

Examination Policy - Higher Education

Policy Code: ACA-029

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Effective Date: 21 March 2023

Purpose

This policy details the College's requirements around examination practices to ensure an equitable examination process across all campuses to support the College's commitment to academic integrity.

Scope

- All campuses (including online)
- All higher education students
- All staff

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 a range of examination types and expects students to be aware of the associated requirements of those examinations. This policy outlines the basic principles and rules 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

Examination times are advertised widely

The Examination Timetables for those students studying in on campus and livestream cohorts are published on the Student Portal on the date nominated on the College-wide Student Calendar. Students are notified of its publication via a notice on the Student Portal and the LMS (via the Student Notice Board and the Loop forums within the subject's communication tab).

The Examination Timetables for those students studying Online is published on the LMS via the Student Notice Board and the Loop forums within a subject's communication tab.

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

Examination instructions are provided in class

Any instructions specific to an examination are provided by the lecturer in the class at least two weeks prior to the examination being conducted. For example, if an open book examination is to be held in class, 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.

Quizzes are examinations

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

Examinations assess learning outcomes

Examinations will assess published subject learning outcomes. Final examinations will assess most (if not all) learning outcomes for the subject, while quizzes and mid-semester examinations will typically assess only some learning outcomes.

Examination types are varied

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

Written examinations:

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

Practical examinations:

- Practical exercises

Several the above question types may be combined in one examination.

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

Students are expected to be available to attend scheduled exams at any time during the advertised examination period.

On Campus and Livestream Study

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

- Weeks 14 & 15 for final practical exams
- Weeks 16 & 17 for final written exams
- In the final week of the clinic block (as timetabled) for clinical final reviews.

Final examinations are held between 7:00 am and 10:00 pm, Monday to Saturday. Students will not normally be required to undertake final examinations on more than three (3) days in succession, nor to take more than four (4) final examinations in three (3) successive days. However, students studying subjects out of the recommended course structure cannot be guaranteed of this arrangement.

Incorrectly reading or misunderstanding the examination timetable will not be accepted as a reason for failure to attend an exam (see *Attendance Policy – Higher Education*).

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 in an Online teaching period are held in the examinations period for the cohort. This is a two (2) week period as published within the Student Calendar (Online study).

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 teaching period are clearly outlined within the relevant Subject Outline.

External Exams and Invigilation

The College does not conduct supervised examinations on campus.

Students who are unable, or do not wish, to use the Respondus software can apply to have their examination invigilated by an external invigilator.

Students applying to sit an examination with an external invigilator must submit the *Nomination of External Exam Invigilator Form* to the Examination Department (examination@endeavour.edu.au) **at least one (1) month prior** to the final exam period. These applications will be assessed on a case by case basis by the College and students will be notified of the approval or otherwise within 10 working days.

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 Examinations are to be sat on the same day and time as the online exam time as advertised on The Loop, in the LMS.

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 a 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.

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 at the stipulated time.

Practical Examinations

Practical examinations are considered important assessment items for students as they test the skills and knowledge required to be a safe practitioner. Practical examinations may also be hurdle items for subjects with students required to pass the item to pass the subject.

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

Final practical examinations are held in the Practical Examination Period (Weeks 14 and 15 of semester) and are explained on the Subject Outline. Students will be advised of the Practical Examination schedule by their lecturer

either in class or via the LMS. As with all examinations, students are expected to be familiar with the Examination Timetable to ensure attendance at the scheduled time.

Timing of Deferred and Supplementary Examinations

On Campus and Livestream Subjects – Final Examinations

Deferred final examinations for on campus and livestream subjects (only) are held at a time advertised by November of the previous calendar year and advertised on the Student Calendar (available on the College's website or via the Student Portal).

Online Subjects - Final Examinations

Deferred final examinations for Online subjects are scheduled with the next online cohort sitting examinations.

Practical Examinations

Deferred practical examinations will normally be scheduled during the teaching period or during the end-of-teaching period break based on supervisor availability.

Online Quizzes and Mid-Semester Examinations

Deferred online quizzes will normally be scheduled to open the Thursday following the approval of the Deferred Examination Application and close the following Sunday.

Deferred and supplementary exam dates and times are non-negotiable. If a student is unable to attend the advertised examination time due to misadventure or extenuating circumstances, they must submit an application for special consideration. A single resit of the deferred or supplementary examination may be awarded based on the student's circumstances.

Students who fail to sit the deferred or supplementary examination at the advertised or notified examination time, without any notification to the College, will be awarded zero (0) marks for that assessment item.

Clash Examinations

On rare occasions, a student may have two or more exams scheduled at the same time. This is an examination clash and an alternate time (or times) will be organised to allow all examinations to be completed. Students with exams that clash with classes / clinics are not considered for clash examination.

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

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 Exam 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 determines which subjects will be rescheduled and which will remain. The clash exams will still be held within the two week 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 determines which subjects will be rescheduled, and which will remain.

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 *Complaints and Appeal Policy – Domestic - HE* or *Special Consideration Policy - Higher Education* has been applied. If this occurs, students will be contacted in writing to advise them of the alternative examination details as well as a non-negotiable date and time.

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.

Conduct of an Examination

All written examinations will be undertaken using Respondus LockDown Browser and the examination period process outlined above will be followed. Examinations will be open in the LMS for a scheduled period and once started must be completed within the required exam timeframe.

Student Online Examination Attendance & Examination 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 online examinations must be commenced during the scheduled window of time, with the examination submitted in the LMS using the "Submit" button prior to the advertised close times.

Online examination sessions will close at the advertised closing time and all attempts still in progress will be automatically submitted at that time.

For example:

If the closing time for a 2 hr and 10 min exam is 3:00 pm, it is recommended students commence the exam before 12:40 pm to be allocated the full 2 hours and 10 minutes. This also allows for time to complete the student ID check via the online proctoring system, Respondus LockDown Browser.

If a student was to commence the exam at 2:00 pm, they would have only 1 hour to complete the exam.

It is the student's responsibility to ensure that they plan for adequate and uninterrupted time to complete the Respondus examinations.

Each examination duration is advertised via the Subject Outline and Examination cover page within the Examination link. Students will be provided ten (10) minutes reading time in addition to the advertised exam duration. Reading time is included in the overall exam time and although the College recommends students use this time to plan and map out answers before commencing the exam, they are permitted to commence the exam straight away.

Online quizzes and mid-semester exams must be completed and submitted through the LMS within the stated window of time in which they are offered; quizzes and mid-semester exam sessions will close at the advertised closing time and all attempts still in progress will be automatically submitted at that time.

Online Examination Guidelines

Online Exam Training Module

All students are required to complete the Online Exam Training Module on the LMS to ensure training and understanding of academic integrity issues and detection when using Respondus LockDown Browser. Completion of this module will give students an Online Exams Badge. Students will not be able to access the exam if they have not received this badge.

Closed Book Examinations

Students must not use unauthorised dictionaries, make any phone calls, consult with anyone, or use textbooks or any other written reference materials during a closed book examination. Similarly, mobile phones or any other type of electronic device including laptop computers (separate to the device the exam is being completed on), iPads, tablets, smart watches, electronic dictionaries and digital pen cameras are not permitted to be used during an open book or a closed book exam.

Open Book Examinations

If an examination is identified as an *Open Book Examination*, students may utilise 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 what hardcopy material will be allowed for that exam. No electronic devices will be allowed in an open book the examination.

It is each 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.

The use of electronic devices including iPads, tablet computers, electronic dictionaries, smart watches and digital pen cameras are not permitted during an exam at any time, be it an open book or a closed book exam.

Use of Approved Materials – Open and Closed Book Examinations

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 (including notes written on body parts or clothing).

Students are permitted to use a blank piece of paper and pen, during an online exam, to assist with responding to questions.

Translation dictionaries to be used in an examination by an approved ESL student must be presented to the Examination Department one week prior to the examination. Presentation should be done by emailing a photo of the cover of the dictionary to the Examination Department.

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) or approved medical equipment).

All approved materials should be clearly visible during the environment check. If they are not, students will be flagged as at risk of academic misconduct and may be investigated as per the *Academic Integrity Policy – Higher Education*.

If students are identified as having used unauthorised written material during an examination, they will be referred under the *Academic Integrity Policy - Higher Education*.

Students are not permitted to have a mobile phones on their person at any stage during an exam. If a student requires a mobile phone to be accessible in case of emergency or medical condition, they should notify the Examination Department no later than seven (7) days prior to the scheduled exam.

A simple calculator is accessible at the top of the Screen in the Respondus LockDown Browser.

Toilet Breaks

Students are permitted one (1) five (5) minute toilet break per hour of the exam. Prior to leaving the webcam view, students must show a note or say to the camera "toilet break" so the lecturer can note the time. Students who require extra or longer breaks during exams due to medical conditions should discuss this with their Subject Administrator at least 1 week prior to the examination. Students may be required to provide medical evidence to support their need for additional toilet breaks.

Children / Other People Viewed During an Examination

If Respondus LockDown Monitor detects any additional or different faces in the webcam view, the student will be flagged for possible academic misconduct. Lecturers will review the footage to determine if the incident needs to be investigated as per the *Academic Integrity Policy – Higher Education*.

Internet and Technical Difficulties

If students experience any difficulties when completing exams or quizzes, they should tell or show a note to the camera indicating the issues. If the internet or exam is completely disconnected during an exam, students should take a screenshot and supply this to the Examination Department for review.

Misconduct During Examinations

Students are accountable to standards of professionalism and ethics throughout their course of study and therefore the College takes a strong position on academic 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 an examination.

Please refer to the *Academic Integrity Policy - Higher Education* for details on academic misconduct and the consequences for students who breach these policies.

Deferral of Written and Practical Examinations

In certain situations, students may apply for deferral of an examination if there are circumstances that significantly hamper their ability to attend at the scheduled examination time. Applications should be made no later than 3 days prior to the scheduled examination date and submitted via the *Special Consideration form* (Student Portal > Special Consideration and Academic Appeals > Special Consideration). All applications must be supported by suitable supporting evidence.

Misadventure during an examination

Students who experience misadventure or extenuating circumstances during an examination, for example being acutely unwell during an examination, may seek a resit of that assessment item via an *Application for Special Consideration*.

Only a single resit will be approved. Applications should be made no later than 3 days after the scheduled examination date and submitted via the *Special Consideration form* (Student Portal > Special Consideration and Academic Appeals > Special Consideration). All applications must be supported by suitable supporting evidence.

Where a student has circumstances which may impact their ability to sit an examination in the next deferred examination period, the Director of Education may approve that the student sit the deferred or resit examination in a later examination period.

Please refer to the *Special Consideration Policy – Higher Education* for further information regarding grounds for deferral or re-sit of examinations and requirements for supporting evidence.

Release of Results and Feedback

Final Examination Release and Feedback

Final exam and overall grades are released as advised in the Student Calendar (available on Student Portal).

Students may request to view their marked examination and discuss the marking with a permanent member of staff within 14 days of the results being released. To arrange the exam viewing, students must book an academic consultation with the staff member through the Academic Consultation page available on LMS.

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.

Deferred Examinations Release and Feedback

Results are normally released at the end of a teaching period prior to the deferred examination period (as advised in the published Student Calendar). Any student who has an approved deferred examination for that teaching period will receive a Deferred Examination (DX) grade for that subject until such time as 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 Student Portal. An DX grade may affect 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 affected by incomplete grades (due to pre-requisite requirements) should discuss their individual situation with their campus Student Services Adviser.

Security

Transport of Examinations

When required, exams are transported via a secure courier route and hand delivered to nominated campus personnel.

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 must contact the Head of Department who will discuss the matter with the Director of Education and determine an appropriate action depending on the specific circumstances of the case. Any outcome will take into consideration the impact on students and their progression.

Possible remedial actions may include, but are not restricted to:

- i. awarding the student a final grade based on the student's performance in other assessment items or other activities associated with the subject; or
- ii. offering the student the choice of repeating the examination (in the deferred examination period)

Other Examination-linked Items to Consider

Students with English as a Second Language

Student with English as a second language may be permitted to bring non-electronic translation dictionaries (excluding medical dictionaries and dictionaries with descriptions and/or illustrations) into written examinations. Translation dictionaries to be used in an examination must be presented to the Examination Department one week prior to the examination. Presentation should be done by emailing a photo of the cover of the dictionary to the Examination Department. The Examination Department will consult with the Head of Department regarding suitability of use of a translation dictionary. Permission will only be granted where the translation dictionary does not compromise the academic integrity of the examination process.

Exam provisions for Access and Equity Students

Student who are registered with the College Access and Equity service may be eligible for reasonable accommodation with respect to examinations. Exam adjustments are based on individual needs and should be discussed with the Student Wellbeing Coordinator. Agreed reasonable accommodation conditions will be recorded

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in the student's Reasonable Adjustment Plan (RAP). Further detail of available adjustment are described in the *Reasonable Adjustment Policy*.

Definitions

Academic Integrity means to act in such a way that maintains integrity of all academic work and is honest, ethical and fair.

Academic misconduct means acting in a way that unintentional or intentional breaches expectations of honest, ethical and fair undertakings in relation to academic work. Academic misconduct includes, but is not restricted to:

- plagiarism;
- cheating in an examination, including the use of unauthorised materials;
- submitting, as a new work, an assessment piece that has been previously submitted and assessed for another subject or award, or for the same subject previously failed, without 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;
- in case of group assessments, 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.

College – In the higher education sector, Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. 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 entities or trading names.

Deferred Examination – The sitting of an examination at a time other than the originally scheduled time/date.

Examination Invigilator - supervises the examination and ensures academic integrity is maintained in the examination throughout the time allowed for the examination. In the examination, 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 *Complaints and Appeals Policy - Domestic - Higher Education* or the *Complaints and Appeals Policy - International*.

Examination Resit – The reattempt of an examination due to extenuating circumstance.

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

Related Procedures

Academic Integrity and Student Misconduct Procedure

Online Exam Training Module (available on LMS)

Further Information

Related Policies

Academic Integrity Policy - Higher Education

Australian College of Natural Medicine Pty Ltd (ACNM) trading as Endeavour College of Natural Health, Endeavour Wellness Clinic
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Assessment Policy – Higher Education
Attendance Policy – Higher Education
Complaints and Appeals Policy - Domestic - Higher Education
English Proficiency Policy - Higher Education
Reasonable Adjustment Policy
Special Consideration Policy - Higher Education
Student Code of Conduct - Higher Education
Student Misconduct Policy - Higher Education

Related Documents

Clash of Exam Notification (Form)
Deferred Examination Application Form
Nomination of External Exam Invigilator Form - Higher Education
Special Consideration Form

Guidelines

Exam Administration Guidelines
Examination Invigilation Guideline
Examination Printing Guideline
Examination Processes Guideline

Benchmarking

Christian Heritage College
Deakin University
Flinders University
Griffith University
Queensland University of Technology
Royal Melbourne Institute of Technology
University of Newcastle
University of Queensland
University of Wollongong
Western Sydney University

Supporting Research and Analysis

Not applicable

Related Legislation

Not applicable

Review and Approval

Policy Author

National HE Compliance Manager

Policy Owner

Director of Education

Contact

Director of Education

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Recommending Body

Education Board

Meeting date: 29 November 2022

Approval Body

Academic Council

Meeting date: 10 February 2023

Policy Status

Revised – fully revised for new processes

Responsibilities for Implementation

- Director of Education
- Heads of Department
- Academic staff
- National Examination Coordinator
- Student Services staff
- Student Wellbeing Coordinator

Key Stakeholders

- Director of Student Services & Retention
- Students
- Timetabling & Examinations team