

POLICY



Examination Policy

Purpose	To set out the principles underpinning the use of examinations in the assessment of student learning.
Overview	<p>The demonstration of academic learning is an integral component of the student learning experience. Equally, the quality of that experience is influenced by the learning environment. The integrity of the assessment process is central to both the quality of the learning experience and the integrity of the process. Universities have a commitment to both their students and the wider community to ensure their processes are equitable, fair and transparent. This is especially the case in relation to the use of examinations in the assessment of student learning.</p> <p>DEFINITIONS</p> <p>Examination: a time-limited and individual assessment task conducted under supervision and within a specified examination period that is defined by the University. This excludes what is referred to as a 'take home examination'. It is important to define what is meant by 'examination' as there is a range of assessment methods that may sometimes be considered or called 'examinations' which for the purposes of this policy may not meet the criteria, for example: tests, practical assessments, in-unit quizzes.</p> <p>Examination paper: the original document prepared by the member of academic staff.</p> <p>Examination script: the student's attempt at the examination paper.</p> <p>Moderation: a quality review and assurance process which supports the examination setting and marking activities. It involves using other academics and qualified staff to confirm that the examination tasks and marking are valid and reliable. Essentially, it is a checking process.</p>
Scope	<p>This policy applies to all coursework units offered by or on behalf of Macquarie University, including those undertaken by research students.</p> <p>It is relevant to all staff and students involved in any aspect of the coursework unit examination process.</p>
Policy	<p>An educational rationale is required for an examination to be used as a part of an assessment process.</p> <p>An examination will not constitute more than 60% of the total</p>

assessment in a unit. Exceptions require approval by the Executive Dean.

All examination papers will be moderated by an academic staff member from the same discipline who is not also the Unit Convenor.

The Unit Convenor is responsible for the development, moderation and submission of an examination paper and marking of the examination scripts.

TIMETABLE

The University will publish the dates of each examination period for each study period.

Final examinations will not be held before the published examination period.

A draft examination timetable will be available in advance to students and staff.

Each student will be responsible for checking both the draft and final examination timetable.

Each student is responsible for adhering to the examination timetable.

The University will notify external students of the location of external examination centres.

QUALITY ASSURANCE

A sample examination paper will be available for each unit. It will be presented in the same style and format as that to be used for the actual examination in that study period. It is to be available by the time the examination timetable is finalised. Solutions will be provided prior to the actual examination.

Each Faculty will have a designated faculty committee to provide a quality assurance role in the final determination of coursework unit results.

Where a unit includes in-unit tests, quizzes, supplementary examinations and practical assessments they will follow the examination policy and procedures, as much as is practicable.

FORMAT

A standard cover page will be used on all examination papers.

The cover page will be written in English.

The cover page will indicate if the paper is to be retained by the University.

The duration of an examination (excluding reading time) will not exceed one hour per credit point.

The maximum duration of an examination will be three hours (excluding reading time).

A maximum of ten minutes reading time may be allowed at the beginning of each examination.

If an examination is delayed for any reason, the concluding time of the examination will only be extended by the amount of the delay.

ELIGIBILITY

The Executive Dean will determine who is eligible to sit an examination. Students not considered eligible will be excluded from the unit and this will result in the student being awarded a Fail grade (F) for the unit.

CONDUCT

Where sufficient notice has been provided, the University will cater for students with a disability or other special needs to ensure fairness and equality of opportunity for all students.

There will be an examination supervisor in charge at every examination.

The Unit Convenor will be contactable by phone for the duration of the examination.

Students are required to:

- provide their Macquarie University student card as photographic proof of identity for the duration of the examination. This must be visible at all times during the examination. In exceptional circumstances, the Examination Supervisor may allow alternative photographic proof of identity such as a current Australian drivers licence, a current Australian Proof of Identity card or a current passport
- leave mobile phones, electronic devices, bags, computers, notes, books or similar outside an examination venue unless with the written permission of the Unit Convenor
- ensure any water brought into the examination room is in a clear and unmarked bottle
- obey all instructions provided by an examination supervisor
- refrain from communicating in any way with another student once they have entered the examination venue.

Students are not permitted:

- into an examination venue once one hour from the time of commencement (excluding any reading time) has elapsed
- to leave an examination *before* one hour from the time of commencement (excluding any reading time) has elapsed
- to be readmitted to an examination venue unless they were under approved supervision during the full period of their absence

- to obtain, or attempt to obtain, assistance in undertaking or completing the examination script
- to receive, or attempt to receive, assistance in undertaking or completing the examination script.

A student in breach of any of the conditions relating to an examination will be referred to the Executive Dean and subject to the provisions of the Academic Honesty [Policy](#).

FEEDBACK

A marker is required to annotate each page of an examination script to indicate that it has been marked.

A student is entitled to view their annotated examination script. The viewing will be conducted in a secure Faculty location. The Unit Convenor (or nominee) will be present at all times. The student is not entitled to copy, destroy, alter or annotate the script in any way. The script will remain the property of Macquarie University.

SUPPLEMENTARY EXAMINATION

The availability of a supplementary examination will follow the Special Consideration Policy.

STORAGE

All examination papers and scripts will be kept in a secure location at all times.

Each examination script will be kept by the University for a minimum of six months. The six months starts from the end date of the relevant examination period. Where an appeal has been lodged, the examination script is to be kept for six months following the outcome of the appeal.

Completed examination scripts and extra copies of examination papers will be disposed of via confidential waste.

COMPLIANCE AND BREACHES

The University may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).

Contact Officer	Associate Dean, Learning and Teaching, Faculty of Business and Economics
Date Approved	15 February 2011
Approval Authority	Academic Senate
Date of Commencement	15 February 2011
Amendment Dates	February 2011 – updated to include the requirement for the unit convenor to be contactable by phone for the duration of the examination, a clarification of acceptable student photographic identification, and the

	consequences where an examination is delayed November 2011 – compliance and breaches statement added
Date for Next Review	January 2012
Related Policies, Procedures, Guidelines, Forms or Templates	Academic Honesty Policy Assessment Policy / Procedure / Guideline Examination Procedure Special Consideration Policy / Procedure Student Misconduct and Discipline Rules Unit Guide Policy / Procedure Automarking
Policies/Rules Superseded by this Policy	Examination Policy approved 11 August 2009
Keywords	Examination, Exam, Assessment