

Final Examination Monitoring Procedure

Club Sail Pty Ltd t/a Sydney Maritime Institute and Superyacht Crew Academy
RTO ID: 91462

1. Purpose

This procedure outlines the system of monitoring and supervision applied during final examinations to ensure assessment integrity, fairness, and compliance with requirements and the Standards for RTOs 2025.

2. Scope

This procedure applies to all students undertaking final written or online examinations as part of nationally recognised maritime training delivered by SMI/SCA.

3. Responsibilities

- **RTO Director** – overall responsibility for ensuring compliance with AMSA and Standards for RTOs requirements.
- **Lead Trainers/Course Coordinators** – oversee implementation of monitoring systems and supervise exam conduct.
- **Invigilators/Assessors** – enforce exam rules, monitor students, and record incidents.
- **Students** – comply with examination rules and academic integrity requirements.

4. Pre-Examination Requirements

4.1 Identity Verification

- Students must present valid government-issued photo ID (e.g. passport, driver's licence, AMSA seafarer card).
- Attendance rolls are marked and retained.

4.2 Exam Briefing

- Students are briefed on exam conditions before commencement.
- Prohibited items (phones, notes, smartwatches, etc.) must be switched off and stored away unless trainer/assessor says otherwise.
- Students will sign the front of the assessment acknowledging student declaration

5. Examination Supervision

5.1 Face-to-Face Exams

- Exams are supervised by a qualified assessor or invigilator at all times.
- Students are seated with adequate spacing to prevent collusion.
- Supervisors actively circulate the room.
- Any breach or suspicious behaviour is recorded and dealt with accordingly.

5.2 Online Exams

- Online final exams are delivered via the LMS with:
 - Randomised question order.
 - Time limits enforced.
 - ID checks
- Any suspected misconduct is reported immediately.

6. Academic Integrity Controls

- Students must not communicate, share answers, or access unauthorised materials.
- Students sign a declaration before submitting.
- Any breach of integrity is documented and investigated
- Penalties may include re-sitting the exam under supervision, suspension, or cancellation of enrolment.

7. Post-Examination Requirements

- Completed exam papers (hard copy or digital) are collected and stored securely.
- Attendance rolls and incident logs are attached to the assessment record.
- Online exam system logs are retained (including timestamps, access history, and answers submitted).
- Records are retained in our LMS

8. Continuous Improvement

- Examination monitoring practices are reviewed annually as part of the RTO's Assessment Validation and Continuous Improvement framework.
- Feedback from invigilators and students is considered in refining exam procedures.

9. Related Documents

- Assessment Policy
- Student Code of Conduct
- Records Management Policy
- Continuous Improvement Policy

10. Document Control

- **Policy Title:** Final Examination Monitoring Procedure
- **Organisation:** Club Sail Pty Ltd t/a Sydney Maritime Institute and Superyacht Crew Academy
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