

Examinations Policy

Version number	2
Approved by	Academic Board
Date of approval	17/09/2020

Purpose

Examinations are a significant assessment option for Sydney Institute of Higher Education (SI) to measure student achievement of learning outcomes. Hence, maintaining the academic integrity of examination is integral to accurately gauge student outcomes at SI and safeguarding the academic integrity of SI higher education programs.

This *Examinations Policy* establishes the conditions and requirements of an examination, including the ratio of students to invigilators, expectations for student behaviour, and the process for responding to sudden disruptions. Additionally, it establishes the circumstances under which students can apply for deferral of examinations and the communication of examination results to students.

Scope

This policy applies to all examinations run by SI, and all staff and students involved in examinations at SI.

Principles

Examinations will be part of an assessment strategy that involves a range of strategies as per the *Assessment Policy*.

Examinations will be fair to students and consistent in their application.

Examinations will be conducted in conditions that are both conducive to success and consistent for all students.

Procedures for face-to-face delivery mode

Confidentiality

- To prevent cheating, hard copies and digital copies of examination questions should be securely stored prior to the examination.
- After the exam, papers will be stored and disposed of as per the *Data and Record Integrity Policy*.

Examination schedule

- SI's academic calendar will include the dates of the examination period.
- Students will have access to a comprehensive examination timetable at least two weeks prior to the examination period.
- **Examination venue**
- SI will ensure that the examination environment facilitates student achievement and to be appropriate in terms of temperature control, lighting, seating and desk arrangements, and sound.
- The venue will be arranged in such a way that the invigilators have a clear view of students, and students have a clear view of a clock.
- Students will be seated far enough apart that they cannot see the work of others undertaking the same examination.

Invigilation

- Invigilators will be trained. Students are not permitted to serve as invigilators.
- All examinations will have a minimum of two invigilators.
- The table below shows how many invigilators are required to supervise a number of students.

Number of Students	Minimum Number of Invigilators
0 - 50	2
51 - 100	2
101 - 200	3
201 - 300	Minimum of 4

Invigilators should be fully aware of the rules and conditions of examinations.

Any form of misconduct by an invigilator should be reported to the Dean.

Rules for attendance

- Students are to bring identification to the examination. Identification is to be displayed clearly on their desk for the invigilator to check.
- Students should arrive at the examination venue at least 10 minutes prior to the examination.
- Students who arrive late will be permitted to sit the examination but will not be granted additional time.
- Students who fail to attend will be awarded 0% unless extenuating circumstances apply as outlined in the *Special Consideration Policy*.
- Students will not be permitted to leave the examination in the last 15 minutes of the examination.
- Once leaving the examination venue, students will not be re-admitted to the venue for any reason.

Rules for exam papers

SI will ensure that examination papers adhere to the following:

- Examination papers should provide clear instructions for students, including a clear indication of

the permitted use of extrinsic materials and equipment

- All examination booklets should have a front page that requires students to write their, student number, the program of study, unit, and booklet number

Materials and equipment

All items that students bring in to an examination may be inspected by invigilators.

Students are allowed to bring the following items into the examination:

- A bottle of water
- Stationery required for writing
- If applicable, a calculator
- For an open book examination, the book, text or other material specified by the Program Director. Food and medication for medical reasons. Approval can be sought through submitting a request as outlined in the *Special Consideration Policy*.

Any devices that are connected or connectable to the internet is strictly prohibited. The Program Director may specify other permitted materials and equipment. If this is the case, students will be notified on the release of the examination timetable.

Student conduct

Students are expected to behave in a way that does not cause disturbances during the examination.

Students **will**:

- Meet the material and equipment requirements outlined above
- Listen to and promptly carry out all instructions given by invigilators
- Communicate with invigilators quietly, by raising a hand and waiting for the invigilator to approach

Students will **not**:

- Obtain assistance or attempt to obtain assistance
- Give or attempt to give assistance to other students
- Communicate with anyone (except invigilators)

Students behaving in a disruptive manner will be asked by invigilators to leave the examination. Students may face disciplinary measures as a result.

Sudden disruptions

Sudden disruption to an examination may occur in the form of:

- Severe sickness of a student forcing one or more students to leave the examination venue
- Natural disaster or accident affecting the examination venue
- Any other event at the discretion of the invigilators

These events may result in a student or students having to leave the examination venue. Where the Dean

considers that exam integrity has not been lost, the exam may be recommended. Where exam integrity has been lost through the disruption, the Dean will organise alternative arrangements as appropriate.

Examination Deferral

Under extenuating circumstances, students may defer an examination or multiple examinations. Students should follow the process outlined in the *Special Consideration Policy* or *Disability Support Policy*.

Examination results and Moderation

Once unit results have been finalised, examination results will be published on the learning management system and released to students not later than two (2) weeks from the conclusion of the Examination Period.

Students may make an appointment with the relevant Academic staff member to discuss individual examinations performance following the release of examination results.

As per the *Moderation Policy*, all examination papers will go through the moderation process before finalisation and release of results.

Procedures for online delivery mode

In response to COVID-19, SI's move to online supervised examination is intended to provide students with options to complete the program at a time when face-to-face examinations are unlikely to be possible.

Minimum Requirements

To participate in the online examinations, students require the following at a minimum:

- a webcam
- a computer and reliable internet connection
- a private space
- a mirror (if you have an internal webcam, to show the supervisor the edges of your screen)
- an A4 sized whiteboard and marker for most exams (to use for rough work)
- government-issued photo ID, or SIHE ID card

Confidentiality

- To prevent cheating, online exam will be only offered at one set time so that students cannot take exams sequentially.
- The exam is only open for a stringent period of time so that the timing is only long enough for students to answer the questions instead of searching for answers.
- The sequence of the examination questions and the sequence of the answer choices will be randomised.
- Present one examination question at a time so that it is difficult to take a screenshot of the entire exam.
- Students are only allowed to access the exam once.

Privacy

In order for SI students to participate in an online exam, personal information will be collected. The nature of the personal information to be collected and its management by SI is outlined below.

SI will collect personal information from students undertaking online examinations, for the following purposes:

1. To assure the identity of the student undertaking the examination.
2. To ensure the security of exam conditions at the student's location.
3. To provide assistance to a student during or following an exam session, if required.

Examination schedule

- SI's academic calendar will include the dates of the online examination period.
- To provide as much flexibility as possible, most online exams will allow students to select their preferred start time on the scheduled day.

Acceptable room surroundings

- Students should aim to make the space as similar as possible to an exam room.
- Try to be in a quiet room with no interruptions. If the student live with other people, the student must let them know ahead of time that he/she have an exam, and ask them not to disturb or interact with the student until exam is completed.
- Student should position in a place where his/her back is against a wall.
- Student should have a clear desk with no books or notes and make the area as tidy as possible. If the room is dark, a lamp is required.

Communication devices and headphones

Students are not allowed to communicate with anyone else during an online exam. This means communication devices such as mobile and smartphones are not permitted in the online exam environment (on the desk, or on the student).

Students are not allowed to wear headphones during your exam.

If the student is observed wearing headphones or any kind of earpiece that can be used for communication purposes, regardless of whether you are using it for this purpose, this will most likely be seen as an example of cheating and a breach of academic integrity.

Sudden disruptions

Sudden disruption to an online examination may occur in the form of the following technical issues:

- The examination is not accessible and available to the student cohort. In this instance, Dean and Provost are advised to prepare before the examination is undertaken and to ensure that the settings in the LMS are configured appropriately.
- Students do not have access to the LMS for the duration of the examination due to internet outage or network issues.
- Volume of traffic (e.g. multiple contemporaneous submissions) causing connectivity issues.

- Internet connection problems at the student end.

These events may result in a student not being able to continue with the online examination. Where the Dean considers that examination integrity has not been lost, the examination may be recommended. Where examination integrity has been lost through the disruption, the Dean will organise alternative arrangements as appropriate.

Examination Deferral

Under extenuating circumstances, students may defer an examination or multiple examinations. Students should follow the process outlined in the *Special Consideration Policy* or *Disability Support Policy*.

Examination results and Moderation

Once unit results have been finalised, examination results will be published on the learning management system and released to students not later than two (2) weeks from the conclusion of the Examination Period.

Students may make an appointment with the relevant Academic staff member to discuss individual examinations performance following the release of examination results.

As per the *Moderation Policy*, all examination papers will go through the moderation process before finalisation and release of results.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the implementation of this policy to Dean, who in turn may delegate some responsibilities to Program Directors, committees and Invigilators.

The *Academic Board* will review all periodic reports at the end of each semester from the Dean, in accordance with the *Compliance Calendar*.

Additionally, the *Academic Board* will review all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct in accordance with the *Compliance Calendar*.

Based on these monitoring activities, the *Academic Board*, in accordance with the *Compliance Calendar*, will provide a report to the *Corporate Governance Board* and ensure that findings are taken into account in planning, quality assurance and improvement processes.

Definitions

Academic Board: the governing body responsible for academic matters, including teaching and learning, program approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes. The *Academic Board* reports to the *Corporate Governance Board*.

Academic staff: staff employed at SI in a learning and teaching or research capacity.

Deferred examination: an examination for which students receive permission to sit at a later date due to legitimate, extenuating circumstances.

Examination period: the period, typically a week, over which examinations are scheduled within each semester.

Invigilation: the act of overseeing and supervising students during an examination.

Invigilator: an individual overseeing the operation of examinations.

Student: a person enrolled in a program of study at SI.

Online examination: an assessment conducted online where the students can participate in their own space, with their own devices and internet connection.

Review schedule

This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	9/8/2018		9/8/2021
2	Academic Board	17/9/2020	Revised to include procedures for examination in a face-to-face mode and online mode	17/9/2023

▲ Related Documents	
↗	Academic and Professional Integrity Policy
↗	Misconduct Policy
↗	Assessment Policy
↗	Special Consideration Policy
↗	Data and Records Integrity Policy
↗	Disability Support Policy
↗	Moderation Policy
↗	Dean
↗	Program Director - Business
↗	Program Director - ICT

End of document: "Examinations Policy"

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