

## End of Trimester Centrally Administered Examinations Policy and Procedures

<b>Approving authority</b>	Academic Committee
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<b>TRIM document</b>	2019/1002048
<b>Description</b>	This policy describes the arrangements for the conduct of the University's end of trimester centrally administered examinations. This policy does not apply to OUA students.

### Related documents

[Assessment Policy](#)

[Assessment Submission and Return Procedures](#)

[Student Academic Misconduct Policy](#)

[Academic Misconduct Policy - Higher Degree Research Candidates](#)

[Academic Standing, Progression and Exclusion Policy](#)

[Proctoring of Examinations Policy](#)

[[Designated examination period](#)] [[The timing of examinations and major assessment items](#)] [[Examinations conducted by the Examinations and Timetabling Centre](#)] [[Constraints for an individual student's examinations timetable](#)] [[Examination location](#)] [[Arrangements for external examinations](#)] [[Special external examination arrangements](#)] [[Publication of examination timetables](#)] [[Preliminary examination timetable](#)] [[Final examination timetable](#)] [[Timetable for deferred/supplementary examinations](#)] [[Alternate examination sittings](#)] [[Security of examination questions, answers and papers](#)] [[Use of materials in examinations](#)] [[Conduct of an examination](#)]

## 1. DESIGNATED EXAMINATION PERIOD

Examination periods are published on the University's academic calendars. This will normally extend from the Thursday of Week 13 through to Saturday of Week 14<sup>1</sup>

"Study Days" prior to the end of trimester examination period will be designated on the Academic Calendar.

## 2. THE TIMING OF EXAMINATIONS AND MAJOR ASSESSMENT ITEMS

For courses in which a final examination accounts for a major portion of the student's assessment, the study days are required to be observed such that formal content presentation ends no later than the last week of teaching, i.e. Week 12, and that no examination is scheduled on the Study Days.

<sup>1</sup> Exam periods in Program Specific Calendars are not limited to these dates.

Where a School wishes to conduct an end of trimester examination for a course prior to the designated end of trimester exam period, this may only be done where formal content presentation (e.g. lectures) ceases one week before the examination.

Programs which assess predominantly by continuous assessment will not be required to comply with the trimester structure described above. For these programs, the teaching period may extend past Week 12. These programs will be identified via the program approval process.

For all courses where there is a final examination, no major assessment items may fall due after Week 11 of the trimester (for the purposes of this Policy, the definition of "major assessment items" is one worth 20% or more of the total assessment). Any deviation from this rule must be approved by the relevant Group Board.

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### **3. EXAMINATIONS CONDUCTED BY THE EXAMINATIONS AND TIMETABLING CENTRE**

For all courses where the School has requested the University's Examinations and Timetabling Centre to conduct the end of trimester examinations, an examination timetable will be prepared in accordance with the following guidelines, wherever possible:

- Examinations will be timetabled to be conducted during the designated end of trimester examination period.
- Examinations will not be conducted during the period designated as Study Days.
- Examinations are scheduled between the hours of 8.00am and 9.00pm on weekdays and Saturdays.
- Examinations are scheduled with the duration of 10 minutes reading time and 2 hours working time, except where professional requirements necessitate, or a professional body specifies a different duration as a requirement of the program accreditation or the registration of the student/graduate.
- Examinations may not be held on Sundays or public holidays.

On any day, all students are expected to be available for morning, afternoon and evening examination sessions.

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### **4. CONSTRAINTS FOR AN INDIVIDUAL STUDENT'S EXAMINATION TIMETABLE**

The examination timetable for an individual student will normally conform to the following constraints:

- No more than 2 examinations in a day.
- Total working time for examinations in a single day should not exceed 6 hours.
- No more than 5 examinations in 3 successive days.

Where a student has 2 examinations on the one day, there shall be no examination in the 6:30pm session of the prior day, and no examination in the 8:00am session of the following day for that student.

All of these conditions apply unless it is a practical examination or there are accreditation/registration requirements which preclude the use of these guidelines.

If a student's timetable does not comply with the guidelines outlined above then they will be offered the opportunity of an alternate sitting of the examination during the end of trimester examination period. Alternate sittings will not be approved if the student's unsuitable timetable arises because of constraints applied by the relevant Schools. Schools should consider this when they make specific timetable scheduling requests.

Wherever possible the timetable will be set in such a way that it provides the best possible timetable for the majority of students.

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## 5. EXAMINATION LOCATION

Where the location of the class is on-campus, the examination is normally conducted at the campus of the class. Classes where the campus is Mt Gravatt may have examinations conducted at the Nathan campus and vice versa.

Where the location of the class is off-campus or online and a formal, non-electronic examination is part of the assessment, the examination is normally conducted at one of the University's campuses as an on-campus examination and also as an external examination.

Where a student is enrolled in a class with a location of off-campus or online and their trimester residence is within 100 km of the campus at which the on-campus examination is conducted, the student must attend their examination on-campus. Students with a trimester residence which is greater than 100 km from the campus at which the on-campus examination is conducted may undertake their examination at an external examination centre approved by Griffith University.

Where a course is offered on more than one campus, or is offered off-campus or online as well as on-campus, the examination normally takes place simultaneously at the various venues and the same examination paper is normally set.

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## 6. ARRANGEMENTS FOR EXTERNAL EXAMINATIONS

Students who are enrolled in a class with a location of off-campus or online will be notified by email (normally in Week 2 of the Trimester) of their recommended exam location which has been selected based on their current home address. Where a student's trimester residence is within 100km of the campus at which the on-campus examination is conducted, the student must attend their examination on-campus. Where a student's trimester residence is greater than 100km from the on-campus examination location, the Examinations and Timetabling Centre will recommend a suitable external exam centre for the student.

Students who wish to change their recommended exam location can do so by choosing an alternative approved examination centre/campus or by proposing a new exam centre if there are no approved centres within 100km from the student's home address.

All external examination centre requests are considered and, if suitable, approved by the Examinations and Timetabling Centre.

Students sitting at external centres are required to confirm their attendance directly with the examination centre 5 working days prior to the examination date and to obtain venue details prior to the examination. An individual student's examination time may vary from the standard examination time due to individual centres having different session start times and opening hours. Wherever possible the examination will be scheduled to the nearest available start time. Students will be able to view their personal examination timetable in myGriffith.

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## 7. SPECIAL EXTERNAL EXAMINATION ARRANGEMENTS

Where a student enrolled in an on-campus class is unable to attend the on-campus examination the student may be permitted to undertake an external examination. The student must apply using the relevant request for external examination form at least 3 weeks prior to the on-campus scheduled exam date. The application form must be accompanied by documentation of the reasons why an external examination is sought. If approval is given for the student to sit an external examination, the student must pay the prescribed fee.

## 8. PUBLICATION OF EXAMINATION TIMETABLES

The preliminary and final examination timetables will be published in myGriffith for students and in the Staff portal for Griffith staff.

It is the student's responsibility to attend their exam at the time and venue specified in their personal exam timetable in myGriffith. Students should not request timetable information from University staff or from other students because of the risk of error. Missing an examination because of a mistake in determining the timetable is not grounds for another examination.

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## 9. PRELIMINARY EXAMINATION TIMETABLE

A draft preliminary examination timetable will be released to each School for comments and feedback, prior to the preliminary examination timetable being released to students. Normally Schools will be given the opportunity to request changes to the draft preliminary timetable.

The preliminary examination timetable will be released to students at least 6 weeks prior to the commencement of the examination period.

Once the preliminary examination timetable has been published, it will only be altered in the following circumstances:

- to correct an error;
- in response to student objection where the majority of students enrolled in the course object to the timetable. An objection is required to be in the form of a petition signed by two thirds of the students enrolled in the course and also signed by the course convenor. The petition must be lodged at the Examinations and Timetabling Centre by the due date advised as the final date for objections. This date is one week from the date of publication of the preliminary timetable.

The Senior Manager, Examinations and Timetabling makes decisions on objections to the timetable, following consultation with the relevant Head of School.

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## 10. FINAL EXAMINATION TIMETABLE

The final examination timetable will be released to students at least 5 weeks prior to the commencement of the examination period.

Once the final examination timetable has been published, timetable changes will occur only in exceptional circumstances. If due to exceptional circumstances a School requests that the final examination timetable is changed, then the School must communicate with each student enrolled in the course to advise them of the change to the timetable. Student Administration will not take responsibility for late changes to the final examination timetable.

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## 11. TIMETABLE FOR DEFERRED/SUPPLEMENTARY EXAMINATIONS

The period for deferred/supplementary examinations is designated in the University's academic calendar. Normally the deferred/supplementary examinations arising from each trimester will be scheduled on Saturdays, from Weeks 1 to 4 of the next trimester.

Students who have been granted a deferred or supplementary examination are expected to be available to sit their examination/s on any day or days of the specified period.

The examination timetable for deferred/supplementary examinations will be set according to the guidelines specified for the timetable for end of trimester examinations. However as these examinations are held during 4 days only, it may not always be possible to conform with the guidelines. Alternate sittings will NOT be provided for deferred/supplementary examinations even if a student has

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an examination timetable which is outside the guidelines. The rationale for this is that the student has already been granted a significant concession when granted a deferred/supplementary examination.

Further deferment of deferred examinations and supplementary examinations is NOT possible. Students have already been given a significant concession in being awarded a deferred or supplementary examination. Students awarded a deferred examination are not eligible for a supplementary examination as a significant concession has already been provided in the granting of a deferred examination. Students who are still unable to sit their deferred or supplementary examination because of exceptional circumstances may apply to withdraw after the census date due to special circumstances.

Students may request permission to undertake a deferred or supplementary examination earlier than the scheduled period for deferred/supplementary examinations. Such cases include international students who have completed their final trimester of study and Psychological Science potential graduands who have applied for admission into the Bachelor of Psychological Science with Honours. Permission to undertake an early sitting of a deferred or supplementary examination is at the discretion of the School and is required to be organised by the School.

For deferred/supplementary examinations, there will be one final timetable which will be released to students. This timetable will not be subject to change and will be released at least 1 week prior to the first Saturday of the deferred/supplementary examination period.

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## 12. ALTERNATE EXAMINATION SITTINGS

Students are expected to be available throughout the published end of trimester examination period.

Where, in exceptional circumstances beyond the student's control, a student is unable to sit an examination at the scheduled time, the student may be granted an alternate examination sitting. An alternate examination sitting will be scheduled during the normal end of trimester examination period.

Alternate examination sittings will only be approved in the following circumstances:

- the student's individual timetable falls outside the timetabling guidelines;
- medical or compassionate grounds, such as confinement or surgery;
- work commitments, beyond the student's control;
- religious and cultural obligations e.g. weddings, funerals but only in the case of a close relative where the relationship is supported by a Statutory Declaration;
- sporting or cultural commitment at state, national or international level; or
- military service.

Requests for an application for an alternate examination sitting must be submitted online within 2 weeks of the publication of the final examination timetable. The application must be accompanied by supporting documentary evidence.

Applications for alternate examination sittings are approved by the Senior Manager, Examinations and Timetabling or nominee.

Where a student undertakes an alternate sitting, the student is required to complete a Declaration to the effect that, in the situation of sitting prior to the normal scheduled examination time, they will not disclose the contents of the examination paper to any other students, and, in the situation of sitting after the normal scheduled time, they have not been given information about the contents of the examination paper by other students.

Students who cannot sit examinations because of illness, accident, disability, bereavement or other compassionate circumstances may apply for a deferred examination, and should not normally apply for an alternate sitting.

Applications for alternate examination sittings will not be approved for students unless they fall into one of the categories outlined above. For example, students who want to sit early so they can return home early will not be permitted to do so except on compassionate grounds when appropriate documentation is provided. All students are expected to be available for the full examination period.

Booking a plane ticket prior to the end of the examination period is not considered an adequate reason for an alternate sitting.

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### 13. SECURITY OF EXAMINATION QUESTIONS, ANSWERS AND PAPERS

All staff who, through their involvement in the assessment process handle examination questions, answers and papers are responsible for ensuring their security so that examinations are fair for all students and prevent the opportunity for unfair advantage for any individual or group.

Examination papers, questions and answers, whether in electronic or hard copy, are to be kept securely at all times. To prevent any breakdown in security when questions are reused in subsequent examination papers, variation is encouraged as much as is practicable. For the purposes of this procedure the facilities of any approved printing contractor are deemed to be secure locations for end of trimester examination questions and papers. All end of trimester examination papers are to be printed and stored in the University's designated secure locations. If there are situations in which Course Convenors are required to print examination papers on School based or locally available photocopiers or to store multiple copies of the examination papers in their offices all precautions are to be taken in ensuring at no time examination papers are left unsecured.

The Course Convenor is responsible for the security of the master copy and working copies of all examination (including deferred and supplementary assessment) papers, questions and answers during the examination preparation process.

In managing examination documentation the Course Convenor is to abide by Griffith's Information Technology Code of Practice, not share their Griffith staff password with anyone, including another staff member, and adhere to the following:

- Working copies of examination documentation are to be kept in a manner that does not identify the course to which the questions and answers relate.
- Files including examination papers, questions and answers are not to be stored externally (e.g. in unapproved cloud hosted systems such as Dropbox).
- Examination documentation is not to be accessed from a public space computer.
- Exam papers printed internally should be printed via the secure service provided by Uni Print (rather than on shared network printers).
- Exam papers are not to be e-mailed to Uni Print or other approved offsite printers, instead upload papers via secure file transfer or secure website, where the file will be encrypted by that service.
- Past exam papers are to be treated with the same level of security as current papers, especially if they have similar content

One end of trimester examination paper and one supplementary/deferred examination paper, both in PDF format, are to be uploaded to the Exams Portal by the specified deadline each trimester. The Course Convenor is responsible for the accuracy, completeness and quality checks related to the end of trimester examination paper. In the unusual circumstance that an exam paper includes errors of a scale that compromise its evaluation of students' achievement of the course's learning outcomes and the error is identified during the examination, the exam shall be rescheduled in the last sittings of the end of trimester examination period. The Course Convenor is required to make the judgement that the error requires the examination to be rescheduled. At the conclusion of the examination period the Senior Manager, Examinations and Timetabling will provide a report to the relevant Head of School and Dean (Learning and Teaching) detailing courses in which errors in the exam paper were identified, the types of errors and the impact on students.

In the unusual circumstance that the security of an examination paper has been compromised prior to students sitting the examination, the deferred/supplementary examination paper is to be administered and, if required, a new paper is to be prepared by the Course Convenor for the deferred/supplementary examination period.

Possible breaches of security or misconduct during an examination must be reported immediately following the conclusion of the examination. The Chief Proctor is required to make an incident report to the Senior Manager, Examinations and Timetabling that includes evidence of alleged cheating or other misconduct including the removal of an examination paper from the examination venue. The

Senior Manager, Examinations and Timetabling provides the incident report to the Manager, Student Integrity and a copy of the report to the relevant Course Convenor. If the examination is not centrally managed by the Examinations and Timetabling Centre, the incident report is provided by the Chief Proctor to the relevant Course Convenor. Examination papers that are compromised prior to, during or after the examination period may not be used in any subsequent examination period.

All staff involved in the marking of completed examination papers and consensus moderation processes are to exercise due diligence in maintaining the security of the examination documentation and the privacy of students' completed papers. This includes:

- marked examination papers are to be transported in a receptacle that does not identify the course to which the examination papers relate and is secure;
- exam marking and consensus moderation processes are to be conducted in a private, safe and secure location and not in public;
- marked examination papers are at no time to be left unsecured; and
- sufficient controls are to be in place so the loss of a completed examination paper either marked or unmarked can be quickly identified, reported and located.

As soon as an examination paper is lost it is to be reported to the Course Convenor who shall report the matter to the Dean (Learning and Teaching) and the Manager, Student Integrity. If all efforts to find the paper are unsuccessful and the examination paper is unmarked or the mark not recorded by the examiner the processes set out in Section 6 of the *Assessment Submission and Return Procedures* are to be followed. If the paper is found and returned by a party other than the examiner and a view is formed that answers or marks have been altered, then the processes set out in the *Student Academic Misconduct Policy* are to be followed.

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## 14. USE OF MATERIALS IN EXAMINATIONS

Materials permitted in an examination will be specified on the examination timetable and on the examination paper.

It is the students' responsibility to ensure they are aware of the materials permitted for each of their examinations.

### 14.1 Mobile phones and other electronic devices

Electronic devices such as mobile phones, laptops, iPads, smart watches or hand-held computers are not permitted in the examination venue.

### 14.2 Closed Book Examination

Students are not permitted to use any reference materials during the examination.

### 14.3 Closed Book Examination with Notes

Students are permitted to bring notes to the examination. The number of pages, font size and type of notes permitted will be specified. Any further restrictions will be noted on the examination timetable and on the examination paper.

### 14.4 Open Book Examination

Students are permitted to use any number and any type of written reference materials, including; textbooks, reference books, lecture notes, student notes, articles, journals, extracts etc.

### 14.5 Open Book Examination with Restrictions

Students are permitted to use a restricted number and/or type of reference materials during the examination. Details of the permitted reference materials and/or the restrictions will be noted on the examination timetable and on the examination paper.

### 14.6 Dictionaries

Dictionaries (e.g. translation dictionary or English dictionary) are permitted in an examination only if specified on the examination timetable.

Where the use of a dictionary is permitted in an examination, the following may be specified:

- English translation dictionary - a dictionary that has English words translated into the equivalent word of the foreign language. Electronic dictionaries are NOT permitted.
- Non-electronic open dictionary - any type of non-electronic dictionary including English Dictionary and Translation dictionary.

Examination proctors will inspect all dictionaries at the beginning of the examination. Dictionaries must be unmarked and must not contain annotations or unauthorised material (i.e. no handwriting or comments and no printed materials inserted or attached).

#### **14.7 Calculator**

If listed as a permitted material, calculators must be removed from their cases, and may be checked by the examiner prior to the examination. If students have any concern about the type of calculator they are using, they should check with the examiner prior to the examination.

Where the use of a calculator is permitted in an examination, the following may be specified:

- non-programmable calculator - any hand-held calculator that is not able to store/save text. It must not have a full alphabetic display or graphical display;
- non-program simple 4 function calculator - (a non-programmable hand-held calculator with only the 4 basic functions i.e. add, subtract, multiply, divide);
- scientific calculator - any hand held scientific calculator;
- open calculator - any hand-held calculator.

Examination proctors will inspect all calculators for notes stored in the case or for any unauthorised writing on the case.

#### **14.8 Personal Items**

Students are permitted to take purses and wallets into the examination venue, and must place them under the desk or in their bags. Those who bring bags into the examination venue must place them in the areas provided at the rear or sides of the venue. Water bottles are permitted in examination venues only if the bottle is clear.

Students are not permitted to take digital watches or smart watches into the examination venue. Students, who are found with a digital or smart watch in the examination venue:

- prior to the commencement of the examination, shall be instructed to place them in their bags or in a sealed envelope provided by the proctor and stored under their seats;
- during the course of the examination, shall be the subject of an incident report from the Chief Proctor to the Senior Manager, Examinations and Timetabling as per [Section 13](#).

#### **14.9 Stationery Items**

Students are required to take pens, pencils and erasers into the examination venue. No other materials are allowed unless specified for that examination. Pencil cases must be placed underneath the desk. Students are not permitted to bring scrap paper into an examination venue.

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## **15. CONDUCT OF AN EXAMINATION**

### **15.1 Reading Time**

The reading time of 10 minutes will be specified on the examination timetable and examination paper.

### **15.2 Late Arrival for Examinations**

Students arriving within the first 30 minutes of working time (after reading time) are required to present themselves to the Chief Proctor of the examination venue and will be permitted to undertake the examination.

Students who arrive later than 30 minutes (after reading time) after commencement are not permitted entry to an examination.

### **15.3 Early Exit from Examination**

No student is permitted to leave the examination venue during the first 30 minutes of working time (after reading time) or the last 10 minutes of working time, except in the case of a medical emergency. Students leaving the examination venue early must not cause any disturbance or remove any examination materials from the venue.