

EXAMINATION SUPERVISION POLICY

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1 Purpose

The Institute is committed to ensuring that students are provided with an environment in examinations whereby they are able to demonstrate their understanding and level of mastery in a subject area. To this end, the intention of this Policy is to clarify the responsibilities and duties of Examination Supervisors in administering and supervising The Institute’s examinations. This policy applies to all The Institute On-site Examinations held at the Sydney Campus, the Hobart Campus, approved off-campus examination centres, and Online Examinations.

2 Scope

This policy document applies to all examination supervisors and other staff authorised to help with the invigilation of a formal examination.

3 Definitions

Authorised Electronic Device – Electronic devices which can be approved are restricted to those which are hand-held, internally powered, silent and not capable of wireless communication with other electronic devices. Calculators and other electronic devices approved for use in an examination must have all programmable memory cleared prior to being brought into the examination room. Non-programmable calculators must have volatile memory only and must not have alpha facilities.

Examination Supervisor – A person assigned to oversee and invigilate the conduct of exams.

Formal Examination - A summative assessment item in the form of an examination held during the Formal Examination Period.

Off-Campus Examination Centre – An examination centre formally approved by The Institute as providing the necessary facilities and security to ensure that examinations are conducted in a professional manner.

On-site Examination – An examination where students physically attend and attempt the examination at the Sydney Campus, the Hobart Campus, or at an off-campus examination centre.

Online Examination – An examination where students attempt the examination over the internet using a computer.

Unauthorised Material – Any material or electronic device (such as mobile phone) other than that specified by the unit lecturer and listed on the cover page of the examination paper.

Procedures for On-site Examinations

3.1 Before each examination, Supervisors will be responsible for:

- i. collecting examination papers, answer booklets and attendance sheets from the academic office at least 15 minutes before the examination begins;
- ii. ensuring that each desk has a number prominently placed on the top right hand corner of the desk.

3.2 During each examination, Supervisors will be responsible for ensuring that:

- i. all students have their student ID or other official photographic evidence such as driver's licence or passport;
- ii. all students display their student ID or other official photographic evidence during the exam;
- iii. any student attending the examination without photo identification has their identity validated, such as through a smart phone photograph, which can be compared with a valid student ID or other official photographic evidence (such as a driver's license or passport) within 48 hours of the examination;
- iv. all students have written down the exam room number and seat number on the top right hand corner of their answer booklets;
- v. all students sign the attendance sheet under proper supervision;
- vi. all students proceed to their designated desk upon entering the examination room, do not leave their desk without permission and at the conclusion of the examination leave only when directed;
- vii. no student enters the examination room after the expiration of 45 minutes from the commencement of the examination;
- viii. no student leaves the examination room within the first 45 minutes, or the last 10 minutes of the examination;
- ix. no student has any unauthorised material in the examination room;
- x. approved electronic devices are inspected to ensure compliance with exam and The Institute specifications;
- xi. students do not commence writing or using a calculator in the reading time;
- xii. students are permitted to go to bathroom, if necessary, but only one student may go at a time;
- xiii. any student who is unwell and needs to leave the examination room temporarily is supervised while they are not in the examination room;

- xiv. silence is maintained throughout the examination and any necessary conversation is conducted in subdued tones;
- xv. no-one, other than authorised persons, enters the examination room during the examination or 15 minutes prior to or after the examination period;
- xvi. the examination is run professionally and in accordance with The Institute's *Examination Policy and Procedure*.
- xvii. immediately expelling any student who commits an infringement of this policy and reporting the infringement to the Academic Administration by lodging an Examination Infringement Report.

3.3 After each examination, Supervisors will be responsible for ensuring that:

- i. all exam papers and examination booklets (completed and blank) are accounted for;
- ii. exam papers and answer booklets are sorted in a numerical ascending order based on students' identification numbers;
- iii. exam papers are separated from answer booklets;
- iv. exam papers, answer booklets and attendance sheets are delivered to the academic office;
- v. the supervisor signs their name on the attendance sheet, writes down the number of students attending the examination, and makes any necessary comments concerning the conduct and operation of the examination;
- vi. a report is submitted to the Dean if any student is unable to complete to examination because of illness or other circumstance;
- vii. an Examination Incident Form is completed and submitted to Academic Administration if any cheating, suspected cheating or other significant incident occurred in the examination.

3.4 Special Provisions for Examinations Conducted at Off-Campus Examination Centres

Where examinations are conducted off-campus, the requirements of Supervisors do not change. The same level of professionalism and diligence is required. However, where examinations are conducted at off-campus examination centres, the following additional procedures and principles must be followed.

- i. Where the same examination is being conducted on-campus at The Institute and at off-campus examination centres, the examination must be conducted at the same time at all venues.
- ii. At least 2 weeks before the examination period commences, The Institute will send an examination delivery bag to the off-campus examination centre. The examination delivery bag will include the:
 - a. Examination timetable.
 - b. Final attendance list for each student sitting an examination.

- c. Official The Institute examination booklets.
- d. Final exam papers
- iii. At least 2 weeks before the examination period commences, the supervisor for the off-campus examination centre will advise The Institute's Academic Program Manager of the specific location/room for each examination.
- iv. The Institute will responsible for securely printing a sufficient number of exam papers for each examination.
- v. Within 2 days of the completion of all examinations, the supervisor of the off-campus examination centre will send to The Institute the examination delivery bag containing:
 - a. All examination booklets (used and unused);
 - b. All examination papers (used and unused);
 - c. All attendance sheets.
- vi. When the examination delivery bag and or examination papers are required to be transported (either from The Institute to the off-campus examination centre, or from the off-campus examination centre to The Institute) they will be shipped via Australia Post, registered-express post. The cost of all shipping will be incurred by The Institute.

5 General Context

Cheating in on-site exams has taken many forms in recent years, and includes: notes or formulae in pencil or calculator cases and on rulers, in clothing and written on parts of the body; notes written in dark or invisible ink on the surfaces of calculator cases; use of sophisticated computing devices (i.e. with internet connectivity) resembling calculators; copying or the passing of information between students; attempted removal of 'confidential' exam papers, use of notes hidden in nearby toilets, or the use of mobile devices to access unauthorised material while visiting the toilet, and substitution, where another person attempts an examination in the place of the student.

Supervisors need to be cognizant of the possibility of this type of behavior and take actions to minimize the possibility of it occurring. This requires constant and vigilant surveillance of the students during the examination.

6. Procedures for Online Examinations

Maintaining the integrity of the online examination is of crucial importance. Consequently, all reasonable steps must be taken to ensure that only students who are enrolled in the unit can attempt the examination, and no unauthorised material or devices are accessed during the exam.

Eproctoring might be considered important for some units, but not in all. However, the following principles and rules specify the minimum requirements to help ensure the integrity of the examination.

- a. Students can take the examination at a place of their own choosing.
- b. The minimum computing requirements for an examination are:

- (i) A computer connected to the internet. A mobile device (phone, tablet) is not sufficient.
 - (ii) A webcam and microphone that must be kept on at all times.
 - (iii) Capability to type into a Microsoft Word formatted document.
 - (iv) For some units (e.g. units with quantitative subject matter), a capability to use MS Excel (or similar) may be needed.
- c. Exams will be held at a set time and for a set duration that is the same for all students in a unit no matter where they are located. The exam timetable shows Sydney time. Students must make their own adjustments to the start time if located in another time zone.
- d. Students must be sure of their ability to connect to Moodle and Zoom for the duration of the exam period for each unit. The technology requirements for exams are the same as those that applied to online classes during a term.
- e. Students must turn on their webcam at the start of the exam and display their face and student card or other photo ID through their Zoom connection for an identity check when an exam supervisor calls their name. This may happen at any time during the exam period. An identity check will take only one minute provided ID cards are readily available.
- f. During the exam period, Zoom must be connected all times and until the exam paper is submitted to Moodle through Turnitin.
- g. Fifteen (15) minutes before the start of the examination period, the exam paper will be made available to download from the unit's Moodle site.
- h. Two copies of the exam paper will be available for download:
- i. A copy in Microsoft Word format, and
 - ii. A copy in Acrobat PDF format
- i. Answers to the exam questions must be typed into the MS Word version of the exam paper. The PDF version is for backup reference should any part of an exam question be inadvertently deleted while answering the question.
- j. Students must stop typing when instructed by supervisors at the conclusion of the exam period.
- k. At the conclusion of the exam period, students will have 10 minutes to upload a completed exam paper in MS Word format to the unit's Moodle site through Turnitin.

7 Related Documents

- i. Examinations Procedure Policy*

8 Version Control

Historical Version	Approved by	Approval Date
2019.08	Academic Board	14 August 2019
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