

ACADEMIC PATHWAY PROGRAMS EXAMINATIONS POLICY

SECTION 1 - PURPOSE AND CONTEXT

(1) UWSCollege recognises that assessment is an essential part of the teaching and learning process. UWSCollege acknowledges and supports the conduct of formal examinations as a summative assessment component within units of study.

(2) This policy refers to end of session formal examinations and deferred examinations. It sets out UWSCollege rules and procedures, and the expectations UWSCollege has of its students. It does not exclude the setting of mid-session examinations or tests.

(3) In addition to the policy, rules and procedures laid down in this Policy, the University of Western Sydney has developed the [Assessment Practice - Fundamental Code](#), and the [Teaching and Learning Fundamental Code](#), which it expects staff and students of UWSCollege to uphold.

(4) Information regarding assessment for students with disabilities may be found in the University's [Disability Policy](#).

SECTION 2 - DEFINITIONS

(5) Teaching – refers to all compulsory sessions.

SECTION 3 - POLICY STATEMENT

(6) Normally a unit will not have more than one formal examination during the official examination period, unless approved by formal approval processes.

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(7) Examinations organised outside the official examinations period are the responsibility of each lecturer and relevant coordinator/Head of Program. If, and when, UWSCollege institutes a Stuvac, examinations, due dates of assessment tasks and teaching will not be permitted during Stuvac.

(8) Other tests and practical/laboratory examinations may be conducted at other times during the session, provided:

- a. students are advised at the beginning of the session that the test/examination will be held during the normal teaching periods;
- b. the time for the test/examination does not exceed the normal teaching period;
- c. when the examination is held during a scheduled teaching period, the total time devoted to the examination must not exceed the scheduled class time, unless the unanimous consent of the class has been gained;
- d. alternative examination arrangements for students with special needs comply with UWS requirements for reasonable accommodation;
- e. the unit outline must inform students about the intention to conduct such an examination. The date, time and place of the examination will be made available to students as early as possible.

(9) Mid-session examinations or tests conducted by individual unit lecturers will adhere to the principles outlined in this Policy.

SECTION 4 - PROCEDURES

Examination Timetables

(10) UWSCollege will publish the examination timetable as soon as practicable but no later than one (1) week prior to the commencement of the examination period, and will specify the time, date, duration, campus and examination venue at which an examination will be conducted.

(11) The examination timetable will be available on UWSCollege's notice board and will be distributed to each student in hard and/or email form.

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(12) UWSCollege will not provide verbal advice on an individual student's examination timetable via telephone or at the Student Centre.

(13) It is the responsibility of the student to ensure that they are familiar with the examination timetable.

Examination Venue and Times

(14) UWSCollege does not guarantee that the examination for a particular unit will be scheduled at the campus where classes for that unit have been held.

(15) Examinations may be scheduled to start between 8.30am and 6.30pm on weekdays and between 8.30am and 6.30pm on a Saturday. The finish time will depend on the length of the examination.

Examination Clashes

(16) UWSCollege defines an examination clash as:

- a. two examinations at the same time including any overlap;
- b. less than one (1) hour between exams where they are held on the same campus;
- c. where there is insufficient travelling time (less than three (3) hours) between examination venues at different campus or off campus sites;
- d. where a student had more than three (3) examinations scheduled on two (2) consecutive days. UWSCollege does not regard Friday or Saturday and the following Monday as consecutive days;
- e. an evening examination that finishes after 8.30pm followed by a morning examination that starts before 9.30am on the next consecutive day.

(17) Students wishing to advise of an examination clash before an examination must advise UWSCollege (via the Academic Pathway Programs Unit) in writing, or via email, no later than three (3) working days after the draft examination timetable has been published.

(18) UWSCollege may not be able to provide alternative arrangements where written advice is received after the three (3) working days period.

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Part A - Students with a Disability - Individual Examination Provisions

(19) Students with a disability which may result in them being disadvantaged are advised to discuss special needs regarding all types of assessment with Counselling and Disability Services within UWS Student Support Services at the commencement of the teaching session.

(20) Students with a disability which may cause them to be disadvantaged in an examination and who may require individual examination provisions are expected to register through Counselling and Disability Services within UWS Student Support Services at least thirty (30) working days prior to the commencement of the examination period, to enable sufficient time for provisions to be met. If this deadline is missed the student is expected to contact UWS Counselling and Disability Services. A student needs to notify UWS Counselling and Disability Services only once in writing unless circumstances change.

(21) Students may apply for special examination conditions if they have a disability which will prevent them from demonstrating the extent of their knowledge in an examination. The provision of the conditions is in keeping with the [Disability Policy](#).

(22) Late notification of requirements may result in difficulty ensuring the necessary arrangements can be put in place.

(23) Examinations under special conditions are organised and supervised by UWSCollege unless the nature of the request may compromise the security of the examination. In these cases, the Head of Program may be asked to arrange special conditions for either an alternative assessment or take home examination.

(24) Special Examination Conditions include: extra time for reading or resting or writing or toilet breaks, use of a scribe or a computer, exam papers in Braille or large print, ergonomic furniture, better lighting etc.

(25) Only end of session formal examinations are the responsibility of the Manager, Academic Pathway Programs. Session tests and other examinations are managed through the relevant coordinator/Head of Program.

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Students with a Temporary Injury or Disability

(26) Students with a temporary injury or disability which may cause them to be disadvantaged in an examination and who may require individual examination provisions must inform the Program Administration Coordinator immediately.

(27) Students with a temporary disability that will prevent them from sitting an examination may apply for special consideration - see the Special Consideration Policy.

Part B - Attendance at Examinations

(28) It is the responsibility of the student to be present at examinations at the correct time and place.

(29) Students are required to be in their places in the examination room not less than ten (10) minutes before the time of commencement.

(30) UWSCollege will not provide special consideration in cases where the student has misread or misunderstood the examination timetable.

(31) Students should not make any vacation travel arrangements that might interfere with attendance within the examination period.

Materials Brought Into the Examination Venue

(32) A student may bring into the examination venue any materials considered necessary by UWSCollege to complete the examination. This includes writing equipment (e.g. pens, pencils, erasers etc) as these will not be supplied, and any study materials and/or equipment indicated on the examination paper. Writing materials should be contained only in a clear plastic bag. Pencil cases will not be permitted.

(33) Scribbling paper is not provided - 'rough' work should be done on the reverse side of pages of the answer booklet. Candidates are not permitted to remove any examination question papers from the examination room or any unused material.

Unauthorised Material at the Examination

(34) The following materials are not allowed at the examination:

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- a. textbooks and other reference material unless authorised by the examiner;
- b. motorcycle helmets, bicycle helmets or other personal items;
- c. notes of any kind including those written on rulers and calculator covers;
- d. electronic dictionaries, programmable calculators and text retrievable devices;
- e. pencil cases;
- f. blank paper, notepads or any other material, whether or not related to the examination;
- g. if mobile phones are brought into the examinations rooms they are to be switched off and placed in bags and are not to be accessible during examinations.

(35) UWSCollege does not guarantee safe-keeping of students' possessions inside or outside of examination rooms. Students concerned about the security of valuable possessions during examinations will need to make alternative arrangements for their care, or ensure that they do not bring these possessions to campus on days when they are required to attend examinations.

Admission to Examination Venue

(36) Students must produce a UWS Student Identity Card (ID) for entry to all examinations and display the ID card on their desk for the duration of the examination. Students will not be admitted to examinations without a UWS student identification card, except that, in exceptional circumstances, students may be admitted to examinations on presentation of a Temporary ID for Examination. The temporary ID can be obtained from the UWSCollege Student Centre prior to the exam, once the student's identity, enrolment and eligibility to sit the exam have been confirmed.

(37) Students will not be admitted to an examination venue after the examination has been in progress for 30 minutes.

(38) No additional time will be granted for time lost.

(39) The start time is the official time displayed on the timetable or the time the Examination Supervisor in Charge announces an examination has commenced, whichever is later.

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(40) Students are required to sit in the seat allocated to them by the Examination Supervisor.

Leaving the Examination Venue

(41) A student will not be permitted to leave an examination venue until thirty (30) minutes have elapsed from the commencement of writing.

(42) A student will not be permitted to leave the examination venue during the last ten (10) minutes of an examination unless there are exceptional circumstances such as illness.

(43) A student wishing to leave an examination venue outside of the times listed above shall not be re-admitted to the examination room after they have left it unless during the full period of their absence, they have been under approved supervision.

(44) A student may seek permission to temporarily leave an examination venue. Such absences will be under approved supervision.

(45) Once the time allowed for the examination has elapsed the Examination Supervisor will instruct students to stop writing but remain in their seats until all examination materials are collected and the Examination Supervisor has given permission to leave.

Start of an Examination

(46) The Head of Program/Coordinator will ensure that the Unit Lecturer or designated nominee will be present at the Examination venue for a period of time (normally the reading time plus ten (10) minutes) at the start of an examination. The Unit Lecturer and/or designated nominee will be contactable on campus during the rest of the examination time.

(47) Where a Unit Lecturer has two (2) or more examinations running concurrently, they will attend the examination with the greatest number of students.

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Reading Time

(48) Ten (10) minutes reading time may be allowed in some examinations. During this time students may complete their attendance form. No other writing or the use of calculators is permitted.

Part C - Conduct of Students During Examinations

(49) A student will comply with all directions given by the Examination Supervisor, and all instructions set out on examination paper.

(50) In addition a student must not:

- a. disturb, distract or behave in a manner that may adversely affect another student;
- b. obtain or endeavour to obtain assistance in their work;
- c. provide or endeavour to provide assistance to another student in their work;
- d. communicate by word or otherwise with another student once in the examination venue;
- e. smoke inside the examination venue;
- f. eat inside the examination venue except for medical conditions such as diabetes;
- g. remove any examination booklet from the examination venue;
- h. remove the examination paper from the examination venue unless the examination paper states it can be removed;
- i. bring unauthorised material into the examination venue (see clause 34 Unauthorised Material at the Examination).

Misconduct During Examinations

(51) Any student who behaves in a manner which disrupts an examination, may be requested to leave the examination venue immediately.

(52) A student who breaches the provisions under Part C Conduct of Students during Examination will be dealt with under the provisions of the Misconduct – Student Academic Misconduct Policy.

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Part D - Conclusion of Examinations

(53) The Supervisor in Charge will notify students when there are ten minutes of the examination time remaining. At the end of the examination time the Supervisor in Charge will instruct all students to stop work. All students must immediately cease writing.

(54) Students must remain seated until all papers are collected and may not leave the examination venue until instructed.

(55) Students must not communicate with other students until they have left the venue.

Part E - Inability to Attend an Examination

(56) Students who are unable to sit for an examination due to circumstances beyond their control should apply for Special Consideration. Students should note that the fact of submitting a 'Final Examination/Special Consideration Application' does not automatically mean that it will be granted. (Refer to the Special Consideration Policy).

SECTION 5 - GUIDELINES

(57) Nil.

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