



## EXAMINATION PROCEDURE

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<b>Supporting documents, procedures &amp; forms of this policy:</b>	<a href="#">Examination Rules</a> <a href="#">Coursework Rules</a> <a href="#">Student Conduct Rules</a> <a href="#">Teaching and Assessment: Code of Practice – Teaching</a> <a href="#">Teaching and Assessment: Assessment and Feedback Policy</a> <a href="#">Teaching and Assessment: Subject Delivery Policy</a> <a href="#">Academic Integrity Policy</a> <a href="#">Student Academic Consideration Policy</a> <a href="#">Examination Procedure for Offshore Students</a>		
<b>Relevant Legislation &amp; External Documents:</b>	University of Wollongong Act 1989 (NSW) University of Wollongong By-Law 1991 (NSW)		
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## 1 Purpose of Procedure

1. This procedure supports and should be read in conjunction with the Examination Rules. In accordance with the Rules, this procedure must be followed when conducting examinations.
2. The purpose of this procedure is to direct UOW staff and students on the process to be followed when conducting and undertaking examinations.

## 2 Definitions

1. Terms used within the Examination Procedure have the same meaning as those outlined in the Examination Rules.

## 3 Application and Scope

1. This procedure applies to staff and students of the University of Wollongong who are conducting and undertaking examinations:
  - a. at an Australian campus
  - b. elsewhere, while enrolled in distance education mode, or
  - c. within the virtual/online environment.
2. This procedure applies to University examinations and faculty examinations, noting that academic units can vary the guidelines for conducting faculty examinations, subject to the approval of the Head of Academic Unit and to communication with students in accordance with the Teaching and Assessment Policy Suite.
3. Students undertaking courses delivered in collaboration with a partner institution will follow the Examination Procedure for Offshore Students.
4. Students enrolled at UOW Dubai will follow the UOWD Examination Procedure.

## 4 Principles

The principles guiding this procedure are:

1. Equity – compliance with relevant policies, guidelines and procedures ensuring universal principles are applied consistently with fairness and impartiality.
2. Academic Integrity – involves upholding ethical standards in all aspects of academic work, including learning, teaching and research. It involves acting with the principles of honesty, fairness, trust and responsibility and requires respect for knowledge and its development. Academic integrity is foundational to the work of the whole academic community, including students, teachers, researchers, coordinators and administrators.
3. Efficiency – adherence to the UOW Administration’s commitment to have efficient and effective administrative systems and processes. Our goal is to provide professional expertise and excellent client services, add value to our products and services and demonstrate best business practice.

## 5 Scheduling and Conditions of Examinations

1. Heads of Academic Units may make a formal submission for examinations to be conducted by the Student Administration Services Division (SASD) according to the conditions set out in this procedure. Submissions are to be made in a manner and timeframe prescribed by SASD.



2. End-of-session examination periods will be preceded by an official study recess of five working days duration during which there will be no teaching and no University examinations.
3. SASD will schedule examination timetables giving equal consideration to academic units. Subjects with high student numbers will be scheduled as early as possible in the examination period to maximise the time available for marking the papers. Wherever possible, examination times will be scheduled to avoid individual scheduling difficulties, as outlined in section [9.11](#).
4. Personalised timetables for University examinations will be distributed on Student Online Services (SOLS) at a time and date determined by SASD.
5. University examinations will not be conducted during the weeks designated for teaching in any session, with the exception of supplementary and deferred examinations.
6. University examinations will be conducted according to the following standard conditions:
  - a. a restricted standard duration of either one (1) hour, two (2) hours or three (3) hours,
  - b. a scheduled start time of 9am, 1:30pm or 6pm,
  - c. a standard examination room allowing the facilitation of paper-based examinations, and
  - d. supervision by individuals who have no knowledge of the subject being examined.
7. Examinations that do not adhere to these standard conditions will normally be conducted as faculty examinations. Heads of Academic Units may discuss with SASD the feasibility of providing support for a faculty examination up to the standard level of support provided for a University examination, including but not limited to scheduling and supervision.
8. Examinations will not be conducted on Sundays or gazetted NSW Public Holidays.
9. Examinations will be conducted at the designated examination centre for the campus where classes for that subject have been held except with written approval from the Delegated Authority.

## 6 Examination Papers

### Preparation

1. Examiners must complete the Exam Requirements Module in the Student Administration Interface (SAI) to request an examination to be conducted by SASD during the end-of-session examination period. SASD will publish deadlines for completing the Exam Requirements Module at the beginning of each calendar year.
2. SASD will provide each examiner with an Examination Paper Lodgement form to assist with the quality assurance process. The examiner will certify on the form that the examination paper has been checked for errors, and the Chair of the Academic Unit Assessment Committee will certify that the paper is suitable for the purposes of the examination.
3. Examination papers must be prefaced by a header page containing the minimum requirements for information about the examination as specified by SASD.
4. Examination papers must include a footer containing version control information and page details to assist with the quality assurance process.
5. Examiners must confirm on the Examination Paper Lodgement form if examination papers are to be released to the Library for publishing.



### **Submission**

6. Examiners may elect to submit master copies of examination papers for SASD to arrange printing, or to supply printed copies of examination papers at a later date.
7. SASD will provide a schedule of dates by which examination papers must be submitted.
8. An authorised staff member must personally transport hard copies of examination papers to SASD. Examination papers must not be sent electronically or through the University's internal mail system.
9. To assist with the quality assurance process, SASD will check submitted examination papers for general editing errors and for compliance with the minimum standards as set out in these procedures. Examination papers found with errors or non-compliance will require re-submission by the scheduled date.

### **Master copies**

10. Master copies submitted to SASD for printing will be single-sided, on white A4 paper.
11. Master copies submitted after the scheduled date may be printed at the cost of the relevant academic unit, or returned to the relevant examiner to supply printed copies at a later date.
12. Once printed, a proof copy of the examination paper will be delivered to the relevant examiner for final checking before the examination period.

### **Printed copies**

13. Examination papers supplied to SASD by the examiner will be printed on visa blue A4 paper.
14. Examination papers will be supplied for the number of students enrolled plus up to five extra copies per examination activity for use by staff, examination supervisors and students not correctly enrolled. An original copy of the examination paper, printed on white, will also be provided.
15. SASD may not be able to organise examinations for papers submitted beyond the scheduled date.

### **Amendments**

16. Where a minor change to a printed examination paper is required, the examiner will provide written notification of the amendment to SASD no later than 24 hours prior to the scheduled examination.
17. Where a change to a printed examination paper requires re-writing an entire question, or where a page or pages have to be reprinted, the examiner will:
  - a. advise SASD immediately
  - b. prepare a replacement examination paper with updated version control information
  - c. print the required number of copies of the examination paper in visa blue, or provide a master copy to SASD to be printed at the cost of the relevant academic unit
  - d. deliver the master copy or the printed copies of the replacement examination paper to SASD no later than 24 hours prior to the scheduled examination, and
  - e. arrange for the disposal of the original printed examination papers.



## Collection

18. Following the examinations, completed examination material will be returned to SASD in the following manner:
  - a. Following examinations held on the Wollongong campus, material will be personally transported by examination supervisors or University security staff.
  - b. Following examinations held at other examination centres, material will be transported by a courier company engaged by SASD.
19. Examiners are responsible for collecting the examination material from SASD as soon as possible after the completion of the examination. The examiner or authorised staff member collecting the material must be able to provide University identification.
20. Examiners may elect to have the completed examination material collected directly from an examination centre other than the Wollongong campus, or from the relevant campus associated with an external examination centre, where applicable. Examiners must provide written notification to SASD up to 48 hours prior to the scheduled examination if examination material is to be retained at an external examination centre for collection.

## 7 Materials in Examinations

1. All examination papers, examination answer booklets, drawing and scrap paper and other material issued for use in an examination, whether completed or blank, remain the property of the University and must not be removed from the examination room by the student.
2. The following guidelines apply to all examinations including open-book examinations.

### Permitted Items

3. Students are permitted to bring the following items for each examination:
  - a. student identification card or other form of identification as specified in section 7.1 of the Examination Rules
  - b. pens, pencils, erasers, rulers and other drawing instruments
  - c. purses, wallets, watches, keys, glasses cases, contained in a clear zip-lock bag no larger than A4 size and stored under the desk
  - d. small electronic devices and accessories including mobile phones, which must be switched off, contained in a clear zip-lock bag no larger than A4 size and stored under the desk
  - e. water, in a clear plastic bottle with a lid and with the label removed
  - f. lollies/sweets, without a wrapper and stored in a clear zip-lock bag
  - g. hats and other head coverings, following an inspection conducted in accordance with the Examination Rules.
4. Examination supervisors will check permitted items at their discretion during the examination.

### Unauthorised Items

5. Students will be required to leave unauthorised items outside the examination room. Unauthorised items include but are not limited to:
  - a. bags, including carry bags, backpacks, shoulder bags and briefcases



- b. large electronic devices including but not limited to laptops and electronic dictionaries (with the exception of calculators as specified in section [7.9](#))
  - c. opaque pencil cases
  - d. calculator cases and covers
  - e. blank paper, including tissues
  - f. any written material on paper, items or person, including thesauruses and translation dictionaries (with the exception of reference material as specified in section [7.9](#))
  - g. any food or drink other than that specified in section [7.3](#), including but not limited to chocolate, fruit and nuts.
6. The University does not guarantee the safe-keeping of students' personal items during examinations. Students concerned about the safety of their valuable items must make alternative arrangements for their care.
  7. There will be an announcement at the beginning of each examination about unauthorised items, and students may surrender these items before the commencement of the examination without penalty.

#### **Adjustments by Examiners**

8. An examiner may determine that items not normally permitted in an examination be permitted in a specific examination.
9. Items permitted by examiners include but are not limited to:
  - a. reference materials, and
  - b. calculators
10. Reference materials may include textbooks, notes or other written materials. Examiners may limit reference materials to named items (for example, textbooks identified by titles) or place no restrictions on reference materials permitted. Examiners will specify whether reference materials are to be restricted to hard-copy and/or soft-copy.
11. Where an examiner permits or requires the use of additional examination aids, he or she must ensure that students are advised in advance of which items are permitted, and that a statement approving their use appears on the header page of the examination paper.
12. Annotations to reference material will be permitted unless otherwise specified by the examiner in the subject outline and on the header page of the examination paper.
13. An examination supervisor may inspect items permitted by examiners at their discretion during the examination.
14. Calculator models approved for use in examinations will be placed on a central register of eligible calculators. Calculators will be authorised for use in examinations by clearly displaying the University's tamper-evident label. Students are to remove the case or cover from their calculators and leave them outside the venue before taking the calculator into the examination room. Examination supervisors will check calculators during the examination to ensure compliance with examiner requirements.
15. Where an examiner determines that University of Wollongong library books will not be permitted in a specific examination, he or she will ensure that students are advised in advance, and that a statement prohibiting their use appears on the header page of the examination paper.



## 8 Alleged Academic Misconduct in University Examinations

The following procedure is guided by the Academic Misconduct (Coursework) Procedures.

### Initial Determination by Examination Supervisor

1. Any material or item on or under a student's desk, chair or person will be deemed to be in their possession.
2. Any breach of the Examination Rules may constitute alleged academic misconduct even if it cannot be demonstrated that the student gained an advantage as a result of the breach. For example, if a student takes study notes into the examination room but does not read them or remove them from their pocket, it may still constitute academic misconduct.
3. An examination supervisor who has reason to believe that a student has breached, is breaching, or is attempting to breach the Examination Rules will immediately approach the student, collect any unauthorised item or other relevant evidence, and provide a written report of the incident to a representative from SASD as soon as possible.
4. A student may bring an allegation of academic misconduct by another student undertaking an examination to the attention of the examination supervisor. The examination supervisor will determine whether there is sufficient evidence that academic misconduct is occurring or may have occurred. If there is sufficient evidence, the allegation will be investigated by a representative from SASD.
5. The student will normally be permitted to complete the examination but may be required to leave the examination room immediately in circumstances where their actions cause a disturbance or are likely to disturb another student.

### Investigation by Representative from SASD

6. A representative from SASD will discuss the matter with the student immediately after the examination in order to assist in providing relevant supporting information.
7. The principles of procedural fairness will be employed while discussing the matter with the student. This means that the student will be presented with all the evidence relating to allegations of academic misconduct, and be given an opportunity to discuss the circumstances with an unbiased member of staff in a manner that is mindful of the stress associated with such allegations.
8. The representative from SASD will seek to obtain a student response to the allegation.
9. The representative from SASD will keep an adequate record of the discussion.
10. The representative from SASD will notify the Subject Coordinator of the incident. The representative from SASD will gather and record any additional context provided by the Subject Coordinator, if applicable.

### Referral to Academic Integrity Officer

11. Within five working days of the incident, the representative from SASD will refer the case to the Academic Integrity Officer, including:
  - a. a detailed explanation of the allegation,
  - b. a summary of key evidence supporting the allegation,
  - c. a summary of the discussion or interview with the student,





- d. a summary of any discussion with the Subject Coordinator, if applicable, and
- e. supporting materials.

## 9 Special Conditions for Examinations

### Reasonable Adjustments

1. The Student Administration Services Division (SASD) will make alternative arrangements, where appropriate and practical, for students who register with the Disability Liaison Officer and require reasonable adjustments to their examination conditions.
2. Approval may be given for a University examination to be held for individual students with a disability at a time other than the published time, as prescribed by Disability Services. These examinations will be held during the end-of-session examination period.
3. Students for whom reasonable adjustments to examination conditions are being made must make themselves available at the designated time and will observe the conditions prescribed for them by Disability Services and SASD, in addition to those specified in this procedure and in the Examination Rules.
4. Students for whom reasonable adjustments to examination conditions are being made will be accommodated in examination rooms separate to the mainstream examinations.
5. Students for whom reasonable adjustments to examination conditions are being made will be permitted to eat and drink items other than those specified in section [7.3](#) during their examinations, provided that this is a specific requirement of their adjusted examination conditions.

### Scheduling Clashes

6. When an unavoidable clash occurs in the scheduling of an examination for a particular student, the Student Administration Services Division (SASD) will make alternative arrangements where appropriate and practical.
7. Approval may be given for a University examination to be held for individual students with a scheduling clash at a time other than the published time, as prescribed by SASD. These examinations will be held during the end-of-session examination period and will be communicated to students in accordance with section [5.4](#).
8. Students for whom special arrangements are being made must make themselves available at the designated time and will observe the conditions prescribed for them by SASD, in addition to those specified in this procedure and in the Examination Rules.

### Individual Scheduling Difficulties

9. Where a student considers that he or she has a serious individual scheduling difficulty with the examination timetable, the student must advise the Student Administration Services Division (SASD) and request that alternative arrangements be made.
10. Requests for alternative arrangements must be made immediately after the scheduling difficulty becomes apparent and by the date specified by SASD for corrections to the timetable.
11. Acceptable grounds for individual scheduling difficulty requests include but are not limited to:
  - a. two examinations overlapping due to extra time provisions,
  - b. more than two examinations scheduled within a twenty-four hour period,



- c. more than three examinations scheduled within a forty-eight hour period,
  - d. examinations scheduled at different designated examination centres on any one day, or
  - e. any of the extenuating circumstances outlined in section 5.2.b of the Student Academic Consideration Policy.
12. Approval may be given for a University examination to be held for individual students with an individual scheduling difficulty at a time other than the published time, as prescribed by SASD. These examinations will be held during the end-of-session examination period.
  13. SASD will notify the student as soon as possible of any decision and any special arrangements made in relation to the individual scheduling difficulty.
  14. Students for whom special arrangements are being made must make themselves available at the designated time and will observe the conditions prescribed for them by SASD, in addition to those specified in this procedure and in the Examination Rules.

## 10 Distance and Flexible Examinations

1. Heads of Academic Units may request that SASD coordinate standard examinations for students enrolled in distance or flexible modes according to the conditions set out in this procedure.
2. Examination centre allocation will be made according to the home address which is recorded on the Student Management Package (SMP Central) eight weeks before the scheduled examination period.
3. Communication with students enrolled in distance or flexible modes regarding distance education examination arrangements will be conducted by UOWmail.
4. Students studying a subject in distance or flexible mode and residing within a reasonable travelling distance of a designated examination centre are required to either:
  - a. travel to a designated examination centre where the standard examination is scheduled, or
  - b. travel to a designated examination centre where arrangements will have been made for the student to sit the examination,as determined by SASD.
5. Where SASD is unable to allocate a student to a designated examination centre, the student will be required to make alternative arrangements for supervision in accordance with the following requirements:
  - a. The examination supervisor must not be a relative, friend, or friend of the student's family.
  - b. The examination supervisor must not have any vested interest in the student's studies.
  - c. The examination supervisor must be able to speak, read and write in English, to ensure effective communication between SASD and the examination supervisor and to ensure that examination procedures and instructions are understood.
  - d. The examination supervisor must be able to keep the examination materials locked in a secure location before the examination.
  - e. The examination supervisor must agree not to divulge by any means the contents of the examination paper to any person.



- f. The examination supervisor must be a current member of one of the following professions, and be able to provide evidence in the form of original letterhead or business card, or in the case of a Justice of the Peace or police officer, a badge number or ID number:
- approved staff member at a higher education institution (preferred)
  - minister of religion or other religious leader
  - police officer
  - school teacher
  - Justice of the Peace
  - Certified Practising Accountant, Chartered Accountant or Chartered Engineer
  - solicitor
  - librarian
  - doctor
- g. Students making alternative distance supervision arrangements must undertake their examination on the same date and specified Australian Eastern Standard Time as the published schedule for internal students at the designated examination centre. Where this is not practicable in overseas examination centres, the student must advise SASD as soon as possible and request that an alternative time be approved. SASD will consider such requests in consultation with Heads of Academic Units.
- h. It is the responsibility of the student to submit nomination forms for alternative supervision arrangements, with appropriate evidence, in the manner and timeframe as prescribed by SASD. Failure to do so may result in the examination arrangement not being finalised and the student not being able to complete the assessment requirements.
- i. Any reasonable costs incurred by students sitting examinations in Australia will be met by SASD.
- j. Any costs incurred by students sitting examinations in an overseas examination centre will be the responsibility of the student and will not be reimbursed by SASD.

## 11 Interruptions in Examinations

1. Examinations will be interrupted where a situation arises that threatens the life or safety of any person or significantly affects the conditions in the examination room.
2. In the event of power failure, an examination supervisor will advise students to stop writing while the expected duration of the blackout is determined. If the duration is expected to be 30 minutes or less, students will remain seated and resume the examination when power is restored. In these circumstances, the provision for extra working time will be decided by a representative from SASD. The examination will be terminated once 30 minutes of power failure has elapsed.
3. In the event of the threat of an explosive device or fire, or of any other threat to physical safety and security, students and examination supervisors will evacuate the examination room. Students will be instructed to leave examination papers and examination answer booklets on their desks and to take only their personal belongings. Security staff, the Police or the Fire Brigade (as appropriate) will check the examination room. Examination supervisors will collect examination materials when the authorities declare it is safe to re-enter the examination room.



4. The Student Administration Services Division (SASD) cannot maintain examination conditions during the evacuation of an examination room. An examination will formally terminate when an evacuation occurs. SASD will notify in writing all relevant Heads of Academic Units when an examination has been terminated.
5. In the event of an examination being terminated following an interruption outlined in section [11.1](#), students will be assessed on the basis of the incomplete examination where possible. However, Heads of Academic Units may determine that:
  - a. students will sit another examination, or
  - b. students will complete an alternative assessment task in addition to or instead of being assessed on the basis of the incomplete examination.
6. Heads of Academic Units may discuss with SASD the feasibility of rescheduling a University examination.
7. Heads of Academic Units must notify students of the final assessment arrangements in writing as soon as possible, and no later than five working days after the examination.

## 12 Responsibilities

1. The Student Administration Services Division (SASD) has a responsibility to schedule and manage University examinations, including but not limited to:
  - a. provide timetables for examinations
  - b. arrange the printing and distribution of examination papers
  - c. arrange the supervision for examinations and oversee conduct in the examination rooms
  - d. act on advice from Accessibility and Inclusion Advisors regarding reasonable adjustments to individual examination arrangements
  - e. report alleged breaches of Examination Rules to relevant Academic Integrity Officers
  - f. notify examiners as soon as possible when completed examination materials are ready for collection from the Examinations Office, and
  - g. ensure that examination papers are released to the Library according to the advice of the examiner.
2. Heads of Academic Units have a responsibility to:
  - a. certify examination papers.
3. Examiners have a responsibility to:
  - a. supply SASD with details of examination requirements and permitted materials by the specified closing date
  - b. arrange delivery of examination papers to SASD by the scheduled date
  - c. arrange the printing, security and delivery of examination papers not received by SASD by the scheduled date
  - d. notify SASD whether an examination paper for a subject should be released to the Library



- e. ensure that they, or their nominee with delegated authority, are able to be contacted by telephone for the duration of the examination
  - f. ensure that they, or their nominee with delegated authority, have access to a current version of the examination paper for the duration of the examination
  - g. ensure that they, or their nominee with delegated authority, are able to answer any reasonable questions about the content of the examination paper, and
  - h. ensure that they, or their nominee with delegated authority, collect completed examination materials from SASD.
4. Students have a responsibility to:
- a. ensure that they are familiar with and comply with all Rules, standards, codes, policies, guidelines and procedures relating to examinations
  - b. ensure that they are available during the scheduled examination periods where an examination is an assessment requirement for any subject in which they are enrolled
  - c. inform themselves of the examination timetable
  - d. ensure that clashes in their examination timetable are identified and to advise SASD of serious individual difficulties arising from the examination timetable
  - e. produce valid photographic identification containing a signature in an examination
  - f. be present at examinations at the correct location and at the correct time
  - g. ensure that no unauthorised items are brought into the examination room
  - h. ensure that their actions in an examination do not distract or disadvantage other students during an examination
  - i. advise the examination supervisor before leaving the examination venue if they become ill during their examination, and
  - j. comply with any instruction given by an examination supervisor for the proper conduct of an examination.



### 13 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	1 January 2012	University Council	First Version
2	7 October 2016	University Council	Consequential amendments following the approval of new Teaching and Assessment Policy Suite. Amendments to supporting documents, procedures and forms of this policy.  Updated to rebranded template.
3	26 March 2019	Chief Administrative Officer	Consequential amendments following endorsement by Academic Senate and approval by Council regarding the Examination Rules.
4	18 December 2020	Chief Operating Officer	Administrative amendments to reflect divisional and faculty realignments.
5	3 March 2023	Vice Chancellor	Administrative amendments to reflect divisional realignment and title changes.