

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 examinations. This policy applies to all THE INSTITUTE examinations held on-campus at the Australian Technology Park, or approved off-campus examination centres.

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

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.

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.

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.

4 Procedures

4.1 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.

4.2 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.

4.3 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.

4.4 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.

4.5 General context

Cheating in 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.

5 Related Documents

i. Examinations Procedure Policy

6 Version Control

Historical Version	Approved by	Approval Date
2018.08	Academic Board	30 August 2018
2016.11	Academic Board	9 November 2016
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