EXAMINATIONS PROCEDURE

SCOPE

This schedule applies to all examinations held at the University of Melbourne unless otherwise indicated.

1. Arrival and departure
   1.1. Students will not be admitted to the examination room more than 30 minutes after the commencement time of the examination, except under the provisions outlined in section 2.
   1.2. Students may not leave the examination within the first 30 minutes of the commencement time of the examination, or within the final 15 minutes of the examination.
   1.3. A student who wishes to leave the examination room and be readmitted must obtain prior approval from an examination supervisor, who may require that the student be accompanied by a supervisor during the full period of absence.
   1.4. A clear warning will be given ten minutes before the end of the examination and a final signal at the end, when all writing must cease. Students must enclose each book used in the cover of the preceding book together with any graph paper or other special paper or material which has been supplied for the examination and must remain seated until all books and materials have been collected by examination supervisors.

2. Late arrivals
   2.1. Examination supervisors may admit students arriving late to the examination if their lateness was due to factors outside their control (such as unexpected transport delays occurring on the day of the examination) and if no student has already left the examination. The examination supervisor may seek advice on whether the event can be independently verified (for example, website information about accidents or train delays) before deciding whether to admit the student. (For centrally managed exams the advice can be sought from Student Administration)
   2.2. Students arriving late due to factors outside their control, and who are admitted to the examination, will not be given extra time to complete the examination.
   2.3. Students arriving late due to factors outside their control, and who are not admitted to the examination by an examination supervisor, may submit an application for special consideration within three days of the examination if they wish to seek an opportunity to sit an alternative examination. Student centres and subject coordinators should not offer/agree to supervise exams for individual students in these circumstances.

3. Seating
   3.1. Students will be assigned a seat number for centrally organised examinations. The seat number will appear on the student’s personalised examination timetable approximately three working days before the examination date. Seat numbers will also be posted at the examination venue on the day of the examination.
   3.2. On entering the examination room, students must proceed directly to their allocated seat.
   3.3. Any student who has not been allocated a seat number should report to the supervisor in charge of the examination before the commencement of the session.

4. Examination environment
   4.1. Examination venues must be suitable for candidates to perform to their best ability. For written examinations, venues must have:
      - good lighting
      - adequate writing space for each candidate
      - access to toilets
• sufficient space to allow room for supervisors to move around during the examination
• sufficient space to ensure students cannot easily observe each other’s work.

4.2. Examination supervisors may be assigned roles of either Chief Supervisor, Senior Supervisor or Supervisor. Examination supervisors must fulfil the duties assigned to them including:
• setting up the venue and ensuring that all required materials are assembled and ready for candidates well in advance of the admission of candidates to the examination venue
• maintaining constant surveillance of candidates during the examination in order to discourage academic misconduct
• preserving order when candidates enter and leave the examination room
• ensuring that no student in an examination room communicates with another student
• checking attendance and controlling late arrivals according to section 2 above
• forwarding the attendance list and completed assessment materials to the Examination Unit or the faculty at the end of the examination
• documenting any irregular events that occur during the course of the examination and providing details to the Examinations Unit or the faculty
• ensuring the security of assessment materials on completion of the examination until their collection
• declaring any potential conflict of interest before each examination period – for example, if the supervisor is a friend of relative of an examination candidate.

5. Reading time
5.1. Reading time takes place at the start of the examination. Students must be admitted to the examination venue in time to be seated at their desk by the commencement of the examination.
5.2. In addition to the provisions in Section 6, the following rules apply during reading time:
• Students must not write on the examination paper or script books during reading time unless otherwise instructed.
• Once reading time has concluded, a signal must be given that writing may commence.

6. During the exam
6.1. Students must not communicate with other students in any way. Students must raise their hands if they wish to communicate with examination supervisors.
6.2. Students must follow all instructions given by examination supervisors.
6.3. Students must not look at or copy other candidates’ work.
6.4. Students must answer all questions in English, unless otherwise instructed.
6.5. The time allocated for the writing of answers must be shown on the front page of the examination paper.
6.6. No writing of any description (including numbering of questions and completion of covers) is to be done after the signal to cease writing.
6.7. Examination supervisors must lodge an Examination Incident Report if a student contravenes Section 5, 6 or 8 of this Schedule.

7. Authorised material
7.1. Students may bring into the examination room a clear bottle of water, pharmacy medications, and any other items in accordance with approved alternative examination arrangements, such as ergonomic supports, heat packs, diabetes testing kits, and technology customised to individual needs, e.g. Braille note computer. Food may only be brought into the examination room if it is

Examinations Procedure (MPF1028)
Schedule A – Examinations
Version 5 – Approved 9 September 2015
needed for medical reasons. For security reasons, small items listed above must be carried into the exam in a clear plastic bag.

7.2. Students may bring mobile phones, 
    wristwatches, tablets, laptops and other electronic devices, wallets and purses into the examination room; all of these items must be placed beneath their desk. In the plastic pocket provided. All electronic devices (including mobile phones) must be switched off and remain under the student's desk until they leave the exam venue. No items may be taken to the toilet.

7.3. Items specifically indicated on the examination cover sheet and academic materials permitted for use during the examination may also be brought into the examination room. These items may be specific (e.g. a particular brand and model of calculator; a particular edition of a dictionary), or general (e.g. any calculator; any dictionary).

7.4. Where an examination has been nominated as open book, authorised materials include hard copy textbooks and course notes, and any other materials specified by the subject coordinator and indicated on the examination cover sheet. Electronic devices are not authorised materials unless specifically permitted by the subject coordinator.

8. Unauthorised material

8.1. No unauthorised materials may be taken into the examination venue.

8.2. Examination supervisors will check examination desks for unauthorised materials and, if found, will ask the student to place them on the floor.

8.3. Examination supervisors will confiscate unauthorised materials if it appears that they are being used improperly. Any items which have been confiscated will, in most instances, be returned to the student at the conclusion of the examination. However, the University may retain any confiscated items for a further period of time if it considers that such item(s) may be relevant in proceedings relating to academic misconduct.

8.4. Examination supervisors must report cases of alleged academic misconduct relating to unauthorised materials to the Examinations Unit and the faculty in writing.

8.5. The following are deemed to be unauthorised materials:

- textbooks
- course notes and other study materials (unless the examination is open book)
- calculators, unless authorised by the examiner
- electronic devices not covered elsewhere in this schedule
- pencil cases
- notes of any kind including those written on rulers, calculators or calculator covers, on the student's body or anywhere else
- periodic tables and formula sheets
- blank paper
- any other item or material that may cause disruption or provide students with an unfair advantage.

8.6. Students must leave bags and personal possessions (other than authorised materials listed in section 7) at the location designated by the examination supervisor. Personal possessions are left at the students' own risk and the University is unable to provide reimbursement for any items lost or damaged during examinations.

9. Dictionaries

9.1. Students may bring dictionaries specified as authorised on the examination cover sheet into the examination room. Where particular editions or electronic dictionaries are precluded, this must be specified on the examination cover sheet.
9.2. Students may bring dictionaries not specified as authorised on the examination cover sheet into the examination room if they have written authorisation from the subject coordinator, or verbal authorisation from the subject coordinator present at the examination.

9.3. It is the responsibility of the student to ensure that their dictionary is approved by the subject coordinator for use in each particular examination.

9.4. Dictionaries may not contain notes or annotations of any kind.

10. Calculators

10.1. Students may bring calculators specified as authorised on the examination cover sheet into the examination room.

10.2. Students may bring calculators not specified as authorised on the examination cover sheet into the examination room if they have written authorisation from the subject coordinator, an official sticker signifying departmental authorisation, or verbal authorisation from the subject coordinator present at the examination.

11. Attendance and identification of students at examinations

11.1. Students must enter their personal details on and sign the Examination Attendance Form that is distributed with their examination paper and collected by an examination supervisor shortly after the start of writing time.

11.2. Students must display their University of Melbourne student identification card on their examination desk for the duration of the examination. If students do not have their student identification card with them they must advise an examination supervisor prior to the commencement of writing time.

11.3. Students who have lost their University of Melbourne student identification card must bring a copy of their statement of enrolment and one of the following alternative forms of photo identification:

- a passport
- an Australian state or territory issued drivers licence
- an Australian state or territory issued proof of identity card.

11.4. The identification referred to in section 11.3 must be displayed on the examination desk for the duration of the examination. The student’s online statement of enrolment may be checked at the examination venue.

11.5. Students attending an examination without photo identification must report to the examination supervisor at the end of the examination in order to have their identity validated against the image stored in the student system. For centrally managed, the Examinations Unit will inform the student centre if the student’s identity cannot be verified.

11.6. The Provost will provide information to staff and students on how to manage cases of unverified identity.

12. Examination papers and documents

12.1. Examination papers must indicate whether it is permitted for the paper to be removed from the examination venue and whether the paper must be stored in the University library for reference. Papers that are specified as ‘not to be removed’ must not be removed from the examination venue and remain the property of the University.

12.2. Examination supervisors will announce any corrections to examination papers that are known before the commencement of the examination.

12.3. Any errors discovered after the commencement of the examination will not result in any examination paper or question being reissued. In such cases, subject coordinators will adjust the criteria applied and the marks for the examination within the limits of the assessment details issued at the commencement of teaching.
12.4. Students must fill in the information required on the cover of the script book, or the examination paper and/or answer sheet, as appropriate. If more than one book or examination paper and/or answer sheet is used the same information must be completed on each book, examination paper and/or answer sheet. Students should record their student number (but not their name) on the examination script book in order to aid anonymity.

12.5. Students may write only on the ruled paper supplied, unrulled pages are for rough work.

12.6. Examination script books must be submitted intact; no part of any book may be taken out or destroyed.

12.7. The answer to each question should begin on a separate page and the number of the question being answered should be written at the right hand top of each page thus: “Q1”.

12.8. A student who does not answer any questions must submit a blank script book with the information on the cover completed.

12.9. All examination script books, comments, marks or calculations of marks, and documents relating to examination script books remain the property of the University.

12.10. Students may access their own script books, comments and documents relating to the examination script book through the subject coordinator. Students must apply to view their script books before the end of the second week of first semester in the case of examinations in the preceding second and summer semesters, and before the end of the second week of the second semester in the case of examinations in the preceding first semester.

13. Handling and storage

13.1. Staff involved in handling examination papers are responsible for ensuring proper handling and storage so that no unauthorised access to electronic or hard copies occurs.

13.2. Draft and final versions of examination papers must be held securely at all times.

13.3. Only staff with direct involvement in the development, approval and administration of the examination must have access to the examination in both electronic and hard copy formats.

13.4. Where security has been breached, or possibly breached, the subject coordinator must provide a new examination prior to the commencement of the examination.

13.5. Subject coordinators must retain all examination script books and other associated materials, including marking guidelines and criteria, for six months from the publication of results or, where there is an appeal, six months after finalisation of the appeal. After this time, documents will be disposed of as confidential waste.

13.6. Staff in breach of these handling and storage rules may be charged with misconduct under the Misconduct Procedure.

REVIEW

This schedule is to be reviewed by 28 February 2015.

VERSION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved By</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>President, Academic Board</td>
<td>21 Sep 2012</td>
<td>21 Sep 2012</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>Academic Board</td>
<td>28 Feb 2013</td>
<td>28 Feb 2013</td>
<td>Full review and update.</td>
</tr>
<tr>
<td>3</td>
<td>Academic Board</td>
<td>12 Sep 2013</td>
<td>12 Sep 2013</td>
<td>Full review and update to incorporate information formerly held in Regulation 11.1.A3 and additional information requested by internal auditors.</td>
</tr>
<tr>
<td></td>
<td>Section</td>
<td>Date 1</td>
<td>Date 2</td>
<td>Details</td>
</tr>
<tr>
<td>---</td>
<td>---------</td>
<td>--------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>4</td>
<td>Academic Board</td>
<td>29 May 2014</td>
<td>29 May 2014</td>
<td>Section 5 - Clarification of rules for reading time.</td>
</tr>
<tr>
<td>5</td>
<td>President, Academic Board</td>
<td>9 September 2015</td>
<td>14 September</td>
<td>Review to scope taking into account the new Regulation 11.1A2. Changes to authorized materials at 7.2 – inclusion of wristwatches; and requirement to place listed materials in a plastic pocket (provided by the University)</td>
</tr>
</tbody>
</table>