
Examinations Policy

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Examinations Policy

Policy Statement

Governance Institute of Australia (hereafter referred to as Governance Institute) recognises assessment is an essential part of the teaching and learning process and conducts final examinations as a summative assessment component within most subjects of study. The purpose of this policy is to direct staff and students on the process to be followed when conducting and undertaking examinations. Governance Institute's education offerings are delivered under the brand Governance Academy.

Definitions

1. The following definitions apply for the purpose of this policy.
 - **Deferred Examination:** a late examination conducted after the timetabled final examination due to a student's serious misadventure, accident or other extenuating circumstances, either prior to or during an examination.
 - **Examination:** a time limited assessment task used to assess learning outcomes, and which is conducted online and under supervision.
 - **Examination with resources permitted:** an examination in which a student may bring reference materials, calculators, or other devices into the examination as specified in the relevant Subject Learning Guide.
 - **Final Examination:** an examination which takes place during the Formal Examination Period.
 - **Formal Examination Period:** the period at the end of a teaching session when examinations are conducted.
 - **Proctoring:** is another word for online examination invigilation. It utilises software that allows students to take their online examinations in a location of their choice, which is invigilated through their device's camera and use of share-screen during the examination.
 - **Special Examination:** An examination, approved at the discretion of the Course Management Sub-Committee (CMSC) when a student experiences extraordinary circumstances and is unable to sit a Deferred Examination.

Overview

2. Governance Institute conducts final examinations to:
 - a. moderate and validate the student's continuous assessment performance;
 - b. assess the extent to which the student has achieved the learning outcomes; and
 - c. satisfy the requirements of external bodies e.g. professional associations, who may stipulate that a certain component of particular courses must contain some assessment that is undertaken by students independently and supervised accordingly.
3. Final examinations must be a valid component of a subject's assessment regime, which must be fit for the purpose of testing the student's achievement of the subject learning outcomes listed in the Subject Learning Guide.
4. Academic Leads:
 - a. have overall accountability for the preparation of Final Examination and Deferred Examination papers for the subjects offered and must ensure the examination papers are fit for purpose, and are written in clear and unambiguous language; and
 - d. must ensure the academic quality of the examination questions, model answers and/or guidelines, and moderation of the marking scheme.
5. Academic Leads are responsible for ensuring appropriate quality checks have been carried out in relation to the preparation, marking and moderation of examinations.
6. The normal duration of a Final Examination constituting 50% of the assessment load is two hours plus 15 minutes reading time. Students may use the reading time to compose themselves, read and make notes, and commence planning their answers. Students are not permitted to write in their answer booklets or use calculators during reading time.
7. All Final Examinations are conducted online through the Learning Management System (LMS).
8. Online examination invigilation (examination proctoring) is used for all Final Examinations to assure the academic integrity of the examinations.

9. A Deferred Examination may be granted:
 - b. in exceptional circumstances where the severity or gravity of the misadventure, accident or illness prevents a student from sitting or completing an examination; and
 - e. where a student could not reasonably have been expected to avoid the circumstances that would lead to them missing or not completing an examination.
10. Deferred Examinations are normally held as soon as practicable after the Formal Examination Period.
11. The Deferred Examination paper questions must be different to those in the Final Examination paper, but the examination paper must maintain the same format, including the marks or percentages allocated to each question and section.
12. All Deferred Examinations are conducted online through the Learning Management System utilising examination proctoring software;
13. Students who believe their examination performance has been adversely affected by serious misadventure or ill health may apply for Special Consideration in accordance with the Special Consideration Policy.

Special Examinations

14. In the rare event a student cannot sit an approved deferred examination due to extraordinary circumstances, the student may apply for a Special Examination to be held at a later date, Requests must include supporting documentation and / or evidence. Approval is at the discretion of the Course Management Sub-Committee
15. The Special Examination paper questions must be different to those in the Final Examination paper, but the examination paper must maintain the same format (unless the Course Management Sub-Committee approves otherwise), including the marks or percentages allocated to each question and section.
16. If a different examination format is not the same as for a Final or Deferred Examination, the questions must differ to those used in the Formal and Deferred Examinations for the semester.

17. Special Examinations are either conducted online through the Learning Management System utilising examination proctoring software; or in another format approved by the Course Management Sub-Committee.

Procedures

Examination Papers

18. The Academic Leads will:
 - a. provide examination papers to the Education Department in accordance with advised deadlines and in an accessible format; and
 - b. ensure that any resources permitted in the examination are specified on the examination coversheet and are consistent with those specified in the Subject Learning Guide for the relevant subject.
19. The Education Department must have procedures in place to ensure:
 - a. they prepare, store and release examination papers in a robust and secure manner, with due regard for confidentiality, security and the overall integrity of the examinations;
 - b. they permit access to examination papers by the Professional Standards Committee (PSC) for the purposes of peer review, moderation and benchmarking; and
 - c. answer booklets are retained and stored securely.

Examination Timetable

20. The Education Department:
 - a. will publish the date of the formal examination week by the end of the mid-semester break of the applicable teaching session; and
 - b. provide students with examination timetables (time, date and duration) in a timely fashion.

21. Final Examinations and Deferred Examinations may be scheduled for any weekday, but not weekends.
22. Remotely located students, including those overseas:
 - a. are expected to sit their examinations on the same day as all other students;
 - b. are expected to sit their examinations at the same time as all other students wherever possible, taking into account the respective time zones in which the students are located.

Attendance at Examinations

23. Students must ensure they are available on all days of the Formal and Deferred Examination periods.
24. Students must read and familiarise themselves with information on Final Examinations available on the Governance Institute website.
25. Students who are unable to attend a Final Examination due to serious illness, misadventure, accident or circumstances beyond their control may apply for Special Consideration to sit a Deferred Examination. (See Special Consideration Policy)
26. Absence on holiday will not be accepted as justification for a Deferred Examination.
27. Students should note that submitting a Special Consideration application does not mean a Deferred Examination will automatically be granted.

Special Arrangements

28. Governance Institute will make reasonable adjustments for a student with a permanent disability or condition (supported with appropriate evidence) undertaking an examination where the student advised the Education Department of their needs by the advertised deadline. Refer to the Special Consideration Policy for details.

Resources Permitted in Examinations

29. The student Code of Conduct requires students to 'act honestly and ethically in the submission of all academic and assessment work, and understand that cheating, plagiarism, fabrication or falsification of data is not acceptable'. By submitting answers students are declaring that this is their own work.
30. Resources, including subject materials, referred to during the examination must be referenced when used in support of answering questions.

Examination Proctoring

31. All examinations (final, deferred, special examinations and as otherwise specified by the Institute) will be held online; and are subject to examination proctoring.
32. Governance Institute uses a third-party software provider to facilitate examination proctoring.
33. Students understand that, in accordance with Governance Institute's Privacy Policy, that their personal details, as required to verify their identity as an examinee, may and can be provided by Governance Institute to the third-party provider.
34. No Final, Deferred or Special or other specified examinations for subjects delivered online are exempted from examination proctoring.

Accessing the Examination Paper

35. The examination paper and answer booklet will be made available to students via the examination proctoring software that remains locked until the start time and date of the examination, as scheduled in the examination timetable. The proctoring software is accessible through the Learning Management System.
36. The examination paper is confidential. Students are not permitted to make or keep copies of the examination paper.

Conclusion of an Examination

37. Students will have between ten to fifteen minutes at the conclusion of the writing time to submit their completed answer booklets; as instructed on the coversheet of the examination paper.

38. Papers submitted after this time will not be accepted for marking.

Breach of this Policy

39. If a student does not adhere to the requirements in this Policy, action may be taken under the Student Academic Misconduct Policy.

Related Documents

- Governance Institute of Australia Academic Integrity Policy
- Governance Institute of Australia Privacy Policy
- Governance Institute of Australia Special Consideration Policy
- Governance Institute of Australia Student Academic Misconduct Policy

External Legislation

- Higher Education Standards Framework: Threshold Standards 2021 (Cth)

Version History

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*****END OF POLICY*****