Assessment Schedule - Examination Rules for Students

Onsite examinations

(1) Students must observe these rules during on-site examinations.

Permitted materials

(2) All students must familiarise themselves with authorised and unauthorised materials which are detailed for each on-site examination in the Examination Timetable.

(3) Students may bring into the examination:

a. bags, purses and wallets, which are subject to inspection on entry and must be closed and placed under the student's chair;

b. mobile phones, smart watches, other communication devices including earpieces, but such communication devices must be:

   i. switched off before entering the on-site examination venue;
   ii. placed inside the student's closed bag or under the student's chair when in the examination venue;
   iii. only turned on again after leaving the on-site examination venue;

c. a clear bottle of water;

d. where needed, their own writing equipment such as pens, pencils and erasers, in a clear non-coloured bag, as these items will not be supplied at the examination;

e. in the case of alternative examination arrangements food, medications and/or medical equipment as required;

f. in open book examinations, any hardcopy written reference material, including hardcopy dictionaries and textbooks, with any annotations including the use of post-it notes or other adhesive markers.

(4) Students may only access permitted calculators where calculator use has been specifically authorised by the Subject Coordinator and such authorisation is indicated on the coversheet of the examination paper.

(5) Students are responsible for ensuring their permitted calculators are in proper working order prior to the exam as failure of a calculator is not grounds for a request for Special Consideration.

Arriving and departing examinations

(6) Students must arrive at the examination venue in sufficient time to check their seat allocation and sit in the place they have been allocated.

(7) Students arriving more than 30 minutes after the commencement of writing time will not be admitted to the examination.

(8) Students must:

a. follow directions given by examination invigilators;

b. present their student ID card at every examination. Other forms of photographic identification, such as a

driver's license, passport or official national identity card will only be accepted by invigilators in exceptional circumstances;

 c. be silent on entering and exiting examination venues to minimise disruption to other students;

 d. not leave the examination venue:

  i. within the first 30 minutes of the commencement of writing time; or

  ii. during the final 15 minutes of an examination;

 e. leave all examination materials which have been provided to them, including used and unused materials, scrap papers (blank or annotated) on the examination desk;

 f. number their questions and complete the cover pages of all examination answer books used, the examination question paper as well as multiple choice answer sheets and other examination materials as appropriate during the time allowed for writing;

 g. not borrow, lend or exchange any equipment or material during an examination, including via an examination invigilator;

 h. remain seated at the end of the examination until all examination papers have been collected and the invigilator gives permission to leave;

 i. when leaving during or at the conclusion of an examination, do so quickly and quietly without creating disturbance.

(9) Students in examinations must not communicate with each other nor with any parties in any way during the examination time, except with examination staff for valid purposes.

Online examinations

(10) Students are responsible for ensuring that they can access the internet and LMS prior to the commencement of an online examination, including resolving any sanctions or technical issues that may block access to the LMS.

(11) Students may exit an un-invigilated online examination and re-enter only within the allowable examination duration from the time they commenced.

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