

Examination Policy – Higher Education

Policy Code: ACA-029 **Version:** 14.0 **Effective Date:** 9 March 17

Purpose:

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

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. 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 both practical and 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 ePortal and the LMS. Each Semester, students are notified of its publication via a notice on the ePortal and the LMS. Additionally, the date for release of the Examination Timetable is clearly outlined on the College-wide Student Calendar, available on the College's website.

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 Semester, examination instructions will be provided in the last class of the Semester.

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-semester 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

Practical examinations:

- Practical exercises.

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 study

Final examinations for those students studying on campus are held in the examinations period of the semester:

- weeks 15 & 16 for practical exams and
- weeks 17 & 18 for written exams.

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

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 Semester (e.g. in class or online) are clearly outlined within the relevant Subject Outline.

Online study

Final examinations for those students studying online are held in the examinations period of the cohort teaching period. This is a one week period as published within the

Student Calendar (online study).

The examination details for the final exam for each subject delivered online are published on the LMS under the relevant subject link at least six (6) weeks prior to the examination week. These details are published as a note via The Loop (i.e. the subject discussion forum page). Students are reminded of examination details via another note on The Loop two (2) weeks prior to the exam week by the National Examination Coordinator.

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](#)).

Please note – online students are **not** eligible to attend an examination scheduled for the on campus cohort and **must only** attend the scheduled examination for their online cohort.

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 or clinic (see [Attendance Policy – Higher Education](#)).

Details of examinations to be conducted at other times through the Semester (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.

All on campus examinations must be attended at the appointed time, with the examination 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 circumstances or options for deferral of examination. Please note that 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 Charter and Code of Conduct); forgetting the start time of an examination, misreading subject codes or failing to check the time on the ePortal will not be considered an acceptable reason

for a deferred examination.

Online quizzes must be completed and submitted through the LMS within the stated window (usually one week) in which they are offered; if quizzes are not completed by the advertised closing time (even if students have commenced the quiz), they will still be closed at that time and the quiz considered to be incomplete.

A student who fails 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 circumstances (see below).

Attendance at examinations must be prioritised over any other clashing clinic or class attendance. Please see the [Attendance Policy – Higher Education](#), Clinics section, regarding how to make up a missed clinic in this case. Any student requesting a deferred or clash examination due to clinic 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. Eg. 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 (regardless of the details of that written material) prior to the examination start

time, 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, however 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](#) or the [Student Misconduct Policy](#).

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 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 science-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 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.

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 Endeavour 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, or professional (e.g. lawyer, banker), or 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 clinic or 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 Student Services Team Leader on the campus for decision on the application within five (5) business days. In cases where a Student Services Team Leader 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 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).

Some practical examinations may also be deferred if certain circumstances apply. Please see [Practical Examinations](#) section below for further information.

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

Timing of Deferred Examinations

Deferred examinations are held on a date scheduled by November of the previous calendar year and advertised on the Student Calendar (available on the College's website or via the student ePortal). For on campus subjects, this date will normally be in the second half of the same Semester for mid-semester deferred examinations, and during the end-of-Semester break immediately following the Semester in which the

examination was deferred for final examinations. For online subjects, deferred examinations are timetabled with the next online cohort sitting examinations.

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 should 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

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 Semester prior to the deferred examination period (as outlined in the published Student Calendar). Any student who has an approved deferred examination for that Semester 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 ePortal. 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](#) or [Special Consideration Policy](#) 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 will be scheduled to coincide with the student's usual attendance at the College, however this may not be possible due to timetabling of other subjects.

Students sitting an alternative examination will be expected to adhere to the usual examination practices as outlined elsewhere in this policy. Alternative examinations will be unique papers to ensure academic integrity is maintained.

Final Examination Feedback

Students may request to view their marked examination papers and discuss the marking with a permanent member of staff within 14 days of the results being released.

Marked examination papers will be retained for a period of 12 months after the completion of the teaching period. Final examinations are not returned to students.

Practical Examinations

Practical examinations are considered 'high stakes' assessment, in that they test the skills and knowledge required to be a safe practitioner. In such cases, the pass mark (as outlined in the Assessment Policy) may be 70% and will be clearly outlined within the Subject Outline.

Mid-semester practical exams are usually held in normal scheduled class time.

Final practical examinations are held in the practical examination period (weeks 15 and 16 of Semester) and are outlined on the Examination Timetable. As with all exams to be held in examination period, students are expected to be familiar with the Examination Timetable to ensure attendance at the relevant exams.

In certain situations, students may apply for deferral of a practical 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.

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

- Other study commitments (including clinic or class attendance)
- Work commitments
- Holiday arrangements (including overseas travel and school holidays)
- Social and leisure events or personal commitments (including weddings)
- Misreading the class and/or examination timetable
- Forgetfulness.

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 Student Services Team Leader on the campus for consultation with the Lecturer and decision on the application within five (5) business days. In cases where a Student Services Team Leader is not available on campus or requires further advice on the situation, the application will be forwarded to the National Student Services Coordinator and/or the National Examination Coordinator for consultation (if necessary) with the Director, Student Services and/or the Lecturer / Senior Lecturer / Program Leader, 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).

Examination Resits

The College does not offer standard examination resits for any higher education subjects, however under certain circumstances a resit may be offered as resolution to an academic issue (e.g. grade appeal). Any student who wishes to be considered for a resit of an exam due to grade appeal must follow the steps outlined in the [Grievance Policy – Domestic Students - Higher Education](#) or the [Complaints and Appeals Policy – International](#) (whichever applies).

Where a resit is granted due to the application of either of the above policies, the resit grade will be the final grade applied to the subject.

Lost Examinations

Staff who handle student examinations are required to exercise due diligence in handling these items to ensure they are not lost or damaged.

Where there are reasonable grounds to believe that the examination was attended and/or submitted correctly but the lecturer is unable to locate the examination paper, the lecturer should contact the Program Leader who will take remedial action depending on the specific circumstances of the case.

Possible remedial action includes:

- i) awarding the student a final grade based on the student's performance in other assessment items or other activities associated with the subject;
- ii) awarding the student the average class mark for the particular examination;
- iii) offering the student a passing grade or a predicted grade based on the student's performance in other subjects in the current semester or in past semesters (ipsative assessment); or,
- iv) offering the student the choice of repeating the examination (in the deferred examination period).

Students with English as a Second Language - Examination Time

It should be noted that in order for the below conditions for additional examination time to apply, a student must have been formally identified as a 'Student at Risk' (see [Students At Risk \(Academic Standing\) Policy – Higher Education](#)) and signed up to a formal Intervention Strategy, or be involved in the College's Access and Equity Program

(see <http://www.endeavour.edu.au/access-and-equity-program>).

'Students at Risk' who have nominated English as their Second Language (both domestic and international students) on their enrolment form and who have satisfactorily completed the required IELTS or equivalent assessment, may be permitted additional time to complete a written examination. This will be up to an additional 50% of the allocated time for the written examination, up to a maximum of 30 minutes. Requests for additional time should be made in writing to Student Services at least two weeks prior to the assessment. In addition, these students are permitted to bring non-electronic translation dictionaries (excluding medical dictionaries) into written examinations. Any dictionaries will be required to be presented to the examination invigilator prior to the examination beginning, for ensuring the dictionary does not include any further notes or assistance to complete the exam.

Special Circumstances

Students may apply for consideration of other circumstances that significantly hamper their ability to attend an examination and which are outside of the normal circumstances for deferral (i.e. further to or outside of other provisions outlined in this policy). These circumstances may include temporary or permanent disability, original circumstances extending beyond the agreed deferral date, or other exceptional and unforeseen circumstances. Applications for such consideration should be submitted **before** the deferred assessment date. In rare situations where that is not possible, applications will be accepted until three days after the scheduled date. Students must follow prescribed procedures to apply for consideration and must supply supporting documentary evidence. The Director, Student Services will make decisions on approval of special circumstances based on the evidence provided.

It should be noted that applications for special circumstances will not be granted where the Director, Student Services 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.

Student 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 (student integrity). All students should 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](#) and [Student Misconduct Policy](#) for details on academic dishonesty and the consequences for students who breach these policies.

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 should follow the relevant steps in the [Grievance Policy – Domestic Students - 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:	Assessment Policy – Higher Education Complaints and Appeals Policy - International Grievance Policy – Domestic Students - Higher Education Special Consideration Policy – Higher Education Students At Risk (Academic Standing) Policy – Higher Education Academic Integrity Policy Student Misconduct Policy
Benchmarking:	Flinders University, University of Newcastle, RMIT, Deakin University, University of Queensland, Christian Heritage College
Supporting	N/A

**Research and
Analysis:**

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

Related Legislation: N/A

Guidelines: N/A

Policy Author:	National Compliance Manager – Elissa Holswich
Policy Owner:	Director of Education
Contact:	Director of Education DrKate.Broderick@endeavour.edu.au
Recommending Body:	Academic Board Meeting date: 15 October 2013
Approval Body:	College Council* Meeting date: 24 October 2013 *Approved for implementation in 2014.
Policy Status:	New
Responsibilities for Implementation:	<ul style="list-style-type: none"> • Director of Education • Program Leaders • Senior Lecturers • Lecturers • Contract Academics • National Examination Coordinator • Student Services staff
Key Stakeholders:	<ul style="list-style-type: none"> • Director of Education • Teaching, Learning and Curriculum Committee • All Academics • National Examination Coordinator • Student Services staff • Higher Education Students