

Griffith College
Quality Assurance and Enhancement Policies, Procedures, Practices
and Guidelines

Title	Examination Regulations
Document No.	QAE E9
Initial Approval by APC	January 2005
Approval of current version by APC	January 2019
Responsibility for Implementation	Examination Office
Related Documents	Role & Responsibilities of Invigilators (QAE E10)
	Academic Misconduct Procedure (QAE J6)
	Appeals Procedure (QAE E15)

QAE E9 Examination Regulations

1. Objectives

- 1.1 To specify examination regulations which learners must be aware of prior to attending an examination
- 1.2 To identify the means by which the College shall endeavour to communicate these regulations to learners.

2. Scope

- 2.1 These regulations apply to all learners attending the examinations of academic programmes.

3. Responsibilities

- 3.1 Learner
- 3.2 Examinations Office
- 3.3 Programme Administrator
- 3.4 Programme Director/Year Head
- 3.5 Invigilator

4. Communication of Examination Regulations

- 4.1 The College shall endeavour to communicate Examination Regulations to learners as follows:
 - 4.1.1 They shall be referred to in the College's Learner Handbook and posted to the Learner Intranet by the Examinations Office
 - 4.1.2 They shall be posted outside examination locations and on learner notice boards by the Examinations Office
 - 4.1.3 They shall be referred to by the Year Head or Programme Director.

5. Examination Regulations

- 5.1 Learners who are candidates for examinations are required to familiarise themselves with and will be assumed to be aware of the following examination regulations

Prior to an Examination:

- 5.1.1 It is the candidate's responsibility to ensure that they knows the correct date, time and location of all examination sessions at which they is required to attend as posted to the learner intranet and on to the Examinations notice board

- 5.1.2 A candidate who requires special arrangements for examinations due to specific learning needs, illness or physical disabilities must inform their Programme Administrator well in advance of the examination period. The Programme Administrator shall in turn inform the Examinations Office in order for appropriate arrangements to be made
- 5.1.3 All candidates must be in possession of photographic learner identification and must bring this to the examination hall to be checked prior to admittance. Should a candidate not be in possession of their learner identification card, they must provide alternative photographic identification for inspection in the form of a passport, driving licence or national identification/age card. If a candidate is not in possession of alternative photographic identification they must obtain a replacement learner card from the Registration Office prior to the examination
- 5.1.4 All candidates taking computer based examinations must familiarise themselves with any username and password requirements which may be necessary to access and save material to the College's computers
- 5.1.5 Candidates should be at the examination room twenty minutes prior to the examination

Entering & Exiting an Examination:

- 5.1.6 Candidates will not be allowed to enter the examination room without appropriate photographic learner identification (see 5.1.3)
- 5.1.7 Candidates will not be allowed to enter the examination room after the examination has been in progress for one hour
- 5.1.8 Candidates will not be allowed to leave the examination room during the first hour or during the final thirty minutes of an examination
- 5.1.9 Candidates who wish to temporarily leave the examination room may do so with an invigilator's consent and subject to their giving their answer book to an invigilator before leaving. In this instance the candidate shall be accompanied by an invigilator
- 5.1.10 Candidates who wish to permanently leave the examination room outside of the restrictions described in 5.1.7 and 5.1.8 may do so with an invigilator's consent and subject to their submitting their answer book to an invigilator before exiting. Candidates will not be readmitted to the examination room under these circumstances
- 5.1.11 Candidates who are required to leave the examination room early due to illness must report the illness to an invigilator. Failure to do so will render an appeal against a result of the examination on the grounds of illness void.

Permitted & Prohibited Items:

5.1.11 Unless specific instructions to the contrary are given:

- 5.1.11.1 Candidates are only permitted to take to an examination desk: writing implements, rulers, drawing instruments, slide rules and, where allowed, non-programmable calculators
- 5.1.11.2 Books, electronic or magnetic information storage devices, mobile phones (or pagers), notes, and any form of paper, may not be taken to the examination desk and must be surrendered to the invigilators before the start of the examination
- 5.1.11.3 Where permissible, dictionaries and other relevant documents (e.g. constitution) will be provided in the examination room
- 5.1.11.4 Bags, cases, outdoor clothing and other similar items must be placed in an area designated by the College before the examination begins
- 5.1.11.5 Candidates are advised not to bring any valuable items to the College on the day/s of the examination/s as they will not be permitted to store them in the examination room
- 5.1.11.6 Food and drink (other than water) are prohibited at examinations.

During Examinations:

- 5.1.12 It is the responsibility of the candidate to check that they has been given the correct question paper. If there is any doubt the candidate must attract the attention of an invigilator immediately
- 5.1.13 Candidates are required to act in accordance with any instructions issued by the invigilator(s)
- 5.1.14 Candidates who require supplementary material or have completed their examination must attract the attention of an invigilator by raising their hand and without disturbing other candidates
- 5.1.15 A candidate may not speak to or otherwise communicate with another candidate during the examination and may not act in such a way as to disturb other candidates. Such an act may be considered (i) Academic Misconduct and, if so, will be dealt with under section 5.1.24 or (ii) a learner disciplinary matter, in which case it will be dealt with under the Learner Disciplinary Procedure (QAE J5)

- 5.1.16 Candidates must cease work when instructed to do so by the invigilator
- 5.1.17 At the end of the examination, silence must be observed until the scripts of all candidates in the examination room have been collected by the invigilators and candidates must not leave their desks until the invigilator announces that they may do so

Answer Books:

- 5.1.18 Candidates must clearly identify their work by completing their personal details on each answer book and on every other item of examination stationery used and must attach all items together securely unless instructed otherwise by the invigilator
- 5.1.19 All work must be written in the answer book(s) or on other examination stationery provided in the examination room
- 5.1.20 No part of an answer book should be torn out, detached or removed
- 5.1.21 Rough work and all calculations must be written in the answer book(s) and must be crossed through if it does not form part of the answer to the question being attempted. Answers must be numbered clearly to indicate the answer to which they refer
- 5.1.22 No candidate may remove from an examination room answer books or any other item of examination stationery whether used or not.

Academic Misconduct:

- 5.1.23 Candidates should be aware that the College takes an extremely serious view of any attempt to commit academic misconduct in an examination. This is reflected in the penalties imposed for proven cases of academic misconduct as described in the College's Academic Misconduct Procedure (QAE J6)
- 5.1.24 Where a member of staff, who is invigilating or otherwise overseeing an examination, assessment or supervised test carried out under examination conditions, has reasonable grounds to suspect that academic misconduct has/is occurring, or is reliably informed by any other person that academic misconduct is suspected, the candidate will be made aware of the suspicion and shall be subject to the College's Academic Misconduct Procedure (QAE J6).

6. Responsibilities

6.1 Learner

- Must familiarise him /herself with the examination regulations detailed in this document prior to attending an examination [5]

6.2 Examinations Office

- Refers to Examination Regulations in Learner Handbook, posts them to the learner intranet, outside examination venues and on learner notice boards [4.1.1, 4.1.2]

6.3 Programme Administrator

- Refers any information provided by learners regarding special examination arrangements to the Examinations Office [5.1.2]

6.4 Programme Director/Year Head

- Makes reference to examination regulations prior to first examination session [4.1.3]

6.5 Invigilator

- Provides instructions at the outset of, during and at the end of an examination [5.1.13, 5.1.17]
- Responds to learner requests during an examination [5.1.9, 5.1.10, 5.1.12, 5.1.13, 5.1.14, 5.1.17]
- Receives examination scripts from learners [5.1.9, 5.1.10, 5.1.14, 5.1.17]
- Confiscates any items not permissible in the examination room [5.1.11.2]
- Acts on a suspicion of academic misconduct in accordance with the College's Academic Misconduct Procedure [5.1.24].