



EXAMINATION PROCEDURE FOR OFFSHORE STUDENTS

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Responsible Division & Unit:	Academic Administration Student and Accommodation Services Division		
Supporting documents, procedures & forms of this policy:	Examination Rules Coursework Rules Student Conduct Rules Teaching and Assessment: Code of Practice – Teaching Teaching and Assessment: Assessment and Feedback Policy Teaching and Assessment: Subject Delivery Policy Academic Integrity Policy Student Academic Consideration Policy Examination Procedure		
Relevant Legislation & External Documents:	University of Wollongong Act 1989 (NSW) University of Wollongong By-Law 1991 (NSW)		
Audience:	Public		

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Contents

1	Purpose of Procedure	3
2	Definitions	3
3	Application and Scope	3
4	Principles	3
5	Scheduling and Conditions of Examinations	3
6	Examination Papers	4
7	Materials in Examinations	4
8	Alleged Academic Misconduct in University Examinations	6
9	Special Conditions for Examinations	7
10	Interruptions in Examinations	8
11	Responsibilities	9
12	Version Control and Change History	11



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 staff and students on the process to be followed when conducting and undertaking examinations for courses delivered in collaboration with a partner institution.

2 Definitions

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

3 Application and Scope

1. This procedure applies to students of the University of Wollongong who are undertaking examinations at a partner institution and staff involved in the facilitation of the examinations.
2. This procedure specifies the minimum requirements for examinations conducted at a partner institution.
3. 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. 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.
2. The partner institution will schedule examination timetables which will be submitted to the relevant academic unit at UOW for approval. 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](#).
3. Examination timetables will be distributed by the partner institution at a time and date determined by the relevant academic unit at UOW.



4. University examinations will not be conducted during the weeks designated for teaching in any session, with the exception of supplementary and deferred examinations.
5. 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 standard examination room allowing the facilitation of paper-based examinations, and
 - c. supervision by individuals who have no knowledge of the subject being examined.
6. Examinations will not be conducted on Sundays or Public Holidays.
7. 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. Examination papers must be in the format approved by UOW including a header page containing the minimum requirements for information about the examination, as specified by the Student and Accommodation Services Division (SASD).
2. Examination papers must include a footer containing version control information and page details to assist with the quality assurance process.

Submission

3. All examination papers must be approved by the relevant academic unit at UOW.
4. Examination papers must be transferred by the partner institution and UOW securely via the method approved by the relevant academic unit at UOW, which may include a share file or a secure server.
5. The partner institution is responsible for printing the examination papers once approved by the relevant academic unit at UOW.
6. 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.

Distribution of Completed Examination Material

7. Following the examinations, completed examination material will be returned to UOW by the date specified in the partner institution's Collaborative Delivery Agreement or equivalent agreement, where applicable.

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. International Identity Card or other form of identification as specified in the Examination Rules
 - b. pens, pencils, erasers, rulers and other drawing instruments
 - c. purses, wallets, watches, keys, glasses cases, contained in a sealable, clear plastic 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 sealable, clear plastic 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. sweets/lollies, without a wrapper and stored in a sealable, clear plastic 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.

8 Alleged Academic Misconduct in University Examinations

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

Initial Determination and Investigation 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 and collect any unauthorised item or other relevant evidence.
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 in accordance with section 8.3.
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.
6. The examination supervisor 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 examination supervisor will seek to obtain a student response to the allegation.
9. The examination supervisor will keep an adequate record of the discussion.
10. The examination supervisor will notify the Subject Coordinator and Academic Program Director of the incident. The examination supervisor will gather and record any additional context provided by the Subject Coordinator and Academic Program Director, if applicable.

Referral to Academic Integrity Officer

11. Within five working days of the incident, the examination supervisor 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 and Academic Program Director, if applicable, and
 - e. supporting materials.

9 Special Conditions for Examinations

Reasonable Adjustments

1. The partner institution will make alternative arrangements, where appropriate and practical, for students who register with the partner institution 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 the partner institution in consultation with the relevant academic unit at UOW. 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 the partner institution in consultation with the relevant academic unit at UOW, 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 partner institution 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 the partner institution. These examinations will be held during the end-of-session examination period and will be communicated to students in accordance with section [5.3](#).
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 the partner institution, 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 partner institution 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 the partner institution for corrections to the timetable.
11. Acceptable grounds for individual scheduling difficulty requests include but are not limited to:
 - a. two examinations at the same time including any overlap,
 - 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 the partner institution. These examinations will be held during the end-of-session examination period.
13. The partner institution 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 the partner institution, in addition to those specified in this procedure and in the Examination Rules.

10 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 the appropriate staff member from the partner institution. 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 partner institution cannot maintain examination conditions during the evacuation of an examination room. An examination will formally terminate when an evacuation occurs. The partner institution 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 [10.1](#), 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 the partner institution 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.

11 Responsibilities

1. Administrative staff at partner institutions have a responsibility to:
 - a. establish appropriate procedures approved by the relevant academic unit at UOW and SASD in accordance with this procedure
 - b. provide timetables for examinations subject to UOW's approval
 - c. arrange the printing and distribution of examination papers
 - d. arrange the supervision for examinations and oversee conduct in the examination rooms
 - e. report alleged breaches of Examination Rules to relevant Academic Integrity Officers, and
 - f. return examination material to academic units.
2. Heads of Academic Units have a responsibility to:
 - a. certify examination papers.
3. Examiners have a responsibility to:
 - a. arrange delivery of examination papers to the partner institution by the scheduled date
 - b. ensure that they, or their nominee with delegated authority, are able to be contacted by telephone for the duration of the examination
 - c. 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, and
 - d. ensure that they, or their nominee with delegated authority, are able to answer any reasonable questions about the content of the examination paper.
4. Students have a responsibility to:



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- 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 the partner institution 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.



12 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	13 February 2018	Chief Administrative Officer	Consequential amendments following approval by Academic Senate and Council regarding the Examination Rules.
4	23 November 2018	Deputy Vice-Chancellor (Administration)	Consequential amendments following approval of Compassionate and Compelling Guidelines.
5	26 March 2019	Chief Administrative Officer	Section 9.11e. Updated to remove compassionate and compelling and replace with extenuating and reference section 5.2.b of the Student Academic Consideration Policy.
6	18 December 2020	Chief Operating Officer	Administrative amendments to reflect divisional and faculty realignments.