

## EXAMINATIONS PROCEDURE (MPF1028)

### SCHEDULE B – EXTERNALLY SUPERVISED EXAMINATIONS

#### SCOPE

This schedule applies to University of Melbourne students who are granted permission to sit examinations at an external location.

#### 1. Principles

- 1.1. A student may be granted permission to sit an externally-supervised exam in exceptional circumstances.
- 1.2. The Associate Dean (Teaching and Learning) or equivalent of the teaching faculty/graduate school – or delegate – must give permission in writing for the external examination, including the provision of written approval for the appointment of the examination supervisor and appropriate examination venue, by endorsing the [Supervisor Declaration Form](#).
- 1.3. An approved examination supervisor and examination venue must be used. It is preferable that an external examiner be a staff member of another educational institution, but the faculty may approve others where appropriate.
- 1.4. The student's home student centre will cover costs associated with the forwarding and retrieval of external examinations and other documentation.
- 1.5. The student will cover any costs associated with engaging an external supervisor and venue.

#### 2. Preparation

- 2.1. Students must lodge a completed [Supervisor Declaration Form](#) at their student centre to provide details of the location and supervision arrangements for their externally supervised examination.
- 2.2. The student centre must arrange for the following to be sent to the examination supervisor by an agreed date:
  - examination paper
  - copy of this schedule and [Schedule A - Examinations](#)
  - a photograph of the student (e.g. from student system)
  - examination attendance/confirmation of student identity form.
- 2.3. The examination should be held concurrently with the examination in Melbourne. If this is not possible, the student centre will normally provide an alternative examination paper. If an alternative paper is not feasible, steps must be taken to minimise the risk of significant sharing of the examination content among students, such as holding the external examination later than the main sitting and requiring the student to fill in a statutory declaration.
- 2.4. The examination must be run in accordance with [Schedule A – Examinations](#), except where specified below.

#### 3. Arrival and departure

- 3.1. The scheduled examination commencement time is the start of writing time. Students should arrive at the examination room at least 15 minutes before the commencement time if reading time is 15 minutes and at least 30 minutes before the commencement time if reading time is 30 minutes.
- 3.2. A warning signal 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 books and materials have been collected by supervisors.

#### 4. Late arrivals

- 4.1. 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). The examination supervisor will complete an Examination Incident Report and the student must submit a statutory declaration stating the reason for their late arrival.
- 4.2. 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.
- 4.3. 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. (Refer to the [Special Consideration Policy](#) for details.)

## 5. Attendance and identification of students at examinations

- 5.1. If the examination supervisor is unsure whether the student attending the examination matches the photograph provided by the student centre they will ask the student to produce a second form of identification. The examination supervisor will inform the student centre if the student's identity cannot be verified.

## 6. Storage and handling

- 6.1. Staff and external supervisors involved in handling examination papers are responsible for ensuring proper handling and storage so that no unauthorised access to electronic or hard copies occurs.
- 6.2. Students must not have access to the examination paper before or after the examination.
- 6.3. The student centre will arrange for return of examination papers via courier or express post.
- 6.4. The external supervisor will ensure that the examination papers are returned within one working day of the examination, or by the date specified by the student centre.

## REVIEW

This schedule is to be reviewed by 30 June 2015.

## VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Academic Board	12 Sep 2013	12 Sep 2013	New
2	Academic Secretary	27 May 2015	27 May 2015	Amended link reference in s4.3 and updated links in s1.2 and 2.1.