

Higher Education Examinations Procedure

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Purpose

This procedure mandates the operational activities and assigns responsibilities required to implement the Higher Education Assessment (inclusive of FedTASKs) Procedure in relation to the planning, scheduling, delivery, supervision, integrity and administration of higher education examinations and tests across approved delivery modes.

Scope

- This procedure applies to Federation University undergraduate and coursework postgraduate units, including units delivered through collaborative provision. It does not apply to the examination of higher degree by research students.

- All University staff and partners involved in planning, administering, supporting, supervising or assessing examinations must comply with the Higher Education Assessment (inclusive of FedTASKs) Procedure and this procedure.
- Paper-based written theory examinations must not be conducted within a Federation University examination period unless an approved exemption applies.
- Non-paper-based examinations may be undertaken remotely through an approved online platform or in an approved physical examination venue under face-to-face invigilation.
- Face-to-face invigilation is the preferred supervision method for examinations conducted in approved University venues.
- Respondus is intended primarily for remote and off-campus online examinations where face-to-face invigilation is not available. On-campus use is exceptional and must comply with this procedure and the Respondus Requirements for Examinations - Staff Guide.

Legislative context

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

Definitions

Definitions in the Higher Education Assessment (inclusive of FedTASKs) Procedure apply. The following additional definitions are specific to this procedure.

Term	Definition
Alternative examination arrangement	An approved change to examination conditions, timing, location or delivery that supports a student who cannot undertake the standard examination arrangement.
Deferred examination	An examination scheduled in an approved deferred examination period following approval of an eligible deferral.
Examination	An invigilated assessment task, written or practical, timetabled within an examination period and contributing to a unit result.
Examination period	An official examination period, including deferred and supplementary periods, published in the Academic Calendar.
Examination supervisor / invigilator	A University-appointed person responsible for supervising an examination in accordance with University requirements.
Examination venue	An approved physical or virtual location in which an examination is undertaken.
Face-to-face invigilation	In-person supervision of students throughout an examination by a University-appointed invigilator.
Non-invigilated online assessment	An online assessment undertaken without direct supervision by an invigilator or approved remote invigilation method.

Online examination or test	An examination or test delivered through an approved digital platform, including Moodle. It may be undertaken remotely or in an approved physical venue.
Reasonable adjustment	An approved measure that supports student participation without compromising academic standards or inherent requirements.
Remote invigilation	Supervision of a student during an online examination through an approved remote method, which may include recorded webcam monitoring or live remote supervision. Remote invigilation may be used with browser security controls.
Respondus LockDown Browser	Software integrated with Moodle that restricts access to functions, applications and online resources during an online assessment.
Supplementary examination	An additional examination offered in approved circumstances after an earlier examination.
Take-home assessment	An assessment completed away from the University under conditions specified for the unit.

Actions

Each activity and step below is mandatory unless the text expressly provides discretion or refers to an approved exception.

1. Planning and approving examinations

	Activity	Responsibility	Steps
A	Selecting the examination delivery mode	Unit Coordinator	Determine whether the examination will be remote, on campus under face-to-face invigilation, or another approved arrangement. Consider student access, cohort size, device availability, accessibility, integrity controls, time zones and operational feasibility. Use face-to-face invigilation as the preferred supervision method in approved University venues.
B	Recording examination requirements	Unit Coordinator Curriculum Services	Record accurate examination requirements in the approved curriculum and scheduling systems by week three (3) of the applicable teaching period. Include duration, permitted materials, delivery mode, venue, invigilation, technology, device and accessibility requirements.

			Provide students with examination criteria, weighting and relevant appeal information through the approved unit information.
C	Seeking an exemption for a paper-based written theory examination	Unit Coordinator Associate Dean, Learning and Teaching	Document why no suitable non-paper-based alternative is available. Seek approval through the approved exemption process before registering the examination. Retain the approval with the examination planning record.
D	Determining whether Respondus is required	Unit Coordinator	Use Respondus primarily for remote or off-campus examinations where face-to-face invigilation is not available. Do not ordinarily use Respondus where students will be supervised in person. Consult the Respondus Requirements for Examinations - Staff Guide before seeking on-campus use.
E	Seeking approval for exceptional on-campus Respondus use	Unit Coordinator Pro Vice-Chancellor, Learning and Teaching	Submit the rationale before requesting rooms, devices or technical support. Explain why Respondus is required, the proposed delivery and invigilation model, cohort size, device arrangements, accessibility impacts and student communication plan. Obtain written approval before registration proceeds.
F	Registering the examination	Unit Coordinator Scheduling Services	Register every centrally organised examination and all approved Respondus requirements by the published deadline. Provide the date, time, campus, cohort size, venue type, delivery mode, invigilation, device and adjustment requirements. Attach or reference any required approval.

G	Requesting Respondus deployment to University devices	Unit Coordinator ITS	Submit the authorised ITS request at least four weeks before the examination when deployment to a PC laboratory is required. Include the approval and Scheduling Services registration details. Do not assume Respondus is installed in a University computer laboratory.
H	Confirming venue and device capacity	Scheduling Services ITS	Confirm the venue, device capacity and supported deployment period before students are notified. Install, configure, test and remove Respondus from approved University devices only within supported deployment periods. Advise the Unit Coordinator if the requested arrangement cannot be supported.
I	Communicating examination requirements	Unit Coordinator Scheduling Services	Advise students in advance of the format, date, time, location, permitted materials, invigilation method, device responsibility, software, internet, practice activity and support arrangements. Do not advise students that University devices are available until the arrangement is confirmed. Provide sufficient notice for students to prepare, test a device or make an approved booking.
J	Confirming reasonable adjustments	Unit Coordinator Accessibility Services Scheduling Services	Confirm that the examination design, software, device, venue and supervision arrangements support approved reasonable adjustments before final information is issued to the student.

2. Managing centrally organised examinations

	Activity	Responsibility	Steps
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A	Timetabling examinations	Scheduling Services Unit Coordinator Quality and Accreditation	Centrally timetable examinations scheduled within the official examination period. Apply the approved examination standards and conditions. Administer Northern Hemisphere, Federation Online and partner examinations through the responsible service area. Publish the timetable in accordance with approved University timelines.
B	Reviewing the timetable	Unit Coordinator Scheduling Services	Review draft examination details and advise Scheduling Services of errors or approved changes by the specified deadline. Minimise clashes, back-to-back examinations and unreasonable student overload where practicable.
C	Allocating examination locations	Scheduling Services	Allocate approved physical or remote arrangements according to enrolment, assessment design and available examination centres. Do not treat allocation to a campus as confirmation that a University computer or Respondus is available. Consider exceptional off-campus arrangements only where no viable standard arrangement is available.
D	Changing an examination location	Student Scheduling Services Unit Coordinator	Submit location-change requests within the published period. Assess requests in consultation with the Unit Coordinator and apply any approved fee or condition under the relevant University requirements.
E	Confirming academic availability	Unit Coordinator	Remain contactable for the duration of the examination. Notify Academic Services before the examination when this responsibility is delegated.

F	Notifying students	Scheduling Services Partner Quality and Accreditation Federation Online	Notify students of centrally timetabled examination arrangements through approved communication channels. Use the responsible area's approved process for partner or Federation Online examinations.
G	Managing multiple time zones	Scheduling Services Unit Coordinator Partners	Schedule students at the time stated on their personal timetable for the relevant time zone. Configure online examinations in Moodle to reflect the approved timing.

3. Managing examination venues and supervision

	Activity	Responsibility	Steps
A	Booking examination venues	Scheduling Services	Allocate a venue in which students can reasonably be expected to perform to the best of their ability. Confirm that the room, furniture, accessibility and technology arrangements support the approved examination design.
B	Supervising centrally organised examinations	Academic Services Invigilators	Provide face-to-face invigilation for examinations held in approved University venues. Apply approved supervision ratios and venue procedures. Record and report suspected breaches and incidents through the approved process.
C	Appointing examination supervisors	Academic Services	Appoint suitable supervisors. Require supervisors who are current students to declare conflicts and not supervise examinations for units in which they are enrolled.
D	Providing academic supervision for technology-dependent examinations	Unit Coordinator Academic staff	Provide academic staff where the examination may require academic or technology-related intervention. Do not assign Library or ITS staff responsibility for examination supervision or invigilation.

E	Verifying student identity	Invigilator Student	Require approved photographic identification for an invigilated examination. Record and escalate an identity-verification issue through the approved process.
F	Managing permitted materials	Unit Coordinator Invigilator Student	State whether the examination is closed book, open book or permits specified materials. Inspect or remove unauthorised materials and report suspected breaches through the approved process.

4. Managing online examinations and Respondus

Online examinations require early decisions about location, supervision, student devices, accessibility and technical support. Respondus must not be treated as a default requirement for an online assessment. Online examinations may be undertaken remotely or in an approved physical venue. Unit Coordinators must provide clear advance advice on the device, software, internet connection, examination environment, practice activity and support arrangements.

	Activity	Responsibility	Steps
A	Using Respondus for remote examinations	Unit Coordinator	Determine whether Respondus LockDown Browser and Respondus Monitor are appropriate to the approved assessment design. Provide students with installation, compatibility, practice and examination-environment requirements. Confirm reasonable adjustments before the examination.
B	Using Respondus on campus as an exception	Unit Coordinator	Complete the approval and registration steps in section 1 and the Respondus Requirements for Examinations - Staff Guide. Use face-to-face invigilation as the primary supervision method. Do not use Respondus merely because an examination is online or computer based.

C	Deploying Respondus in computer laboratories	ITS Scheduling Services	Deploy Respondus only to approved devices and during supported examination periods. Install, configure, test and remove the application in accordance with the approved request. Do not support ad hoc laboratory deployment during a teaching period unless an approved supported arrangement is confirmed.
D	Using personal devices outside supported examination periods	Unit Coordinator Student	Advise students during assessment planning when a compatible personal device is required. Require students to install and test Respondus before the examination. Confirm an approved alternative for a student who cannot meet the technology requirement.
E	Booking a designated library computer	Student Library Services Unit Coordinator	Use designated library computers as a limited access arrangement for students without suitable technology or an appropriate examination environment. Require students to make an advance booking, subject to availability. Provide access support only; Library staff do not supervise or invigilate examinations.
F	Managing large cohorts	Unit Coordinator Scheduling Services	Confirm device capacity during planning. Do not assume that University computer and network capacity is sufficient for a large cohort. State clearly whether students must provide a compatible personal device.
G	Managing system failure	Unit Coordinator ITS Invigilator	Document the incident and provide an approved alternative where a verified system failure prevents completion.

			Do not penalise a student for a verified failure outside the student's control. Log the incident with the University Service Desk.
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5. Managing non-centrally organised examinations

	Activity	Responsibility	Steps
A	Planning a non-centrally organised examination	Unit Coordinator Partner	Protect examination security and the integrity of student responses. Confirm timing, venue, supervision, technology and contingency arrangements. Advise students of all requirements in advance.
B	Using Respondus outside an official examination period	Unit Coordinator	Follow section 1 and the Respondus guide. Do not rely on general PC-laboratory deployment outside supported examination periods. Require compatible personal devices unless another approved and confirmed arrangement is available.
C	Managing take-home assessments	Unit Coordinator Partner	Specify submission, declaration, security and academic-integrity requirements. Use approved electronic submission and integrity tools where applicable.
D	Providing an alternative arrangement	Unit Coordinator Accessibility Services	Consider an approved alternative where a student cannot access suitable technology or an appropriate assessment environment. Confirm the alternative before advising the student.

6. Managing alternative, deferred and supplementary examinations

	Activity	Responsibility	Steps
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A	Arranging examination adjustments	Accessibility Services Scheduling Services	Determine adjustments in consultation with relevant areas. Consider the student's circumstances, learning outcomes, academic standards, impact on the University and other students, and the costs and benefits of the adjustment. Communicate approved adjustments for inclusion on the student's examination arrangements.
B	Managing illness before or during an examination	Student Invigilator	Do not commence an examination when illness prevents meaningful participation. Notify the invigilator before leaving an examination that cannot be completed. Apply through the approved special consideration or deferred examination process.
C	Scheduling deferred examinations	Scheduling Services Accessibility Services Unit Coordinator	Schedule an approved deferred examination in the designated deferred examination period. Notify the student of the date, time, venue, format and conditions.
D	Scheduling supplementary examinations	Scheduling Services Unit Coordinator Partner Quality and Accreditation	Schedule an approved supplementary examination in accordance with the Academic Calendar or responsible delivery calendar. Provide an equivalent but not identical examination. Notify eligible students through the approved process.
E	Using Respondus for an adjusted, deferred or supplementary sitting	Unit Coordinator	Complete the Respondus approval and registration process for any on-campus use. Confirm the approved device, venue, booking and supervision arrangements before advising the student.
F	Managing approved alternative sittings	Unit Coordinator Accessibility Services	Use an alternative time or venue only where approved.

		Scheduling Services	Protect examination security and do not permit a student to sit the same examination at an unauthorised time or venue.
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7. Managing examination incidents and integrity

	Activity	Responsibility	Steps
A	Responding to an unexpected disruption	Academic Services Scheduling Services Unit Coordinator Partner	Take reasonable steps to minimise disadvantages. Document the disruption and any action taken. Consider additional time, relocation or an approved alternative examination where required.
B	Reporting a suspected breach	Invigilator Unit Coordinator	Record the observed conduct and preserve relevant evidence. Notify the area responsible through the approved academic integrity or examination incident process.
C	Managing an in-person suspected use of unauthorised material	Invigilator	Where you suspect use of unauthorised materials during an invigilated environment, it is important to raise it with the student at the time. Where possible, you need to remove the unauthorised material. Ideally, this discussion should be held with a level of privacy for the student. Ensure the student knows that this could be reported as Student Misconduct. Remove the unauthorised material (where possible). Allow the student to complete the invigilated task. Report the incident via the Student Misconduct Procedure .
D	Protecting examination integrity	Unit Coordinator	Apply integrity requirements to standard, partner, deferred and supplementary examinations. Ensure newly developed examinations are sufficiently distinct from previous examinations in accordance with the Higher

			Education Assessment (inclusive of FedTASKs) Procedure.
E	Managing complaints and appeals	Student Executive Dean or nominee Student Administration	Use the applicable Student Appeals Procedure and published timeframes. Provide the student with written reasons for the decision. Notify Student Administration of any approved amendment to a result.

8. Managing examination materials, marking and results

	Activity	Responsibility	Steps
A	Submitting examination materials	Unit Coordinator Academic Services Partner	Submit the required examination materials by published deadlines. Separate papers, solutions and marking guides where required. Protect confidentiality and security before the examination.
B	Collecting and transferring examination materials	Academic Services Invigilator Academic staff	Account for materials at the venue. Release completed materials only to an authorised person or approved business address. Use secure, trackable transfer where in-person handover is not possible.
C	Storing and disposing of materials	Academic staff Partner	Store completed examination materials securely. Return or securely manage unused materials. Retain and dispose of records in accordance with the Records Management Procedure and the records management table below.
D	Marking and grading examinations	Academic staff Partner	Mark against the approved criteria and learning outcomes. Apply moderation and supplementary assessment requirements in the governing assessment procedures.

			Report results within approved timelines.
E	Providing access to examination scripts	Academic staff	Provide supervised access where required. Do not permit examination scripts to be removed from the approved viewing environment.
F	Reviewing a mark	Student Unit Coordinator	Manage a request for review or second marking under the Higher Education Assessment (inclusive of FedTASKs) Procedure and applicable appeal process.
G	Recording and amending results	Student Administration Partner	Record results in the approved student management system. Process amendments through the approved result-amendment process.

9. Ensuring examination quality and continuous improvement

	Activity	Responsibility	Steps
A	Benchmarking examinations	Associate Dean, Learning and Teaching or nominee	Benchmark examinations in accordance with the Higher Education Assessment (inclusive of FedTASKs) Procedure.
B	Reviewing examination delivery	Document Owner Relevant service areas	Review examination incidents, student impacts, accessibility issues, support demand and operational outcomes. Update this procedure or related guidance when the delivery model, technology or responsibilities change.
C	Reviewing Respondus arrangements	Pro Vice-Chancellor, Learning and Teaching ITS Scheduling Services Library Services	Review exceptional on-campus use, deployment demand, device capacity and student impacts. Maintain the Respondus Requirements for Examinations - Staff Guide as the detailed operational source.

Supporting documents

- Academic Governance Policy
- Students and Support for Students Policy

- Higher Education Assessment (inclusive of FedTASKs) Procedure
- Higher Education Special Consideration Procedure
- Accessibility 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
- Higher Education Enrolment Procedure
- Records Management Procedure
- Academic Calendar
- Guidelines for End of Semester Assessment
- Respondus Requirements for Examinations - Staff Guide

Forms

- Approved examination registration or scheduling form/system
- Approved Respondus on-campus exception request
- ITS service request for Respondus deployment
- Change of examination location request
- Special consideration and deferred examination applications
- Amendment to Result Form

Forms.

- [Respondus requirements for examinations - staff guide 2026](#) (DOCX 35.7kb)

Responsibility

Role	Responsibility
Pro Vice-Chancellor, Learning and Teaching (Approval Authority)	Monitor the implementation, outcomes and scheduled review of this procedure. Consider exceptional on-campus Respondus requests where required by this procedure and the Respondus guide.
Deputy Pro Vice-Chancellor, Learning and Teaching (Document Owner)	Maintain the content of this procedure as delegated by the Approval Authority and coordinate consultation and review.
Unit Coordinator	Design and register examinations, obtain approvals, communicate requirements, configure online assessments, remain contactable and meet the responsibilities assigned in the Actions section.
Scheduling Services	Coordinate, timetable and record centrally organised examination requirements and confirm approved venues and arrangements.
Academic Services	Coordinate examination supervision and venue processes for centrally organised examinations.
ITS	Deploy, configure, test, support and remove Respondus from approved University devices within supported periods following an authorised request.
Library Services	Manage access and bookings for designated library computers. Library staff do not supervise or invigilate examinations.

Accessibility Services	Determine and communicate approved examination adjustments.
Students	Meet advised attendance, conduct, identification, device, software and booking requirements.

Promulgation and implementation

This procedure will be communicated throughout the University community via approved communication channels.

1. Announcement posts via FedNews and FedEngage and on the '[Recently Approved Documents](#)' page on the University's Policy Central website
2. Distribution of e-mails to Head of Institute/School / Head of Department / University staff.
3. Staff induction sessions.
4. Notification to Institutes/Schools/Federation TAFE.
5. Publish and maintain the Respondus Requirements for Examinations – Staff Guide with this procedure. and

Records management

Document title	Location	Responsible officer	Minimum retention period
Examination approval and registration records	University-approved records or scheduling system	Unit Coordinator / Scheduling Services	Retain in accordance with the Records Management Procedure and applicable disposal authority.
Respondus exception approvals and ITS deployment requests	University-approved records and service management systems	Unit Coordinator / ITS / Scheduling Services	Retain in accordance with the Records Management Procedure and applicable disposal authority.
Proof of collection, delivery or transfer of completed examination materials	Institute administrative office or approved records system	Senior Manager, Academic Courses or delegate	Retain until receipt is confirmed, marking is completed and marks are recorded, then disposed of in accordance with the applicable authority.
Amendment to Result Form	Institute administrative office or approved records system	Senior Manager, Academic Courses	Retain in accordance with the applicable disposal authority.
Examination benchmarking or validation record	University-approved records system	Senior Manager, Academic Courses / Associate Dean, Learning and Teaching	Retain in accordance with the applicable disposal authority.
Final examination results	Approved student management system	Student Administration	Permanent, subject to the applicable disposal authority.
Master examination paper and marking guide	Institute administrative office or approved records system	Senior Manager, Academic Courses / Partner	Retain in accordance with the applicable disposal authority.

Completed student examination materials	Institute administrative office or approved records system	Senior Manager, Academic Courses / Partner	Retain in accordance with the applicable disposal authority.
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