

# Examination Policy – Higher Education - Martin

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**Policy Code:** ACA-040    **Version:** 3.0    **Effective Date:** 27 April 2017

## Purpose:

This policy details the College's requirements around examination practices.

**Definition of “College”** – *Study Group Australia Pty Limited trades in the higher education sector as Martin College and Martin Higher Education (Martin). For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names.*

**Scope:**

- All Higher Education Students

## Policy Statement

Examinations play an integral part in assessing the skills and knowledge attained by students as a result of studying a particular subject. The College conducts written examinations in many higher education subjects, and expects students to be aware of the associated requirements of those examinations. This policy outlines the basic principles supporting examinations at the College and the expectations of both students and staff. This policy should be read in conjunction with the College’s [Assessment Policy – Higher Education](#) which outlines the broader assessment principles of the College.

## Examination Principles

### 1. Examination times are advertised widely

The Examination Timetable is published for all students on the LMS. Each Trimester, students are notified of its publication via an email notice and a notice on the LMS.

Examinations held in class time will not be shown on the Examination Timetable, but will be clearly outlined within the relevant Subject Outline.

## 2. Examination instructions are provided in class

Any instructions specific to the examination are provided by the lecturer in the class prior to the examination being conducted. For example, if an open book examination is to be held in class the following week, the lecturer will outline how many pages of notes are allowed to be brought into the exam. If the examination is to be held in the examination period for the Trimester, examination instructions will be provided in the last class of the Trimester.

## 3. Quizzes are examinations

Some subjects include multiple small examinations known throughout the College as 'quizzes'. These quizzes are considered simply to be smaller examinations and should be considered by students to be just as important as final examinations.

## 4. Only certain examinations are deferrable

Only examinations which are worth 15% or more of the final grade for a subject are able to be deferred.

## 5. Examinations assess learning outcomes

Examinations will assess a student's grasp of published subject learning outcomes. Final examinations will assess most (if not all) learning outcomes for the subject, while quizzes and mid-trimester examinations will assess only some learning outcomes.

## 6. Examination types are varied

Throughout a typical course of study, students will undertake a variety of examination types including, but not limited to:

Written examinations:

- Multiple choice
- Short answer
- Extended response
- Case studies
- Essay questions
- Open book.

A number of the above examination types may be combined in one examination.

## 7. Examination papers are unique

Every written examination is offered with an examination paper unique to that cohort and examination time. A total of three (3) unique examination papers are produced each time a subject is offered. This ensures that there are different papers for students sitting the exam at the scheduled time, the scheduled deferred time, and allowing for one additional examination time (e.g. a clash exam or special circumstances alternative exam).

## Examination Timetable

### On campus & Online study

Final examinations for those students studying on campus are held in the examinations period of the trimester as outlined on the College Calendar.

The Examination Timetable is published for all final exams and is placed on the LMS at least six (6) weeks prior to the examination period. Its availability is advertised to students through notices on the LMS.

Final examinations are held between 8am and 9.30 pm, Monday to Saturday as per normal scheduled class times. Students will not normally be required to undertake final examinations on more than three days in succession, nor to take more than four final examinations in three successive days. However students studying subjects out of the recommended course structure cannot be guaranteed of this arrangement.

All on campus students are expected to be available to attend campus for the entire examination period at the campus at which they normally attend class.

Incorrectly reading or misunderstanding the examination timetable will not be accepted as a reason for failure to attend an exam.

Details of examinations to be conducted at other times throughout the Trimester (e.g. in class or online) are clearly outlined within the relevant Subject Outline.

Students studying online but living within 100km of a campus **must** attend the on campus examination at the published time for their online cohort (if more than 100km from a campus, see [External Exams & Invigilation](#)).

Incorrectly reading or misunderstanding the examination timetable will not be accepted as a reason for failure to attend an exam, nor will a clashing on-campus class (see [Attendance Policy – Higher Education](#)).

Details of examinations to be conducted at other times through the Trimester (e.g. in class or online) are clearly outlined within the relevant Subject Outline.

## Examination Attendance & Submission

In keeping with the [Assessment Policy – Higher Education](#), students are strongly encouraged to attend and complete all examinations in order to attain a final grade that fully represents the student's total knowledge of the subject and to provide the greatest chance for academic success.

The College has set the following rules around attendance and submission of examinations to ensure fair and equitable treatment of all students on such matters:

- All on campus examinations must be attended at the appointed time,
- All examination papers must be submitted to the examination invigilator prior to leaving the room (or the lecturer/tutor if the examination is held in class time).
- Students arriving more than 30 minutes after the published examination start time will not be permitted to enter the examination room and should visit reception immediately to discuss possible special consideration or options for deferral of examination.
- Misreading subject codes or failing to check / forgetting the examination time will not be considered an acceptable reason for a deferred examination, as it is the responsibility of the student to 'be well informed about course requirements and seek academic assistance if in doubt' (as per the [Student Code of Conduct – Higher Education](#)).
- Online quizzes must be completed and submitted through the LMS within the stated window in which they are offered.
- Quizzes not completed by the advertised closing time (even if students have commenced the quiz), will still be closed at that time and the quiz considered to be incomplete.
- Students failing to attend/submit an examination or quiz with no satisfactory explanation will receive a mark of 0 for the examination unless they are granted a deferred examination or special consideration (see below).

Attendance at examinations must be prioritised over any other clashing class attendance. Any student requesting a deferred or clash examination due to other class attendance requirements will be denied.

## Approved Materials in Examinations

Students are required to take their College ID into all examinations and are also permitted to take one bottle of water into the examination (no other food or drink will be permitted). Pens will be supplied. Students are not permitted to take their own pens into the examination.

Any other approved items to be taken into an examination will be outlined by the lecturer prior to the examination period e.g. simple calculators (not scientific). The examination invigilator will outline the approved location within the room for any personal belongings taken into the examination room; any belongings not placed in this location may be removed from the student for the period of the examination.

## Written Material

Unless identified as an [Open Book Examination](#), students will not be permitted to take any written material into an examination. This includes any written material on [electronic devices](#), paper, or any other written material at all (including on their body such as arms).

Any translation dictionaries taken into an examination by an approved student with English as a Second Language (as outlined below) must be presented to the examination invigilator prior to the start time of the examination, for ensuring the dictionary does not contain any further unauthorised written material.

If students are identified as having unauthorised written material within an examination room prior to the examination start time (regardless of the details of that written material):

- They will be requested to leave the room immediately to dispose of the written material (e.g. to leave papers outside or wash arms if writing is on them).
- The examination start time will not be delayed to wait for students to return to the room.
- Students will have up to 30 minutes to re-enter the examination room as outlined above.

If written material is identified after the examination has started, students will be required to leave the examination room immediately and not return; they will be referred under the [Academic Integrity Policy – Higher Education](#).

If a student requests to leave the examination room at any stage during the examination (e.g. toilet break), they will be escorted to and from the requested location. On re-entering the examination room, the student will be required to reveal to the examination invigilator anything which may be in their hands or pockets, to ensure continued academic integrity is maintained.

## Open Book Examinations (including Online Quizzes)

Open book exams seek to assess a student's understanding of key concepts, rather than recall or memorisation. Open book exams are important tools as an assessment method

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and students should be diligent in preparing for such an exam, as the key is locating information in a quick and timely manner.

In an open book exam on campus, students may bring in hardcopy reference material, including handwritten notes, hardcopy dictionaries and textbooks with any annotations. The lecturer will advise students in the last week of lectures before the exam of what hardcopy material will be allowed for that particular exam. No electronic devices will be allowed into an open book examination.

For online quizzes, students may access any hard or soft copy reference material they feel would be of assistance.

It is a student's responsibility, whether on campus or online, to be equipped with the necessary tools for exams or quizzes (including textbooks, dictionaries, notes, software packages etc), and lack of preparation or equipment will not be accepted as reason for deferral of examination.

## Electronic Devices

Simple calculators may be allowed into an open book exam only if it is a mathematically-based exam and requires complicated calculations to be completed. Students must check with the subject lecturer in advance if calculators have been approved for use in their particular exam. No formulas or any other information are permitted to be stored or written on any part of the calculator. Other devices which are not primarily calculators but which have a calculator function (e.g. phones) are **not** permitted.

Any other type of electronic device including laptop computers, iPads, tablet computers, electronic dictionaries and digital pen cameras are not permitted in the exam room at any time, in an open book or a closed book exam.

Mobile phones are not permitted to remain on your person at any stage during an exam. If a student requires a mobile phone to be accessible in case of emergency, the mobile phone must be left with an examination invigilator. Students are not permitted to actively use their mobile phone during an exam, as this is considered academic misconduct and the student will be referred under the [Academic Integrity Policy – Higher Education](#).

## External Exams and Invigilation

If you are studying in online mode and the subject has a final exam, you are **required to attend** the exam at your closest College campus. If you live more than 100 kilometres from a campus and studying in online mode, you are eligible to apply for an external invigilator to oversee your final exam.

External invigilation can be overseen by a:

- qualified medical practitioner
- librarian
- professional (e.g. lawyer, banker, academic)
- professional examination invigilator (e.g. exam centre or at another higher education institution).

External invigilation **cannot** be overseen by a family member, personal friend or work colleague.

External invigilators must agree to undertake this role in a voluntary capacity with no expectation of payment of any kind. The exception to this is if the student chooses to engage a professional examination invigilator (e.g. at an exam centre or another higher education institution), in which case the student will be responsible for any payments or outgoings to the invigilator. The College will not, under any circumstances, accept or pay any remittance advices for external examination invigilation.

Regardless of the method of engagement by the student, the invigilator and the conditions under which the examinations are completed, **must** be approved by the College.

If you are eligible to apply for external invigilation:

- You must submit the [Nomination of External Exam Invigilator Form](#) at least **one calendar month prior** to the final exam period.
- This form will be assessed by the College and you will be notified of the acceptance or otherwise of your nominated invigilator no later than 2 weeks prior to the exam period.
- Upon approval, the examination will be mailed to the invigilator with instructions on how to conduct the examination. Student contact details will not be considered acceptable in lieu of invigilator details; invigilators must be personally contactable by the College.
- At the time of the examination, the invigilator will ensure that the student completes the exam under examination conditions, ensuring that the student does not consult any reference or course materials during the examination and that the student completes the exam on time.

- At the end of the examination the invigilator will place the completed paper or marking guide in an express post envelope provided by the student, and return it to the College for marking.
- Details will be provided in advance of where to send the completed examination documentation.

Further details can be found in the [External Exam Invigilator Approval Procedure](#).

Please note – this process applies only for those subjects in which the student is enrolled in online mode. No applications for external exam invigilation will be accepted for any students enrolled in on campus mode for the subject.

## Deferral of Written Examinations

In certain situations, students may apply for deferral of a written examination worth over 15% of the final grade for the subject if there are circumstances that significantly hamper their ability to attend at the scheduled examination time. These circumstances include:

- Serious personal or emotional trauma (such as a death in the immediate family)
- Exceptional circumstances involving serious student illness which would prevent attendance at the examination
- Religious observances which clash with the published Examination Timetable
- Sporting or cultural commitments at State, national or international level.

Deferral of examination will **not** be granted for:

- Other study commitments (including class attendance)
- Work commitments
- Holiday arrangements
- Social and leisure events or personal commitments
- Misreading the examination timetable
- Lack of preparedness (e.g. student does not have access to set text for open book exam)
- Forgetfulness.

Special Circumstances may apply in relation to events such as travel overseas, work commitments or important functions such as weddings. These will be reviewed on a case by case basis on consideration of the facts and the supportive documentation supplied. If applying for a deferral for a significant event such as a wedding, a formal request must be submitted **prior to census date** of the teaching period in which you are seeking a deferral wherever possible.

Applications for deferral of written examination will not be granted where the relevant decision-maker is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student missing the examination.

Applications for such consideration should be submitted at least three days **before** the scheduled date of the examination. In rare situations where that is not possible, applications will be accepted until three business days after the scheduled examination date. To apply for deferral of examination, students must complete the [Deferred Examination Application Form](#) and submit this to a Student Adviser on their local campus within the above timeframes. The application form must be accompanied by documentary evidence supporting the application for deferral.

The application will be forwarded to the Senior Student Adviser on the campus for decision on the application within five (5) business days. In cases where a Senior Student Adviser is not available on campus or requires further advice on the situation, the application will be forwarded to the National Manager - Student Services and/or the National Examination Coordinator for consultation (if necessary) with the Director, Student Services & Retention and decision on the application within seven (7) business days.

Please note – if the student is claiming serious illness as their reason for deferral application, a medical certificate will be required which details the student's lack of fitness to sit an exam on all available exam dates (e.g. where an online quiz is available for a week, the medical certificate must cover the full week).

All other examination / quiz assessment items must be attempted at the appointed time.

## Timing of Deferred Examinations

Deferred examinations will be held in a set week noted in the College calendar (also advertised on the LMS). This date will normally be within four weeks of the end of the Trimester in which the examination was deferred.

If the student is unable to attend the advertised deferred examination time due to the same situation as applied in their original examination deferral application, they must contact their local Student Adviser for consultation with the National Examination Coordinator to discuss further options.

Students who fail to sit the deferred examination at the advertised and notified deferred examination time without any notification to the College will automatically fail the examination.

## Clash Examinations

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## On campus

If two (2) or more exams are scheduled at the same time, students can apply for a consideration of an alternative exam time by completing and submitting the [Clash of Exams Notification Form](#) by the date advertised on the campus Examination Timetable. Any forms received after this date will not be considered eligible for an alternative exam time.

The National Examination Coordinator decides which subjects will be rescheduled and which will remain. Clash exams for on campus study are normally staged on the last day of the exam period.

## Online

If two (2) or more exams are scheduled at the same time, this will be identified by the National Examination Coordinator through the monthly examination scheduling process and students will be notified via email of the revised final examination timetable. Students are not required to fill out any paperwork in this case.

The National Examination Coordinator decides which subjects will be rescheduled and which will remain.

## Results Release after Deferred Examinations

Results are normally released at the end of a Trimester prior to the deferred examination period. Any student who has an approved deferred examination for that Trimester will receive an Incomplete grade for that subject until such time that the deferred examination is marked and the grade released. Results are released for deferred examinations as soon as possible after marking is completed and students will be notified via the LMS. An incomplete grade may effect enrolment in the following teaching period if that subject was a pre-requisite for another. Students who believe their enrolment in the following teaching period may be effected by incomplete grades (due to pre-requisite requirements) should discuss their individual situation with their campus Student Adviser.

## Alternative Examinations

Under some circumstances, students may be offered the opportunity to sit an alternative examination outside of the examination period. These circumstances may include resolving a grade appeal or other academic situations where the [Grievance Policy – Higher Education](#) or [Special Consideration Policy – Higher Education](#) has been applied. If this occurs, students will be contacted in writing (usually via email) to advise them of the alternative examination date and time; this time is not negotiable. Where possible, this time





It should be noted that applications for special consideration will not be granted where the Director, Student Services & Retention is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student missing the examination date. Please refer to [Special Consideration Policy – Higher Education](#) for further details.

## Academic Integrity (e.g. cheating and plagiarism)

Students are accountable to standards of professionalism and ethics throughout their course of study and therefore the College takes a strong position on cheating and plagiarism (academic integrity). All students must ensure that their examinations are appropriately protected and that they follow the examination instructions when preparing possible materials to take into examination.

Please refer to the [Academic Integrity Policy – Higher Education](#) for details on academic dishonesty and the consequences for students who breach this policy.

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## Related Procedures:

[External Exam Invigilator Approval Procedure](#)

### Definitions:

**Academic Dishonesty** - seeking to obtain or obtaining academic advantage by dishonest or unfair means or knowingly assisting another student to do so. Academic dishonesty includes, but is not restricted to:

- The act of plagiarism or assisting another student to commit plagiarism
- The act of collusion
- Allowing one's work to be copied or appropriated in some other form by another student
- Taking unauthorised information, materials or aids into an examination, irrespective of whether the unauthorised objects relate directly to the examination content (refer to Exam Administration Guidelines)
- Using unauthorised information, material or aids in an examination
- Submitting, as a new work, an assessment piece that has been previously submitted and assessed for another

subject/unit of study or award, without appropriate acknowledgment and/or prior permission of lecturer

- Using experimental results or data obtained or gathered by another person without appropriate acknowledgement of the other person's contribution
- Fabricating or falsifying information or data
- Failing to give accurate acknowledgement to other collaborators' contributions to an assessment piece
- Tampering or attempting to tamper with assessment items, grades or class records
- Falsifying or fabricating clinical, practical or laboratory reports
- Acquiring, attempting to acquire, possessing or distributing examination or assessment materials without the approval of the College.

**Examination Invigilator** – supervises the examination and ensures academic integrity is maintained in the examination room throughout the time allowed for the examination. In the examination room, the Invigilator's decision is final and not negotiable. If a student is requested to leave an examination by the Invigilator, they must do so immediately without further discussion. If the student believes they were asked to leave the examination without just cause, the student must follow the relevant steps in the [Grievance Policy – Higher Education](#) or the [Complaints and Appeals Policy - International](#).

**Student** – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

## Further Information:

**Related Policies:** [Academic Integrity Policy – Higher Education](#)  
[Assessment Policy – Higher Education](#)  
[Complaints and Appeals Policy - International](#)  
[Grievance Policy – Higher Education](#)

[Special Consideration Policy – Higher Education](#)

[Students At Risk \(Academic Standing\) Policy – Higher Education](#)

**Benchmarking:** Flinders University, University of Newcastle, RMIT, Deakin University, University of Queensland, Christian Heritage College, Endeavour College of Natural Health

**Supporting  
Research and  
Analysis:** N/A

**Related  
Documents:** [Clash of Exams Notification Form](#)  
[Deferred Examination Application Form](#)  
[Nomination of External Exam Invigilator form](#)  
[Special Consideration Application Form](#)

**Related  
Legislation:** N/A

**Guidelines:** N/A

<b>Policy Author:</b>	National HE Compliance Manager – Elissa Holswich
<b>Policy Owner:</b>	Director of Education, Martin HE
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<b>Policy Status:</b>	New
<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• Director, Student Services &amp; Retention</li> <li>• Heads of Department</li> <li>• Exam Invigilators</li> <li>• National Examination Coordinator</li> <li>• Student Services staff</li> </ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"> <li>• Director of Education</li> <li>• Director, Student Services &amp; Retention</li> <li>• Heads of Department</li> <li>• All Academics</li> <li>• National Examination Coordinator</li> <li>• Student Services staff</li> <li>• Higher Education Students</li> </ul>