



# EXAMINATIONS POLICY AND PROCEDURES

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## Purpose

Examinations are a significant assessment component for Lincoln Education Australia (LEA) to measure student achievement of learning outcomes. Hence, maintaining the academic integrity of examination is integral to accurately gauging student outcomes at LEA and safeguarding the academic integrity of LEA higher education courses.

The *Examinations Policy and Procedures* establishes the conditions and requirements of an examination, including the ratio of students to invigilators, expectations for student behaviour, and the process for responding to sudden disruptions. Additionally, it establishes the circumstances under which students can apply for deferral of undertaking examinations and the ways in which feedback shall be communicated to students.

## POLICY

### Scope

This policy applies to all examinations conducted by LEA, and all staff and students involved in examinations at LEA.

### Principles

Examinations shall be part of an assessment strategy that involves a range of components as per the *Assessment Policy and Procedures*.

Examinations shall be fair to students, and consistent in their application and be conducted in conditions that are both conducive to success and consistent for all students.

## PROCEDURES

### Confidentiality

To prevent cheating, hard copies and digital copies of examination questions shall be securely stored prior to the examination.

After the examination, papers shall be stored and disposed of as per the *Data and Record Integrity Policy and Procedures*.

### Examination Schedule

LEA's academic calendar published at the start of a teaching year shall include the dates of the examination period in each semester.



Students shall have access to a comprehensive examination timetable at least two weeks prior to the examination period.

The timetable shall be coordinated so that students do not experience clashes in examination times.

## Examination Venue

LEA shall ensure that the examination environment facilitates student achievement and any special requirements such as for students with disabilities or temporary illness. This includes appropriate physical conditions in terms of temperature control, lighting, seating and desk arrangements, and sound.

The venue shall be arranged in such a way that the invigilators have a clear view of students, and students have a clear view of a clock. Students shall be seated far enough apart that they cannot see the work of others.

## Invigilation

Invigilators shall be personnel select by LEA and trained to conduct examinations. Invigilators exclude the students enrolled in a course of study at LEA.

A second invigilator shall be on call for the duration of an exam that is only staffed by one invigilator.

The table below shows how many invigilators are required to supervise according to the number of students.

Number of Students	Minimum Number of Invigilators
0 – 20	1
20 – 50	2
50 – 100	3
100 – 200	4
200 – 300	Minimum of 5

Invigilators shall be fully aware of, and required to uphold, the rules and conditions of examinations.

Any form of misconduct by an invigilator should be reported to the Academic Dean.

## Rules for Attendance

Students shall bring identification and their student card to the examination. These shall be displayed clearly on their desk for the invigilator to check.

Students should arrive at the examination venue at least 10 minutes prior to the examination.



Students who arrive more than 30 minutes late shall not be allowed to sit the exam.

Students who arrive late and are permitted to enter the exam shall not be granted additional time in which to complete the exam.

Students who fail to attend the exam shall be awarded 0% unless special circumstances apply, in which case a student may be permitted to take a supplementary examination.

Students shall be allowed the first 10 minutes of examination time as question reading time. Students shall not commence writing during this time.

Students shall be allowed to commence writing at the end of question reading time.

Students shall not be permitted to leave the examination venue in the first one hour of the examination.

Upon leaving the examination venue, students shall not be readmitted for any reason.

## **Rules for Examination Papers**

LEA shall ensure that examination papers adhere to the following:

- Examination papers shall provide clear instructions for students, including a clear indication of the permitted use of materials and equipment
- For students with visual difficulties, examination papers in large print shall be available to facilitate reading
- All examination booklets shall have a front page that requires students to write their name, student number, course of study, subject, and booklet number.

## **Materials and Equipment**

All items that students bring into an examination venue shall be displayed in a clear bag, in clear sight of invigilators.

Students are only allowed to bring the following items into the examination venue:

- A clear bottle of water with no labels
- Pen (ball-point pen or fountain pen), pencils and eraser
- If applicable, a non-programmable calculator
- For an open book examination, the book or text specified by the Subject Coordinator
- Food and medication for medical reasons. Approval can be sought prior to the examination by submitting a request to the Subject Coordinator with a medical certificate attached.



The Course and/or Subject Coordinator may specify other permitted materials and equipment. If this is the case, students shall be notified about this on the release of the examination timetable.

## Student Conduct

Students are expected to behave in a way that does not cause any disturbance to other students during the examination.

Students **shall**:

- Meet the material and equipment requirements outlined above.
- Listen to and promptly carry out all instructions given by invigilators.
- Communicate with invigilators quietly, by raising a hand and waiting for the invigilator to approach.

Students shall **not**:

- Write or mark the examination paper in any way during reading time.
- Obtain assistance or attempt to obtain assistance
- Give or attempt to give assistance to other students
- Communicate with anyone (except invigilators)
- Eat unless prior approval has been obtained.

Students behaving in a disruptive manner shall be asked by invigilators to leave the examination and may face disciplinary action.

## Unforeseen Disruptions

A sudden disruption to an examination may occur in the form of:

- Severe sickness of a student forcing one or more students to leave the examination venue
- A fire alarm in the examination venue
- Natural disaster or accident affecting the examination venue

These events result in a student or students having to leave the examination venue. In the event that this happens, the Academic Dean shall organise alternative arrangements for examination as appropriate and through the Course and Subject Coordinators notify the relevant students accordingly.

Alternative arrangements may include complete cancellation of the examination.

## Examination Deferral

Under compassionate and compelling circumstances, students may defer an examination or multiple examinations. Compassionate and compelling circumstances may include:

- Medical conditions



- Severe and sudden change of domestic circumstances
- Emotional trauma and loss
- Falling victim to crime
- Legal duties
- Misadventure

Students shall submit an application for examination deferral at least three business days before the scheduled date of the examination. The application shall include relevant documentation proving their claim. Evidence may include:

- medical certificates
- relevant death certificates
- police reports
- reports from counsellors.

Students who are granted an examination deferral shall be given a later date on which to undertake their examination.

## Moderation

As per the *Moderation Policy and Procedures*, all examination papers shall go through the moderation process both prior to and following the completion of the exam by students.

## Compliance

All relevant staff and all students at LEA are required to comply with this policy and its procedures, and with related policies and respective procedures. Non-compliance may result in disciplinary action.

<b>File Number</b>	LEA-GEN-COR-70032-D
<b>Responsible Officer</b>	Chief Executive Officer
<b>Contact Officer</b>	Academic Dean
<b>Legislative Compliance</b>	<ul style="list-style-type: none"><li>• <i>Higher Education Standards Framework (Threshold Standards) 2015</i></li><li>• <i>Tertiary Education Quality and Standards Agency Act 2011</i></li></ul>
<b>Supporting Documents</b>	
<b>Related Documents</b>	<ul style="list-style-type: none"><li>• <i>Academic Integrity and Misconduct Policy</i></li><li>• <i>Assessment Policy and Procedures</i></li><li>• <i>Moderation Policy and Procedures</i></li><li>• <i>Data and Records Integrity Policy</i></li></ul>
<b>Superseded Documents</b>	
<b>Effective Date</b>	1 January 2022
<b>Next Review</b>	3 years from the effective date



## Definitions

**Academic Board:** Governing body responsible for academic matters, including teaching and learning, course approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes.

**Academic staff:** Staff employed at LEA in a learning and teaching or research capacity.

**Deferred Examination:** Examination for which students receive permission to sit at a later date due to legitimate, extenuating circumstances.

**Invigilation:** Act of overseeing and supervising students during an examination.

**Invigilator:** Individual qualified to oversee the operation of examinations.

**Non-academic staff:** Staff employed at LEA in an administrative, technological, marketing and support capacity.

**Student:** Person enrolled in a course of study at LEA.

## Review Schedule

This policy shall be reviewed by the Academic Board every three years.

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Version History			
Version number:	Approved by:	Approval Date:	Revision Notes:
1.0	Academic Board	13/08/2020	New policy