

Examination Procedures

1. Governing policy

The *Examination Procedures* (“procedures”) enact the *Examinations Policy*.

2. Scope

These procedures apply to all examinations, and deferred examinations, regardless of their mode of delivery e.g. on campus or online. This policy does not apply to deferred assessments. Provision for deferred assessments is outlined in the *Assessment Submission, Extension and Feedback Procedures*.

3. Principles for examinations

3.1 Where final examinations are included in a subject’s assessment regime, they must be a valid component of the assessment strategy and must be fit for the purpose in testing the student’s achievement of the learning outcomes.

3.2 Practice examinations are provided as formative assessments to build students’ confidence in undertaking examinations, for example past examinations can be used as practice.

3.3 Students can apply for a deferred examination, but they need to support their application with documentary evidence.

3.4 Deferred examinations may be granted where extenuating circumstances have prevented the student from sitting the examination. They can only occur when the student could not reasonably have been expected to avoid the circumstances that led them to miss an examination.

3.5 Deferred examinations are held as soon as practicable after the final examination period, but before the following study period.

3.6 Final examination dates and deferred examination dates are published annually in the academic calendar.

3.7 Names of students with approval for a deferred examination are included in the Board of Examiners minutes and grades in the relevant subjects are maintained as incomplete until after the deferred examination.

3.8 All examinations record only the student's ID number and not student's name, to meet privacy and moderation requirements.

3.9 Alternative assessment arrangements can be made for students with a disability, wellness issue or medical condition, but students must register with the Student Success Centre (refer to the *Disability Policy* and *Student Wellness Policy*).

3.10 All examination papers are centrally and securely stored. New versions are created every study period.

4. Examination administration procedures

Invigilation	External invigilation
<p>4.1 Entering and leaving the examination room</p>	<ul style="list-style-type: none"> • The invigilator announces that students may enter the examination room. The Institution assumes that all students are in good health and are able to sit the examination. • Students must follow instructions from the invigilator and abide by the Student Examination Rules. <ul style="list-style-type: none"> • Students must bring ICMS identification, which is validated by the invigilator. • Arrival after the start of reading time will be recorded as tardy on the invigilation report. • Students who arrive 30 minutes after the start of the examination are not permitted into the examination room, and will be referred to Student Services. • Students may not leave the examination room until 30 minutes after the start of writing time. <ul style="list-style-type: none"> • On leaving the examination room, students must hand all examination papers to an examination invigilator and remove all other material brought into the examination room. • Students who leave the examination room before the end of the examination are not permitted to re-enter the examination room. • Students seeking permission to leave the examination room are required to raise their hand and wait for a invigilator. If permission is granted the student is accompanied and their name, student ID and time of exit and re-entrance are recorded. • No students are allowed to leave the examination room in the final 10 minutes of the examination. • All invigilation reports and attendance records are archived by Student Services.
<p>4.2 Student conduct during an examination</p>	<ul style="list-style-type: none"> • Students must not communicate in any way with other students when they enter the examination room. <ul style="list-style-type: none"> • Students must comply with all instructions given by the invigilators) . • Students are not permitted to obtain or receive assistance in undertaking or completing the examination paper. • Students will have 10 minutes reading time before the examination commences. Students may ask the invigilator questions about the examination if they believe: <ol style="list-style-type: none"> a. the text is unreadable; b. questions and/or pages are missing; c. a question appears to be incomplete; d. or any other reasonable question related to the examination.

<p>4.3 Misconduct during examinations</p>	<ul style="list-style-type: none"> • If the invigilator believes a student is disrupting other students during the examination, he or she will confiscate any prohibited materials and the examination paper and instruct the disruptive student to leave immediately. The student is directed to Student Services and the invigilator completes an invigilation report, which is used to evaluate the incident. • If the invigilator believes a student is in breach of the any rule or policy, he or she will confiscate any prohibited materials, record any evidence and complete an invigilation report which is used to evaluate of the incident. The student is reported to Students Services. • The student suspected of breaching rules or alleged misconduct is asked to attend an interview to determine the outcome of the case and determine which policy the matter would be dealt in accordance with. The student is notified of the outcome within two working days of the interview. • Students have the right to lodge a complaint in accordance with the <i>Complaints and Appeals Policy</i> and <i>Complaints and Appeals Procedures</i>.
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5. Deferred examinations

<p>5.1 Students apply for a deferred examination</p>	<ul style="list-style-type: none"> • Students can apply for a deferred examination on the online form if they meet either of the following two requirements: <ol style="list-style-type: none"> 1. The student was unable to sit the examination due to approved medical reasons or extenuating circumstances. He/she must complete the form within two working days of the original examination date. 2. The student's preparation for the examination has been adversely affected by medical or other factors. He/she must complete the form at least two working days prior to the original examination date.
<p>5.2 Timing of deferred examinations</p>	<ul style="list-style-type: none"> • Deferred examinations are offered before the commencement of the following study period. • If a student is unable to sit the scheduled deferred examination, he or she must notify the Institution and request a further deferral.
<p>5.3 Awarding results</p>	<ul style="list-style-type: none"> • If a student does not attend the deferred examination and has not contacted the Institution, a zero mark is awarded, and no further opportunities to sit that examination are given to the student. • On completion of the deferred examination, the result is final.
<p>5.4 Criteria for deferred examination</p>	<ul style="list-style-type: none"> • Each situation is reviewed individually on a case -by-case basis, using the evidence below.
<p>Circumstance</p>	<p>Evidence</p>
<p>5.4.1 Student illness</p>	<ul style="list-style-type: none"> • A medical certificate, certifying that the student received medical attention on, or within two days after the scheduled examination date and that the diagnosed condition prevented the student from undertaking the examination.
<p>5.4.2 Illness of immediate family where student is principal carer</p>	<ul style="list-style-type: none"> • A medical certificate certifying that the immediate family member of the student was ill and required care from the student, as principal carer, at the scheduled date and time of the examination.
<p>5.4.3 Death or funeral of a member of the student's family or a person with significant relationship to the student</p>	<ul style="list-style-type: none"> • Official documentary evidence of the death or funeral, or a copy of the relevant published death or funeral notice at or before the scheduled time of the examination. <ul style="list-style-type: none"> • Evidence of the student's relationship with the deceased. • A letter from a doctor or the funeral director stating that the student's relationship to the deceased is acceptable.
<p>5.4.4 Car accident</p>	<ul style="list-style-type: none"> • The police incident report or insurance company report.

5.4.5 Unforeseeable major disruption to the public transport system	<ul style="list-style-type: none"> • A public statement or media release from the Roads and Traffic Authority (RTA) confirming the disruption.
5.4.6 Religious observance	<ul style="list-style-type: none"> • A letter from the student's place of worship stating the student is unable to attend the examination due to religious observance or obligation. This must be provided no later than one week prior to the examination date.
5.4.7 Sporting commitments at the State or national/ international level	<ul style="list-style-type: none"> • Documentary evidence confirming representative selection. This must be provided no later than one week prior to the examination date.
5.4.8 Circumstances that do not constitute grounds for granting a deferred examination	<ul style="list-style-type: none"> • Holiday arrangements, travel or accommodation bookings <ul style="list-style-type: none"> • Return to home country • Routine work commitments • Misreading the examination timetable <ul style="list-style-type: none"> • Sleeping in • Failure to arrange transport to ensure timely arrival at the examination venue <ul style="list-style-type: none"> • Attendance at functions such as birthday or wedding celebrations • Heavy academic workload • Any claim that is unsubstantiated by relevant supporting documentation

6. Invigilation management

6.1 Responsibility for the recruitment, rostering, training and supervision of invigilators	<ul style="list-style-type: none"> • The Program Managers are responsible for the recruitment, rostering, training and supervision of examination invigilators.
6.2 Responsibility of the invigilator	<ul style="list-style-type: none"> • The role of the examination invigilator includes overall operational responsibility and supervision of students at an examination venue.

7. Roles and responsibilities

7.1 The Program Managers are responsible for developing the examination timetable, and arranging the invigilation process and training, including during the formal period of the final examinations and the subsequent deferred examinations.

7.2 The Student Success Centre Manager is responsible for approving deferred examinations and deferred assessments (refer to the *Assessment Submission, Extension and Feedback Procedures*) based on the evidence provided by the student.

7.3 Student Services is responsible for communicating the examination timetable, the deferred examination timetable and any rescheduling of examinations.

7.4 Program Managers have overall responsibility for reviewing and approving the examination and deferred examination papers for the subjects offered in their respective disciplines. Program Managers must ensure that the examination

papers are fit for purpose and written in clear and unambiguous language.

7.5 Program Managers must ensure their Subject Leads (or main lecturers) have appropriate processes in place to assure the academic quality of the examination questions, practice examinations, model answers and/or guidelines and moderation of the grading rubric and marking scheme.

7.6 Program Managers report to the Course and Subject Committee, via the Dean/Associate Dean, identifying any matters that have affected the quality and effectiveness of the examination process.

7.7 Subject Leads (or main lecturers) are responsible for developing the examination and deferred examination papers in consultation with their subject teams and Program Manager, ensuring appropriate quality checks have been carried out in relation to the preparation, marking and moderation of examinations.

7.8 Subject Leads (or main lecturers) are responsible for ensuring there are practice examination opportunities to provide formative feedback prior to examinations.

7.9 The invigilator is responsible for the invigilation and supervision of students at an examination venue, and recording the invigilation report.

8. Related documents

Academic Integrity Policy

Academic Integrity Procedures

Assessment Policy

Assessment Procedures

Examinations Policy

General Misconduct Policy

General Misconduct Procedures

Student Code of Conduct

Student Examination Rules

**Approved by the Course and Subject Committee on 14 March 2024
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