners/GPS Coordinator, Examinations	<ol style="list-style-type: none"> 1. Students may liaise with Disability Services regarding personal exam adjustments for centrally organised examinations. 2. If a student's health deteriorates significantly due to the episodic nature of their disability or an unforeseen event directly related to that disability occurs, and is not otherwise listed in their Learning Access Plan (LAP)*, a DLAU Officer may approve an exam deferral by using the DLAU specific 'Deferred Examination Notification' form and forwarding to Student HQ for processing. 3. Disability Services will consider the following points when setting alternative examination arrangements: <ul style="list-style-type: none"> • The student's circumstances • The impact of the arrangement on the student's ability to achieve learning outcomes • The impact of the arrangements on the

			<p>University, staff and other students</p> <ul style="list-style-type: none"> • The costs and benefits of adjustments • Meeting the academic requirements of the unit that are inherent in or essential to it <p>4. Advice can be sought from Coordinator, Examinations, and/or Disability and Learning Access Unit (DLAU), Student Connect, the Associate Dean, Learning & Teaching and CAI to ensure a balance between the legislative requirements and academic standards</p> <p>5. Disability Services will work with Coordinator, Examinations to maintain consistent formatting for personal adjustments where possible, with this information to be provided to students on their personal examination timetable/s.</p> <p>6. Students who are unwell on the day of their examination should not enter the examination room and attempt the examination; they are encouraged to apply for a deferred examination</p> <p>7. If the student is unable to finish the exam due to serious illness or other causes they must:</p> <ul style="list-style-type: none"> • inform the exam invigilator who will note the time of exit and the reason associated • collect and complete special consideration - deferred examination form
B.	Seeking approval to grant alternative examination arrangements	Student HQ and/or designated approval authority	<p>1. Refer to the University's Student Access, Progression and Wellbeing Procedure and associated procedures, where the circumstances are outside the student's control. Examples include:</p>

			<ul style="list-style-type: none"> • Semester’s work has been hampered by illness or other cause • Serious or disabling illness or other significant cause has prevented the student from preparing or presenting for all or part of assessment - refer Learning Access Plan • Adversely affected by illness or other cause during the performance of a component of assessment <ol style="list-style-type: none"> 2. A written application must be submitted within three working days after the submission of the component of assessment and supported by detailed Health Care Professional Certification 3. The applicant will be notified of the decision in writing within five working days of the decision being made 4. Students with a Learning Access Plan (LAP) examination adjustments will be determined on a student and unit basis by Disability Services. Disability Services will inform the Coordinator, Examinations of the necessary adjustments required by a student, referring to the Higher Education Special Consideration Procedure
C.	Conducting supplementary/ special consideration examination (not deferred examinations)	Coordinator, Examinations GPS/Partners Unit Coordinators	<ol style="list-style-type: none"> 1. Supplementary examinations will be timetabled centrally, twice per year as per the Academic Calendar 2. Supplementary examinations for Partners institutions or campuses on the trimester or Northern Hemisphere are administered by GPS 3. Coordinator, Examinations will notify eligible students of their examination date/s by email at least 3 working days prior to

			<p>their examination, where possible.</p> <ol style="list-style-type: none"> 4. Where permission to undertake supplementary examination has been granted to a student/s, Unit Coordinators will design a supplementary examination which is equivalent, but not identical, to the initial examination and supply the paper to the Coordinator, Examinations. 5. Students who are awarded supplementary/special consideration examinations, and choose to sit the examination/s must ensure they are available to attend at the time/date specified on the published timetable. 6. Students deemed eligible for a supplementary opportunity may choose not to sit, in which case they will receive the mark awarded for the original examination. 7. Students who receive an MF grade for a unit in their final Semester must acknowledge their supplementary opportunity by: <ul style="list-style-type: none"> • Contacting the Courses Coordinator within 7 calendar days of the publication of results for supplementary assessment. • Attending their supplementary exam opportunity as scheduled by Coordinator, Examinations • Applying to defer their supplementary opportunity • The highest grade attainable for a Supplementary exam will be a Pass grade. This only applies if the student is not eligible for any other form of supplementary assessment and who is eligible for a supplementary (i.e. has not
--	--	--	---

			<p>been found guilty of any form of academic misconduct (e.g. plagiarism, collusion, contract cheating) for that unit).</p> <p>8. Deferrals of supplementary examinations will only be permitted in exceptional circumstances on medical grounds.</p> <p>9. Coordinator, Examinations should be notified of any student not intending to sit their supplementary examination, in order to minimise costs incurred.</p>
--	--	--	--

6. Ensuring security of completed examination papers and other examination materials

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Submission, collection and distribution of Exam Papers to venues	Unit Coordinator (or delegate) Coordinator, Examinations/ Partners	<ol style="list-style-type: none"> 1. Coordinator, Examinations will call for a paper for each exam requested 2. Unit Coordinators will submit an exam paper to the Exams Office for each exam requiring printed papers by the submission dates 3. Where marking guides are required (eg for Partners Institutions), exam papers and marking guides should be submitted separately but sequentially on the same day 4. Supervisors-in-Charge collect exam papers from the Exam Office for their session 5. Supervisor-in-Charge of any venue bears responsibility for the security and integrity of all papers whilst in exam centre. 6. Coordinator, Examinations accounts for and verifies all materials collected from exam venue and returned to the Exams Office.

B.	Distribution of exam materials to Academic Staff		<ol style="list-style-type: none"> 1. Coordinator, Examinations, arranges for the collection of completed examination materials by nominated marker or their delegate. 2. Exams office will hold all completed exam materials until collected by the Academic staff member listed as responsible for marking on the original exam request (or their delegate, as notified to Exams Office in writing). 3. Completed exam materials are not to be distributed via academic mail boxes. 4. Proof of collection/delivery/ transfer of completed exam materials between staff members should be retained for as long as is administratively necessary (e.g. the exam has been confirmed as received by the receiving staff member and the completed exam marked and marks recorded in a university endorsed system of record). 5. Where papers are not collected by closure of exams offices at Berwick and Gippsland, an alternate secure area (e.g. Student HQ, Library or Security) will hold papers on behalf of the Examinations office until such time as they can be reasonable transferred to the exams office.
C.	Ensuring security of completed examination/s	Coordinator, Examinations Institutes/Schools/Academic staff/ Partners	<ol style="list-style-type: none"> 1. Following University policy, Academic Staff/Partners will securely store examination/s while they are being assessed and moderated - this process should be managed virtually, wherever possible, in accordance with the University's Record Management Policy and Procedure.

			<ol style="list-style-type: none"> 2. Coordinator, Examinations records the details of any staff member who has collected exam materials from Exams Office. 3. Completed exam materials will only be released/posted to recognised business addresses. 4. Principles for transport of completed exam materials between campuses: <ul style="list-style-type: none"> • Mark on campus if possible • Keep in a secure area • Limit transport • Where submitted examination materials cannot be transported in person, all materials must be couriered or posted via trackable means. • Sender to retain all tracking information, and provide it to the recipient if necessary. • Clearly label all envelopes containing exam materials, as containing exam materials and detailed origination/destination information.
D	Ensuring security of examination/s materials, including Script Books	Coordinator, Examinations Institutes/Schools/Academic staff/ Partners	<ol style="list-style-type: none"> 1. Unused examination materials, including script books and multiple choice answer sheets, should be returned to the examinations department at the completion of the examination 2. Examination materials should not be used for any purpose other than the completion of an official university examination.
E	Protecting confidentiality of students	Unit Coordinator/ Partners	<ol style="list-style-type: none"> 1. If the need arises for the Unit Coordinator to discuss examination/s with other staff, the discussion does not identify the author either directly or indirectly

F	Retaining/disposing of students' examination/s	Academic staff/Partners	<ol style="list-style-type: none"> 1. Completed exam materials (either original or copies) will remain with Academics for the first 21 calendar days to allow students to view their exam, then archived at a local level (Institute/school/campus) until the end of the records retention period. 2. Partner locations are required to archive exams at a local level. 3. Further retention or disposal of examination/s to be carried out in accordance with the University's Record Management Policy and Procedure.
---	--	-------------------------	--

7. Ensuring examination/s are appropriately marked and graded

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Marking and grading examination/s is based on criterion referencing	Academics/Partners	<ol style="list-style-type: none"> 1. Identify any issues with the marking guide/rubric/ expectations to assist in developing consistent responses/grades 2. Assess student performance against attainment of intended learning outcomes or graded against the level of attainment of intended learning outcomes using explicit, pre-specified, and/or negotiated criteria (rather than assessed relative to the performance of other students in a cohort) 3. For Moderation - refer to Higher Education Assessment Procedure
B.	Accessing exam scripts following publication	Academic Staff	<ol style="list-style-type: none"> 1. Ensure viewing of the graded exam scripts of the examination results by students is conducted in a supervised environment. Scripts must not be removed from the room.

C.	Requesting second marking	Unit Coordinator/ Partners	1. A student can request a second marking for an examination. The request should be considered when the grade for the examination differs substantially from the grades received for other assessment tasks submitted.
D.	Granting of special consideration	Executive Dean of Institute/Dean of Institute/School or nominee	1. When a student is unable to complete an examination through a serious health condition, other medical reasons, loss or bereavement or other significant cause, the student is encouraged to apply for Deferred or Supplementary assessment - refer Higher Education Special Consideration Procedure
E.	Assessing supplementary examination	Unit Coordinator/ Partners	1. Assess the supplementary examination/s – only the grades of pass and marginal fail (P and MF) will be awarded for the unit involved 2. Report supplementary examination results in a timely manner to avoid disadvantage to the student
F.	Recording examination results	Student Administration/ GPS/Partners	1. Results will be recorded in the University's approved student management system

8. Ensuring quality of examination (Continuous Improvement)

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Benchmarking of examination/s	Associate Dean, Teaching Quality or nominee	1. Benchmarking of examinations will be undertaken in accordance with the Higher Education Assessment (inclusive of FedTASKs) Procedure .
B.	Ensuring examination integrity	Unit Coordinator	1. Exam integrity must be applied to all standard, partner, deferred and supplementary examinations. 2. Integrity of examinations must be maintained by ensuring all

			<p>newly developed examinations are sufficiently dissimilar to past examinations, thus avoiding predictability of content.</p> <ul style="list-style-type: none"> • No examinations are to be wholly recycled in the next year • No more than 33% overlap with any previous exam given over the past 2 years. For exams with pre-sighted case studies, the maximum of 33% overlap is exclusive of the case study component. <p>3. The same examination may be used at different sites at the same time.</p>
C.	Student Identity Verification	Unit Coordinator Coordinator Examinations, Student	A student must provide photographic proof of identity when undertaking invigilated examinations. An invigilated examination cannot be graded without proof of identity

Promulgation

The [Higher Education Examinations Procedure](#) will be communicated throughout the University community in the form of:

- An Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure.
- Partner communications

Implementation

The [Higher Education Examinations Procedure](#) will be implemented throughout the University via:

- Information Sessions; and/or
- Training Sessions;
- Partner communications.

Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
----------------	----------	---------------------	--------------------------

Proof of collection/delivery/ transfer of completed exam materials between staff members.	Institute Administrative Office	Senior Manager, Academic Courses	Until the completed exam has been marked and marks recorded in a university endorsed system of record.
Amendment to Result Form	Institute Administrative Office	Senior Manager, Academic Courses	Destroy 7 years after action completed
Examination Benchmarking/ Validation schedule	University's approved records management system	Senior Manager, Academic Courses	Destroy 7years after action completed
Final Examination Results	University's approved student management system Institute Administrative Office if hard copy	Senior Manager, Academic Courses	Permanent
Record of Examination (Master Copy of Exam Paper)	Institute Administrative Office or transferred to Central Records, if hard copy, or otherwise retained in a University's approved records management system in line with the Records Management policy and procedure.	Senior Manager, Academic Courses / Partner	Destroy 7 years after action completed
Student completed exam paper/ booklets	Institute Administrative Office	Senior Manager, Academic Courses / Partner	Destroy 2 years after administrative use has concluded