

EXAMINATION

GUIDELINES FOR STUDENTS

EXAMINATION TIMETABLE

- (a) You are responsible for ascertaining the times and venues of examinations in courses in which you are enrolled. These are available from *FNU Website*. You will not be notified directly of the examination timetable.
- (b) You are not entitled to sit an examination at another time, nor to re-sit an examination, nor to any other concession, in the following circumstances;
 - i. When an examination conflicts with another commitment; or
 - ii. When you fail to attend an examination through misreading the timetable or accepting incorrect information on the timetable from another person; or
 - iii. When you are prevented from using a calculator or electronic device not approved by the Course Coordinator, or you misuse such a device, or the device fails to work;

CONSIDERATION FOR OTHERS

Be considerate of others at all times. Avoid behaviors which may disturb other candidates. If, in the opinion of an Examination Supervisor, you are causing a disturbance, you may be required to leave the examination venue permanently, and you must leave.

EXAMINATION MATERIALS

Only bring to an examination those items which you need to undertake the examination.

a) **Materials Required**

You must bring to each examination:

- i. Your Current *Valid Student ID Card*; and
- ii. Reasonable supplies of required writing implements, erasers etc.

b) **Materials Permitted**

You may bring to each examination:

- i. One clear bottle of clear water, up to 1-litre in size;
- ii. Any materials specified by the Course Coordinator, as set out in the front cover of examination paper.

c) **Materials Not Permitted**

You must not bring into the examination venue any material which enables, or has the potential to enable, you or others to cheat or to gain an unfair academic advantage. Examples of materials which are not permitted include but are not limited to:

- i. Writing or other paper;
- ii. Mobile telephones or other communication devices.

- iii. Electronic devices, unless specifically permitted by the Course Coordinator, and then only in accordance with the Course Coordinator's precise specifications. Such devices must be self-powered, and operate quietly;
 - iv. Textbooks, notes, reference materials, and printed or written matter of any kind, unless specifically permitted by the Course Coordinator, and then only in accordance with the Course Coordinator's precise specifications;
 - v. any drinks other than clear water in a clear container.
- d) **Materials not to be removed**
- i. You must not remove from the examination venue any materials issued for use in the examination, or any copies of such materials. All such materials remain the property of the University, whether the materials were actually used or not. This includes scripts, answer books, question papers, and drawing and scribble paper.
- e) **Compliance**
- i. An announcement is made at the beginning of each examination about unauthorized materials. Provided you do so immediately, you may surrender any unauthorized materials without penalty.
 - ii. Examination Supervisors have authority to check for unauthorized materials, and you must comply with any request to present materials for inspection.
 - iii. If you bring unauthorized material into the examination:
 - 1. *the Examination Supervisor may confiscate the material; and*
 - 2. *the Examination Supervisor may report you for a breach of the Examination Policy.*

GENERAL CONDUCT IN EXAMINATION VENUE

a) Entering the examination venue

- i. Only enter the examination venue when authorized to do so by an Examination Supervisor. This is usually 10 minutes before the scheduled examination start time.
- ii. Only students eligible to sit the examination and authorized staff members are permitted to enter the examination venue.

b) Displaying your ID

- i. Display your student ID card on the top right hand corner of your desk.

c) Entering or leaving after the examination starts

- i. Except with the consent of an Examination Supervisor, you are not permitted to:
 - 1. *Enter the examination venue more than 45 minutes after the start; nor*
 - 2. *Leave the examination venue within the first 60 minutes of the start; nor*
 - 3. *Leave the examination venue temporarily for any reason. If you leave temporarily you must be accompanied by an Examination Supervisor or security officer. If you leave unaccompanied, the Examination Supervisor has absolute discretion to refuse to re-admit you to the venue.*
- ii. Once the 15-minute warning before the end of the examination is given, you must remain seated until an Examination Supervisor has collected your examination scripts and an Examination Supervisor announces that you may leave.

d) Reading time

- i. Do not start writing in your examination book until the end of the 10-minute standard reading time is announced by an Examination Supervisor.

Note: Some examinations have a longer permitted reading time but, unless specifically stated in the front cover of examination paper, students may begin writing after 10 minutes. The end of longer reading times is not announced to avoid disturbing other students. All reading time is added to the stated time allowed for students to complete the set questions and tasks. For example, an examination paper of 2 hours' duration with the standard reading time of 10 minutes will last for a total of 2 hours and 10.

e) Communication

- i. If you need to communicate with an Examination Supervisor, raise your hand and wait for attention.

f) Examination Supervisors' instructions

- i. You must obey the instructions of any Examination Supervisor during the examination.

EXAMINATION INTERRUPTIONS

a) Power failure

- i. If there is a power failure, stop writing when the Examination Supervisor advises you and await further advice. If the power failure is expected to last 30 minutes or less, you will be advised to remain seated and resume the examination when power is restored. The examination time will be extended by the length of the power failure. If the power failure is expected to last more than 60 minutes, the examination scripts will be collected and the examination terminated. You must leave the venue with your personal belongings.

b) Threats to safety

- i. If there is any threat to physical safety and security, such as an explosion, tsunami warning or fire, the examination will be terminated and all students and staff required to evacuate the examination venue. You must take only your personal belongings, and leave all examination materials on your desk. These will be collected by Examination Supervisors once an appropriate authority has declared the venue safe.

BREACH OF EXAMINATION REGULATIONS

A breach of these Guidelines is a breach of Examination Policy and all allegations of a breach of these guidelines will be dealt with in accordance with that policy. The Students' Academic Disciplinary Committee may impose one or more of the following penalties:

- 7.1.9.1 Require a re-assessment.
- 7.1.9.2 A reduction in the mark awarded for assessed courses of work or project.
- 7.1.9.3 Require the student to do further work or repeat work within the programme in relation to which the misconduct occurred.
- 7.1.9.4 Impose a maximum grade the student may gain for the course in relation to which the misconduct occurred.
- 7.1.9.5 Refuse or cancel credit for the course in relation to which the misconduct occurred.
- 7.1.9.6 Impose a null and void grade.
- 7.1.9.7 Suspension or expulsion from the University.
- 7.1.9.8 Any other penalty that the Committee considers just for the breach.