

## **Governance Institute of Australia**

### **Examinations Policy**

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<b>Summary</b>	The purpose of this policy is to direct staff and students on the process to be followed when conducting and undertaking examinations.
<b>Authoring Department</b>	Education
<b>Contact</b>	General Manager, Education
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**Issued under the authority of Governance Institute of Australia Board of Directors**

# Governance Institute of Australia 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.

## Definitions

1. The following definitions apply for the purpose of this policy.
  - a. 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.
  - b. Examination - a time limited assessment task used to assess learning outcomes and which is conducted online and under supervision.
  - c. 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.
  - d. Final Examination - an examination which takes place during the Formal Examination Period.
  - e. Formal Examination Period - the period at the end of a teaching session when examinations are conducted.

## 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. Subject Management Teams:
  - 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
  - b. must ensure the academic quality of the examination questions, model answers and/or guidelines, and moderation of the marking scheme.
5. Subject Coordinators 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. A Deferred Examination may be granted:
  - a. in exceptional circumstances where the severity or gravity of the misadventure, accident or illness prevents a student from sitting or completing an examination; and
  - b. where a student could not reasonably have been expected to avoid the circumstances that would lead to them missing or not completing an examination.
8. Deferred Examinations are normally held as soon as practicable after the Formal Examination Period.
9. 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.

## **Procedures**

### **Examination Papers**

10. Subject Management Teams must have procedures in place to ensure:
  - a. they provide examination papers to the Education Department in accordance with advised deadlines and in an accessible format; and
  - b. 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.
  
11. 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**

12. The Education Department:
  - a. will publish the date of the formal examination week prior to the commencement of the teaching session; and
  - b. provide students with individualised examination timetables (time, date and duration) in a timely fashion.
  
13. Final Examinations and Deferred Examinations may be scheduled for any weekday, but not weekends.
  
14. 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**

15. Students must ensure they are available on all days of the Formal Examination period. Absence on holiday will not be accepted as justification for a Deferred Examination. Students must read and familiarise themselves with information on Final Examinations available on the Governance Institute website.
16. 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)
17. Students should note that submitting a Special Consideration application does not mean a Deferred Examination will automatically be granted.

## **Special Arrangements**

18. Governance Institute will make reasonable adjustments for a student with a disability (supported with appropriate evidence) undertaking an examination where the student advised the Education Department of their needs by the advertised deadline.

## **Resources Permitted in Examinations**

19. 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. '
20. Resources, including subject materials, referred to during the examination must be referenced when used in support of answering questions.

## **Accessing the Examination Paper**

21. The examination paper and answer booklet will be made available via a dedicated tile in the Online Learning Centre.
22. The examination paper is confidential. Students are not permitted to make or keep copies of the paper.

23. Students are required to:

- a. check their access to the examination tile one week before their scheduled examination date;
- b. on the day of the examination, log into the examination tile ten minutes ahead of the scheduled examination start time.

### **Conclusion of an Examination**

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

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

### **Breach of these Procedures**

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

### **Related Documents**

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

### **Acknowledgement:**

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