EXAMINATIONS POLICY

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1. Purpose

1.1 Examinations are crucial summative assessments for most units at Monaro Higher Education (MHE). This policy is intended to ensure that the conduct of examinations respects their importance.

2. Principles

2.1 Examinations must provide evidence of the extent of students' achievement of the unit learning outcomes. Every examination must be conducted impartially and consistently.

3. Context

3.1 Students, academic staff, professional bodies and graduates' employers must be confident that examination results accurately reflect students' competence, ability and achievement of the unit learning outcomes.

3.2 Examinations must allow MHE to monitor the effectiveness of teaching methods and strategies and of intervention strategies. Final examination results can generate crucial diagnostic information for enhancing future learning.

3.3 This policy is aligned with Section 1·3 of the Higher Education Standards Framework 2021.

4. Scope

4.1 This policy applies to all students and academic staff at MHE

5. Definitions

Board of Examiners – a body responsible for oversight of all matters related to examinations at MHE.

Invigilation – oversight of the examination, including ensuring that all conditions of the examination are met, that examinations are conducted in an orderly manner and that examination papers are collected at the conclusion.

Learning Management System – online system for delivery of teaching, assessments and student interaction.

Deferral – scheduling an examination for a particular student later than the specified date and time of the examinations for the class.

6. Roles and Responsibilities

The Unit Coordinators are responsible for:

- Overseeing the composing two examination papers (one for most students and one for deferred examinations) with no questions in common and markers' guides or rubrics for both, ensuring that all unit learning outcomes are covered
- Ensuring that examination papers are stored securely
- Overseeing the marking of the examination papers and reporting results.

The Dean is responsible for:

- Overseeing the compilation of an examination timetable.

Examination invigilators are responsible for:

- Ensuring that the examination is administered fairly, efficiently and with no distractions
- Noting all interruptions, disruptions, or any other irregularity during an examination and sending those notes to the Unit Coordinator
- Collecting finished examination papers at the end of the examination and returning them to the examination papers.

The Course Coordinator is responsible for:

- Investigating any alleged breach of examination rules.

7. Policy details

7.1 Responsibility for Examinations

7.1.1 All staff must:

- Take all reasonable precautions to avoid any possibility or suggestion of any students cheating (see the Academic Integrity Policy and Procedure for full details)
- Be available to invigilate an examination
- Be involved in marking and moderating assessments, as described in the Moderation Policy.

7.1.2 The responsibility for setting the final examination, is delegated to the Unit Coordinator.

7.1.3 Unit Coordinators' responsibilities include but are not limited to:

- Ensuring that the Unit Outline describes states the length and weighting of the examinations
- Ensuring that the examination paper is completely clear and unambiguous in explaining what students must do and the conditions of the examination
- Ensuring that the examination is equally applicable for online students as for face-to-face students and can be conducted just as well through the learning management system as on campus in an examination room, in the event of Pandemic or Federal Government Directions or Isolation or Border Restrictions,

- Ensuring that from the time the examination paper is written to the time students sit the examination the paper is kept and maintained securely
- Determining what students may take into the examination room
- Arranging the invigilation, marking and moderation of all examinations
- Arranging deferred examinations and supplementary examinations should they prove necessary
- After students sit the examination, to ensure that papers and results are kept securely
- Reporting not less than once in each trimester to the Board of Examiners on the quality and effectiveness of the examination and any noteworthy event or situation which positively or negatively influenced its efficiency or usefulness.

7.1.4 The Dean has overall responsibility for organising and distributing the examination timetable.

7.1.5 Training in examination invigilation and moderation will form part of the induction process for new staff.

7.2 Examination Duration

7.2.1 Examinations will generally last two hours (excluding reading time) and have a weighting of 40%. Three-hour examinations, worth 50%, may be considered if the Unit Coordinator can demonstrate that satisfying the unit learning outcomes requires extra time and weighting. Examinations with complex technical aspects may require extra time.

7.3 Conditions of Examinations

7.3.1 The Unit Outline will state the length and weighting of the examination and whether it is open book or closed book. Academic staff will inform students of the examination conditions. Invigilators will be responsible for ensuring that students comply with conditions.

7.3.2 Online students are responsible for ensuring that during examinations

- their environment is private and free from interruptions
- their internet connection is stable and secure
- they have all necessary equipment, including a web camera. If students do not have a web cam, they are welcome to come MHE campus to complete the examination.

7.3.3 In the event that students are prohibited from coming to MHE campus, MHE will make appropriate alternate arrangements.

7.3.4 All examinations will be conducted in English.

7.4 Deferred Examinations

7.4.1 An examination may be deferred for a student if an extreme illness or misadventure outside the student's control and/or which the student could not have reasonably avoided prevents the student from sitting the examination. A student must have documentary evidence to justify his or her claim for a deferral.

7.4.2 An examination may be deferred for an online student who loses connection or experiences other technological problems during an examination which prevents the student from completing the examination.

7.4.3 A student who leaves the examination room for any reason without finishing the examination will not be entitled to a deferred examination. If the student has already seen the examination paper, they will not be entitled to any further work on that examination later.

7.4.4 Deferred examinations will be scheduled at the earliest practicable date and time after the original scheduled date and time and in any case must be held before the first day of the next trimester.

7.4.5 All questions in the deferred examination must be different from the questions in the original examination.

7.5 Supplementary Examinations

7.5.1 A student whose final mark is between 45 and 49 in their final trimester of study may apply to the Unit Coordinator for a supplementary examination. The Unit Coordinator will grant the request at his or her discretion.

7.5.2 Students will be notified of the date and time, which may be any time between the end of the official examination period and the first day of the next trimester.

7.5.3. Supplementary examination papers must address the same unit learning outcomes as the examination but be different questions.

7.5.4 Supplementary examinations will take place under the same conditions as regular examinations.

8. Relevant Legislation

MHE acknowledges its legal and regulatory obligations under the following frameworks:

- Higher Education Standards Framework (HESF) 2021
- Education Services for Overseas Students (ESOS) Framework 2013
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000

9. Policy Administration

Policy category	Learning and Teaching
Policy owner	Academic Board
Responsible officer	Dean
Approving authority	Academic Board
Contact officer	Dean
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Related documents	Examination Procedure Academic Integrity Policy and Procedure Assessment Policy and Procedure Moderation Policy and Procedure

10. Version control

Version	Approval date	Approved by	Summary of changes
1.1	11th March 2022	Academic Board	
1.2	24th June 2022	Academic Board	Change length and weighting specifications
1.3	29th July 2022	Academic Board	Revise roles of invigilators
1.4	17th May 2023	Dean	The wording has been changed to "Ensuring that the examination is equally applicable for online students as for face-to-face students and can be conducted just as well through the learning management system as on campus in an examination room, in the event of Pandemic or Federal Government Directions or Isolation or Border Restrictions,"

11. Benchmark / Reference

- International College of Management, Sydney
  Examinations Policy – Policy Library (icms.edu.au)
- Polytechnic Institute of Australia
  Examination Procedures (pia.edu.au)
- Sydney Institute of Higher Education
  Sydney Institute of Higher Education
- Western Sydney University
  Examinations Policy / Document / Policy DDS (westernsydney.edu.au)