

Examinations Policy

1. Background

The implementation of effective assessment strategies in all higher education courses of study at Gateway Business College (GBC) plays a crucial role in the achievement of strong student outcomes and the assurance of academic integrity. Examinations are one of the assessment strategies GBC implements to measure student achievement. Course design must ensure that examinations, as an assessment task, are constructively aligned with learning outcomes and the development of demonstrable graduate attributes. All examination assessment tasks must be aligned with standards and criteria that are clear to students and markers. Examinations as an assessable measure of student work must be fair, valid, equitable and consistent.

2. Purpose

This policy establishes guidelines for how GBC will conduct examinations, and ensure that students are adequately informed of examination requirements and procedures; especially examination rules and expected student behaviour in order to maintain academic integrity.

This policy must be read, understood and applied in conjunction with other GBC policies, including but not limited to the *Academic Integrity Policy*, *Assessment Policy* and *Student Academic Misconduct Policy*.

3. Scope

This policy applies to all GBC students and staff, external assessors and invigilators.

4. Definitions

Academic Board: The board responsible for academic governance at GBC. The Academic Board reports and advises the Corporate Governance Board on academic activity. This board oversees academic activities such as teaching, learning, scholarship, research, course approval, student outcomes, academic standards and academic policy.

Academic misconduct: Behaviour that breaches academic integrity, including plagiarism, cheating, collusion, contract cheating, falsifying research data and reports.

Academic staff: Staff engaged in higher education teaching, learning and research as employees of GBC.

Invigilator: An individual qualified to oversee the operation of examinations and supervise students during an examination.

Student: A person currently enrolled in study in a GBC course.

5. Principles

Examinations are implemented as an assessment strategy to measure student achievement.

Course design will ensure that examinations, as an assessment task, are constructively aligned with learning outcomes and the development of demonstrable graduate attributes.

Examinations as an assessment strategy are approved by the GBC Academic Board during the course development and approval process and the course review and continual improvement process.

All examination assessment tasks must be aligned with criteria and standards that are clear to students and markers.

Examinations as an assessable measure of student work must be fair, valid, equitable and consistent.

Examinations must be arranged to prevent academic misconduct such as cheating, plagiarism, contract cheating.

Examinations will be held on the GBC campus.

Examinations will be supervised by a teaching and learning staff member of an experienced and qualified invigilator.

GBC will ensure students are notified of:

- the examination timetable and location at least 4 weeks in advance of the examination date
- examination requirements, rules and behaviour prior to the examination date, in the subject outline and on the Moodle LMS site.

GBC will ensure examination arrangements make equitable provisions for all students, including students with disabilities and students who require examination support.

6. Procedures

6.1 Responsibilities

The Course Coordinator is responsible for ensuring examinations are timetabled and the on-campus location for each examination is appropriate.

The Course Coordinator is responsible for ensuring that examination arrangements make equitable provisions for students with disabilities and students who require examination support.

Teaching and learning staff are responsible for setting examination questions and marking examinations.

Examinations Policy

Teaching and learning staff will ensure that examination questions are stored safely and securely prior to the examination.

Teaching and learning staff will ensure that students have the necessary information to prepare them for the examination:

- criteria and standards
- sample questions
- examination requirements and conditions
- permitted materials
- rules and expected behaviour
- the examination date, time, duration and location.

6.2 Examination conditions and arrangements

The examination will be supervised by a teaching and learning staff member or an invigilator.

Students must be provided with examination booklets or a computer to complete the examination task.

Students must present their GBC Student Identification Card to be allowed to sit the examination.

Desks must be arranged to ensure that one student cannot see another student's examination paper or answers.

Materials that are permitted in the examination and must remain in plain sight on the writing desk:

- GBC Student Identification Card
- a transparent bottle of water
- pens and pencils
- wallet.

Materials not to be used or accessed during an examination:

- electronic devices (unless required and approved)
- mobile phone
- computer (unless required or approved and provided by GBC)
- study notes and books (unless it is an approved open book examination)
- backpacks or bags.

6.3 Examination timetabling

Examinations may be held in-class during the semester or at the end of semester during the examination period.

In-class examinations will be conducted under the same rules, guidelines and requirements as above.

An examination will not exceed three (3) hours in duration.

Teaching and learning staff will ensure students are notified of:

- the examination timetable and location at least 4 weeks in advance of the examination date

Examinations Policy

- examination requirements, rules and behaviour prior to examination date, in the subject outline and on the Moodle LMS site.

GBC timetabling will ensure students do not have two examinations scheduled for the same day or at the same time.

6.4 Examination supervision requirements

The Dean will ensure teaching and learning staff and examination invigilators are trained in examination supervision and GBC examination procedures.

Examination supervision will maintain a student to supervisor ratio of 40:1.

Teaching and learning staff and examination invigilators must comply and implement this policy during examination supervision.

6.5 Examination rules and student conduct during an examination

Examination attendance is compulsory. A student who does not attend the examination will fail the assessment task unless special consideration conditions apply.

Students must comply with this policy and the instructions of the examination supervisor.

Students will be permitted to enter the examination room ten (10) minutes prior to the scheduled commencement of the examination.

Students will not be permitted to enter the examination room once the examination has commenced.

Students will not be permitted to leave the examination room during the final thirty (30) minutes of the scheduled examination period.

Students will be permitted ten (10) minutes to read the examination questions before the examination begins.

Students must not speak to each other during an examination or leave the examination room during the examination.

Students who leave the examination room during the examination will not be permitted to re-enter.

Students who do not comply with examination rules and instructions will be penalised as per the *Student Academic Misconduct Policy*.

6.6 Special consideration and examination deferral

Should a student encounter extenuating or exceptional circumstances that may affect their ability to sit an examination, they should contact the Subject Coordinator immediately and complete a special consideration application form.

Special consideration applications are completed online and submitted to the Subject Coordinator for approval. Supporting documentation must be provided.

A special consideration application to defer an examination may be completed prior to the examination date or after the examination date.

Examinations Policy

Special consideration may apply in instances of cultural or legal significance, illness, family bereavement, misadventure or an ongoing medical condition. Subject Coordinators must make all reasonable attempts to accommodate students who experience unexpected circumstances and apply for special consideration.

Alternative arrangements for the examination must be organised by the Subject Coordinator. The student must be given at least five (5) working days' notice of the deferred examination date and time.

GBC will ensure the provision of adequate support for students requiring special consideration.

6.7 Examination storage management

Examination questions will be stored safely and securely prior to the examination.

Student examination papers will be available for student collection after the results for the examination have been moderated and finalised.

Uncollected student examination papers will be stored for six (6) months, after which time they will be destroyed securely.

7. Review

This policy will be reviewed by the Academic Board every three years, or more frequently should the Board deem it necessary.

Document History			
Document Name	Examinations Policy		
Document Owner	GBC	Date Developed	07.04.2017
Initial Approver	GBC Policy Development Committee	Date Initial Approval	14.04.2017
Reviewed by	Academic Board	Date of Approval	27.07.2017
Related Documents	Academic Integrity Policy Assessment Policy Course Development and Approval Policy Course Review and Improvement Policy Student Academic Misconduct Policy.		
Version No.	Summary of Changes		
1.	4. Definition; added information 5. Principles; information updated 6. Procedures; information revised with additional details		