

## **Rules for the Conduct of Examinations**

### **Preamble:**

This document sets out the University's rules concerning the conduct of examinations. The examination of research theses, dissertations, projects or similar is not covered by these rules. The rules are made pursuant to *Statute 20 Examinations and the Regulations for the Conduct of Examinations*.

Examinations held during the assessment period are normally conducted by the office responsible for examinations. A Unit Coordinator may conduct their own examination during the assessment period if the office responsible for examinations approves. Examinations held outside the assessment period are the responsibility of the Unit Coordinator.

### **Definitions:**

#### *Alternative Examination Arrangements:*

Any variation to the standard form of assessment (examinations and/or assignments) or conditions relating to the assessment that are put in place to accommodate a student's disability or medical condition.

#### *Assessment Period:*

A period at the end of semesters, trimesters, summer and winter terms during which all final examinations should normally be held.

#### *Callista:*

The University's student records system.

#### *Examination:*

A hard copy or online supervised examination conducted by or within the University or an examination conducted by any other person or body prescribed by the statutes as a person or body authorised to conduct examinations for the University.

#### *Examination Aids:*

Materials such as calculators, books, notes, etc. which a Unit Coordinator may permit to be brought into an examination.

#### *Examination Centre:*

An off campus examination venue approved and organised by the office responsible for examinations, where External Students who live outside a 100km radius from a Murdoch campus are directed to sit their exams. Other students may request permission to sit their examination at an Examination Centre.

#### *Examination Script:*

The written paper produced by a student sitting an examination.

#### *Examination Venue:*

Any location in which an examination is held.

*Invigilator:*

Person who supervises an examination.

*Special Programs:*

Student support programs for cohorts of students recognised under the Special Programs schedule.

*Supervisor-in-Charge:*

Invigilator responsible for co-ordination and running of an examination venue.

*Unit Coordinator:*

Academic who is appointed Unit Coordinator.

**Rules:**

**Examination Scheduling**

1. (a) Examinations conducted by the office responsible for examinations are held in sessions normally commencing at 9.30am, 2.00pm and 5.00pm, however these times may be amended at the discretion of the office responsible for examinations.  
(b) Examinations conducted by the Unit Coordinator during the Assessment Period must be scheduled at a time approved by the office responsible for examinations.  
(c) Examinations conducted by the Unit Coordinator held outside the Assessment Period must be held in a scheduled teaching time (i.e. a lecture time or practical class).
2. For examinations held off-campus, the office responsible for examinations has discretion to schedule the examination at a different time to the scheduled time on-campus to take into account different time zones and availability of supervision.
3. Students must check local starting times with the nominated Examination Centre.
4. Examinations are normally two hours' duration, preceded by a standard additional 10 minutes reading time. For those units where it is considered that an exam of up to three hours duration is necessary, a pedagogical rationale must be submitted to the College Academic Committee (CAC). If approved, then the CAC will notify the office responsible for examinations.
5. The office responsible for examinations is responsible for publication of the examinations timetable.

**Examination Attendance**

6. (a) Internal students and those external students who, if residing within Australia, live within a 100km radius or, if residing overseas, live within a 300km radius, from a Murdoch campus or Examinations Centre are required to sit all their exams on campus, or at the Examinations Centre advised by the office responsible for examinations. Students will be advised of the Examinations Centre at which they are to sit their examinations.  
(b) Students registered in one or more of the approved Special Programs may be granted permission by the office responsible for examinations to sit examinations off campus due to approved commitments. Where such permission is given, they are eligible to have the relevant fee waived.
7. Students who, if residing in Australia, live outside a 100km radius or, if residing overseas, live outside a 300km radius, from an Examinations Centre or a Murdoch campus are responsible for nominating a suitable Invigilator (who will be paid by the University) by the date advised by the office responsible for examinations.

8. It is preferred if Invigilators nominated in accordance with Clause 7 within Australia be from a CRICOS approved institution or Community Resources Centre. If overseas it is preferred that they be from offices of the British Council, IDP Education or IELTS. Otherwise they must hold a responsible public position such as (but not limited to) a Justice of the Peace, Police Officer, Minister of Religion, Nurse, Doctor or Teacher. There must not be a close personal relationship between the student and the Invigilator.
9. Students who would normally be responsible to nominate a supervisor can nominate to attend a Centre or campus rather than have their own Invigilator, if this is more convenient.
10. Students who would normally sit examinations on campus may be granted permission by the office responsible for examinations to sit any supplementary examination off campus, in which case they are required to pay a fee.
11. If a student is less than 30 minutes late in arriving at the examination, they can sit the examination but will not be given any extra time. If more than 30 minutes late for an examination, the student will not be allowed to sit the examination.

### **Alternative Examination Arrangements**

12. Students with a disability or medical condition who want to apply for Alternative Examination Arrangements should contact the Equity Office to discuss their needs. Students will need to supply current supporting documentation from a health professional. Where appropriate, the Equity Office will confirm recommendations for supports with the office responsible for examinations. If the student is able to sit in the main Examination Venue, the Invigilator(s) are notified.
13. Applications for Alternative Examination Arrangements are determined and approved by the Disability Liaison Officer or the Disability Support Officer.
14. Students with serious contagious diseases are not allowed to sit examinations with other students. Students must advise the office responsible for examinations upon diagnosis of any relevant contagious disease if they will still be infectious during the examination period so that appropriate arrangements can be made.

### **Examination Supervision**

15. The running of the examination in a venue is the responsibility of the Supervisor-in-Charge. Where more than one student is sitting an examination, there are at least two Invigilators per examination venue to ensure one is always present should the other be required to leave the venue.
16. The Unit Co-ordinator or nominee is required to attend during the 10 minutes reading time at an on-campus Examination Venue and at their discretion may answer queries from the students about the paper. They should remain contactable for the remainder of the examination.

### **Student Identification**

17. For all examinations students are required to provide photographic identification at the Examination Venue.
18. Acceptable identification which must be shown at each examination includes Murdoch University Student Card, Driver's Licence, Passport or government identification card.
19. Students must sign to record their attendance at the examination.
20. Students without identification who are sitting an examination on campus cannot leave the Examination Venue until the conclusion of the examination and must accompany the Supervisor-in-Charge to the office responsible for examinations to have their identification verified by the responsible officer by receipt of suitable identification or by checking the student's image on Callista.

21. Students without identification sitting the examination at an off-campus Examination Venue may sit the examination as normal. The Supervisor-in-Charge shall mark on the attendance sheet that the student had no acceptable photographic identification. The lack of identity verification is noted on the examination script.

### **Examination Aids**

22. The only items students can take into the examination room are writing materials (pens, pencils, eraser, ruler), water in a clear bottle and permitted Examination Aids. Writing materials are not permitted to have any annotations relevant to the content of the unit. Students whose first language is not English may also take in an English/Foreign language print dictionary, providing it does not contain notes. All bags, mobile phones, textbooks, electronic dictionaries and notes must be left outside or at the front of the room. Laptops, palm computers and other electronic devices are NOT permitted.
23. Any student bringing additional items not covered in Clause 22 will have such items confiscated and the incident will be reported to the Unit Coordinator. This may lead to disciplinary actions under the misconduct regulations.

### **24. Closed Book Examinations:**

No Examination Aids are permitted, except that calculators and or notes may be permitted by the Unit Coordinator.

### **25. Open Book Examinations:**

In addition to writing materials, students may take printed textbooks, notes, files, or a calculator into the examination room.

### **26. Open Book Restricted Examinations:**

In addition to writing materials, students may take printed textbooks, notes, files, or a calculator into the examination room in accordance with advice of the Unit Coordinator as provided to the office responsible for examinations.

### **During Examinations**

27. In exams where all answers are to be written in an exam answer booklet, students can make notes on the exam question paper during the standard reading time. No note taking is allowed during the standard reading time in exams where some answers are entered on a Computer Answer Sheet, or the exam question paper itself.
28. Students wishing to obtain the Invigilator's attention during the examination should raise their hand.
29. Students are not allowed to leave the room during the first 30 minutes (after the initial 10 minutes reading time) or the last 10 minutes of the examination.
30. A student who commences but is unable to complete an exam due to illness may apply for deferred assessment if less than two thirds of the exam duration has elapsed.

### **Supplementary and Deferred Examinations**

31. Only those students who have been officially notified that they have been approved for supplementary or deferred examination, can sit for these examinations.

### **Academic Misconduct in Examinations**

32. Exam Invigilators are empowered to investigate and take certain action where necessary under *Statute 20 – Examinations* S.6(2) when a student is suspected of cheating in an exam. Incidents of alleged cheating (e.g. candidates talking in an exam, copying answers from each other, using unauthorised material, notes, etc.)

will be evaluated by at least two exam Invigilators. When cheating is considered to have occurred, the chief exam Invigilator will complete an Examination Incident Report Form recording the times, student names and numbers and notes of all details of the incident. The incident will be reported to the Unit Coordinator and Dean Learning and Teaching for their consideration and action as considered necessary under the *Student Discipline Regulations*.

### **General Misconduct in Examinations**

33. Under the authority of the Vice Chancellor, as provided for in the Student Discipline Regulations (Regulation 3), the Examinations Manager is empowered to exclude a student from an examinations venue when a student's behaviour in the examination venue is disruptive to the proper conduct of an examination. The Examinations Manager may direct them to move a minimum of 50 metres from the examination venue where necessary for the remainder of the examination from which they are excluded. Incidents of alleged disruptive behaviour will be evaluated by the Examinations Manager and at least one exam Invigilator.

A student excluded under this rule will, within three Business Days of such exclusion, be sent written notice of the terms of the exclusion, the reasons for it (including follow up action) and a copy of the Student Discipline Regulations or a website link to them, as required under the Student Discipline Regulations (Regulation 4).

### **Related Documents:**

[Statute No. 20 - Examinations](#)  
[Student Discipline Regulations](#)

### **Revision History:**

<b>Version</b>	<b>Date Approved</b>	<b>Effective Date (if later than 'Date Approved')</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
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**Note: All enquiries relating to Legislation should be referred to the University Secretary's Office.**