



Statute No. 20 – Examinations

This Statute should be read in conjunction with Conduct of Examinations Regulations and Rules for the Conduct of Examinations

1. In this Statute,
 - (a) 'Board or Committee' means the Academic Council and includes all other Boards and Committees constituted within the University; and
 - (b) 'Examination Officer' means a person appointed to this position by the Registrar or his or her nominee.
2. Regulations may be made under this Statute in relation to any aspect of the assessment of a student's academic results or progress within the University and examination held within the University.
3. With the exceptions mentioned below, a student who is a member of a Board or Committee shall withdraw from any meeting of the Board or Committee of which he or she is a member during deliberations on any matter relating to the assessment of the academic results or progress of an individual student and he or she shall not participate in the deliberations of that Board or Committee in relation to such assessment except where:
 - (a) the student member of the Board or Committee is also a full-time member of the academic staff; or
 - (b) the student is a part-time member of the academic staff and the deliberations of the Board relate to the assessment of the results or progress of one or more students in any unit in which he or she was teaching, but neither of these exceptions shall apply where the assessment affects the student member of the Board or Committee personally.
4. With the exception mentioned below, no papers or information with respect to the assessment of the academic results or progress of an individual student, presented or to be presented to a Board or Committee, shall be made available or distributed to a student who is a member of that Board or Committee except where:
 - (a) the student member of the Board or Committee is also a full-time member of the academic staff; or
 - (b) the student is a part-time member of the academic staff and the deliberations of the Board relate to the assessment of the results or progress of one or more students in any unit in which he or she was teaching, but neither of these exceptions shall apply where the assessment affects the student member of the Board or Committee personally.
5. Notwithstanding the other terms of this Statute, a student may be appointed to a Board or Committee to consider an appeal by another student:
 - (a) against a final assessment where the grounds of appeal include grounds other than only a request for a second assessment of the student's performance;
 - (b) against exclusion from a course or major or from the University due to unsatisfactory academic progress.

6. (1) There shall be at least one examination supervisor for each examination. Each supervisor shall be appointed by the Examinations Officer or, where such an appointment has not been made, the supervisor shall be the unit co-ordinator or a person appointed by the Executive Dean.
- (2) Every examination supervisor shall have the power to issue to an examination candidate or candidates all instructions reasonably necessary for the proper conduct of an examination, including the power to instruct any candidate:
- (a) to produce and allow inspection by an examination supervisor of any material or device in the possession of the candidate or as to which there are reasonable grounds to suspect that it is in the possession of the candidate;
 - (b) to wait in the examination location or any other designated location for the Examination Officer to be contacted and for that officer to rule on any issue concerning the conduct of the examination affecting such candidate, or to wait for another person to be called to assist the examination supervisor;
 - (c) to leave the examination location and be excluded from the examination for failure to comply with any instruction under (a) or (b).
- (3) Every examination candidate shall have a duty to comply with any such instruction addressed to him or her. Failure to obey such instruction shall be regarded as misconduct within the terms of s.1.1 of Statute No. 23.

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Note: All enquiries relating to Legislation should be referred to the University Secretary's Office.