Scope

These procedures apply to Torrens University Australia students undertaking an examination online, on campus or off campus.

On Campus

General procedures

The examination timetables for each study period will be available online for students to access at least two weeks prior to the commencement of the mid trimester examination period, and one week prior to the end trimester examination period, where applicable.

All students are required to sit their examination at the scheduled date and time irrespective of any conflict with a planned holiday or special event. If a student believes they may have a case for not being able to sit their scheduled examination, at least two working days prior to the scheduled examination the student must submit an Application for Assessment Special Consideration Form.

Students are responsible for finding out their examination times and locations, and for ensuring they arrive at least 15 minutes prior to the published start time.

Students are responsible for notifying Student Services (Campus Life Team) of any clash in their examination timetable within five working days of the examination timetable release.

Students who arrive up to 30 minutes after the published start time will be permitted to enter the examination room, but will not be allowed any additional time to complete the examination.

Students who arrive more than 30 minutes after the published start time will not be permitted to enter the examination room, and will receive a zero mark for that examination.

All students must bring with them
- pens, pencils, erasers, and rulers required to answer exam questions, in a clear plastic bag
- personal items in a small closed bag that can be placed under your desk;
- drinking water in a clear container;
- other permitted material for each course, as displayed in your exam paper;
- any materials specifically for you under the Disability Policy

International students may bring with them
- written foreign translation dictionary

Unless otherwise specified, either in the subject outline or as an agreed provision; a student must not take into the examination room any item with the potential to provide them or any other student with an advantage. This includes, but is not limited to:
- pencil cases
- text books or any other book, including electronic or English dictionaries, prayer books, korans and bibles
- calculators or any form of stored or recorded information
- mobile telephones, or any other electronic device
- notes, or other written documents
- examination answer booklets, attendance slips or any paper.
- drinks and food (other than water)

Any items which have been specified in the subject outline as being allowed in the examination room must not be enhanced or tampered with in any way that has the potential to provide an additional advantage to the student or any other student.

Examination answer books and attendance slips will be retained in confidential storage by the University for six months following the deadline for finalisation of results for the relevant study period.

**Exam Invigilation**

On campus examinations will be supervised by at least two invigilators, neither of whom will be:
- involved in teaching or assessing the subject being examined
- have any other actual or perceived conflict of interest in upholding the integrity of the examination process.

The invigilators will be responsible for ensuring all examination procedures are adhered to, including:
- students’ entry into the examination room, including checking items being taken into the examination room
- announcements during the examination:
  - commencement of reading time
  - commencement of writing time
  - 15 minute warning prior to the exam finish time
  - completion of exam
- marking attendance and verifying the identity of each student
- managing any errors in the examination question papers as identified by students
- collection of all answer booklets, question papers and scrap paper at the completion of the examination
- security of the answer booklets until lodged with Student Services (Campus Life Team) or delegate

**Procedures during the examination**

The examination start time will include a designated reading time of ten minutes, unless otherwise specified on the cover page of the examination booklet. An invigilator will announce when the reading
time has elapsed, after which students may commence writing in the examination booklet. No further announcements to commence writing will be made.

During the designated reading time, students are not permitted to use a calculator or write in the examination booklets but may complete attendance slips, fill in details required on the front cover of examination booklets, and make notes on loose-leaf paper provided.

No student may commence writing answers until authorised by an invigilator. All students must stop writing when instructed by an invigilator. At the end of the examination, all students must remain seated until all examination booklets have been collected.

All written examinations must be written in the examination books provided or on the question paper. Candidates must number all answers and complete cover pages.

During an examination, students are not permitted to speak to or communicate with any other student, or give or receive any form of assistance, academic or otherwise.

**Procedures for leaving the room**

Students are not permitted to leave the examination room in the first 30 minutes after the published starting time, or during the last 15 minutes of any examination.

If there is a need to go to the toilet or leave for medical reasons approval must be given by an invigilator and the student will be supervised during the period of absence.

Students wishing to permanently leave the examination room must hand all examination booklets to the invigilator who will endorse the booklets as correctly identifying the student.

Students must not remove any examination booklets, scrap paper or attendance slips from the examination room.

**Breaches of On Campus Examination Procedures**

- Any breach of examination procedures will constitute misconduct even if it cannot be demonstrated that the student gained an advantage as a result of the breach. Breaches of this nature will be dealt with subject to the [Academic Integrity Policy](#).

- Examination breaches include, but are not limited to:
  - impersonating another student in an exam or allowing another person to sit the examination on your behalf
  - having unauthorised material or items on desks or on person in the examination room
  - using, or attempting to use, unauthorised material or items during the examination
  - copying from the script of another student during the examination
  - receiving help from another person during the examination
  - giving help to another person during the examination
  - acting dishonestly in any way, whether before, during or after the examination, so as to obtain, or assist another student to obtain, an unfair advantage in the examination.

- Any student disrupting an examination may be instantly dismissed from the examination room at the discretion of the invigilator. If the student is dismissed, the invigilator will document the incident and provide a report to the Program Director for investigation under the [Academic Integrity Policy](#).
• If a breach is detected that does not cause disruption to the examination, or is assessed by the invigilator as not warranting dismissal from the examination room, the invigilator will advise the student that the breach has been detected, will be reported and dealt with under the Academic Integrity Policy.

• The invigilator will document the incident and will provide a report to the Program Director within five working days of the incident. The Program Director will determine whether the incident warrants investigating under the Academic Integrity Policy.

Online or Off Campus

<table>
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<tr>
<th>General procedures</th>
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<tbody>
<tr>
<td>The examination timetables for each study period will be available online for students to access at least two weeks prior to the commencement of the mid trimester examination period, and one week prior to the end trimester examination period, where applicable.</td>
</tr>
<tr>
<td>For those students studying Higher Education awards, examinations must be scheduled, on the same date and time as the published schedule for on-campus students. Should you be in a different timezone to time scheduled for the exam, each case will need to be reviewed and where possible an alternative time set.</td>
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<tr>
<td>All students are required to sit their examination at the scheduled date and time irrespective of any conflict with a planned holiday or special event. If a student believes they may have a case for not being able to sit their scheduled examination, the student must submit an Application for Assessment Special Consideration Form.</td>
</tr>
<tr>
<td>Students are required to register for online examinations via an online booking form. Students must nominate whether they wish to complete their examination remotely with an independent examination supervisor, or at a Torrens University Australia location with a pre-arranged invigilator.</td>
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For all online examinations:
• All online examinations will be completed via the relevant University Learning Portal
• Just prior to the commencement of the online exam the Invigilator or independent exam supervisor will provide the student with password for the exam.

For all paper examinations conducted off campus and is also scheduled at a Torrens University Australia location:
• Students are responsible for finding out their examination times and locations, and for ensuring they arrive at least 15 minutes prior to the published start time.
• Students who arrive up to 30 minutes after the published start time will be permitted to enter the examination room, but will not be allowed any additional time to complete the examination.
• Students who arrive more than 30 minutes after the published start time will not be permitted to enter the examination room, and will receive a zero mark for that examination.
• Students that wish to sit their exam(s) at a Torrens University Australia location but fail to register for the exam(s) via the online booking form will not be permitted to sit the exam.
• On arrival at the examination venue, all students must present photographic identification (a Torrens University Australia student identification card, driver’s license, passport or equivalent) to
the remote supervisor or Torrens University Australia location invigilator. If a student does not provide acceptable photographic identification, they may not be permitted to sit the examination, at the invigilator’s discretion.

- All students must bring with them and display on their desk, their Torrens University Australia student identification card. If they fail to do so, they must provide an alternative form of photographic identification such as a passport or driver’s license. If a student does not provide acceptable photographic identification, they may not be permitted to sit the examination, at the invigilator’s discretion.

- The pens, pencils, erasers, and rulers required to answer exam questions, in a clear plastic bag

- Unless otherwise specified, either in the subject outline or as an agreed provision; a student must not take into the examination room any item with the potential to provide them or any other student with an advantage. This includes, but is not limited to:
  - pencil cases
  - text books or any other book, including dictionaries, prayer books, korans and bibles
  - calculators or any form of stored or recorded information
  - mobile telephones, or any other electronic device
  - notes, or other written documents
  - examination answer booklets, attendance slips or any paper.
  - drinks and food (other than water)

- Any items which have been specified in the subject outline as being allowed in the examination room must not be enhanced or tampered with in any way that has the potential to provide an additional advantage to the student or any other student.

- Attendance slips will be retained in confidential storage by the University for six months following the deadline for finalisation of results for the relevant study period.

### Exam Invigilation

- Examinations held at Torrens University Australia locations will be supervised by at least one invigilator, who will not be
  - involved in teaching or assessing the subject being examined
  - have any other actual or perceived conflict of interest in upholding the integrity of the examination process.

- Examinations held off campus will be supervised by a University-approved independent examination supervisor.

- The invigilators or independent examination supervisor will be responsible for ensuring all examination procedures are adhered to, including:
  - students’ entry into the examination room
  - announcements during the examination:
    - commencement of reading time
    - commencement of writing or typing time
    - 15 minute warning prior to the exam finish time
    - completion of exam
  - marking attendance and verifying the identity of each student
  - escorting students that request temporary leave from the exam room
  - managing any instances of procedural breach
  - managing any disturbance or disruption to the examination
Managing any errors in the online exam or paper exam as identified by student

**Procedures during the examination**

- Every student must complete the attendance sheet provided
- Ensure the examination starts and finishes within the allocated time.
- The examination start time will include a designated reading time of ten minutes, unless otherwise specified in the subject outline. The invigilators or independent examination supervisor will announce when the reading time has elapsed, after which students may commence writing in the paper examination booklets or typing in the online examination. No further announcements to commence writing or typing will be made.
- During the designated reading time students are not permitted to:
  - use a calculator,
  - write in the examination booklet or
  - type into the online examination
- Students are permitted during the designated reading time to:
  - complete attendance slips,
  - fill in details required on the front cover of paper examination booklets, and make notes on loose-leaf paper provided.
- No student may commence writing or typing answers until authorised by the invigilators or independent examination supervisor. All students must stop writing or typing answers when instructed by the invigilators or independent examination supervisor. At the end of the paper examination, all students must remain seated until all examination booklets have been collected.
- All written examinations must be written in the examination books provided or on the question paper. Candidates must number all answers and complete cover pages.
- Monitor the student to ensure they are not accessing unauthorised applications on their computer.
- During an examination students are not permitted to speak to or communicate with any other student, or give or receive any form of assistance, academic or otherwise.

**Procedures for leaving the room**

- Students are not permitted to leave the examination room in the first 30 minutes after the published starting time, or during the last ten minutes of any examination.
- After the first 30 minutes of the examination have lapsed, a student can request to leave the examination room for a short break. Approval must be given by the invigilators or independent examination supervisor.
- If there is a need to go to the toilet or leave for medical reasons approval must be given by an invigilator or independent examination supervisor and the student will be supervised during the period of absence.
- Students completing online examination wishing to permanently leave the examination room must save and submit their work, log off the Learning Portal and close down their computer.
- Students completing paper examination wishing to permanently leave the examination room must hand all examination booklets to the invigilator or independent examination supervisor who will endorse the booklets as correctly identifying the student.
- Students must not remove any scrap paper or attendance slips from the examination room.
Breaches of Online/ Off Campus Examination Procedures

- Any breach of examination procedures will constitute misconduct even if it cannot be demonstrated that the student gained an advantage as a result of the breach.

- Examination breaches include, but are not limited to:
  - Impersonating another student in an exam or allowing another person to sit the examination on your behalf.
  - Having unauthorised material or items on desks or on person in the examination room.
  - Using, or attempting to use, unauthorised material or items during the examination, including accessing unauthorised websites.
  - Copying from the script of another student during the examination.
  - Receiving help from another person during the examination.
  - Giving help to another person during the examination.
  - Acting dishonestly in any way, whether before, during or after the examination, so as to obtain, or assist another student to obtain, an unfair advantage in the examination.

- Any student disrupting an examination may be instantly dismissed from the examination room at the discretion of the invigilator. If the student is dismissed, the invigilator will document the incident and provide a report to the Program Director (or delegate) for investigation under the Academic Integrity Policy.

- If a breach is detected that does not cause disruption to the examination, or is assessed by the invigilator as not warranting dismissal from the examination room, the invigilator will advise the student that the breach has been detected and will be reported.

- The invigilator will document the incident and will provide a report to the Program Director (or delegate) within five working days of the incident.

- The Program Director (or delegate) will determine whether the incident warrants investigating under the Academic Integrity Policy.

Sitting the Examination Off Campus

- Where the University is unable to allocate a student to an approved examination centre, the student will be required to make external supervisor arrangements. An external supervisor here in called independent exam supervisor must:
  - not be a relative or personal friend of the student, or friend of the student’s family
  - not have any conflict of interest in fulfilling their duties
  - be able to speak, read and write in English to ensure that examination procedures and instructions are correctly implemented and there is effective communication with the University
  - students must be able to provide the supervisors name, address, and contact details as well as details of the supervisors own or employer’s business email address as a unique identifier.

- The independent exam supervisor is a ‘responsible person’ and must fit into one of the following categories:
  - commissioned Officer currently serving in the ADF
- corporate training or education officer
- school principal, deputy principal or teacher
- elected representative of Federal, State or Territory Parliament, Legislative Assembly of Norfolk Island or Municipal, Shire or City Council
- Justice of the Peace
- librarian
- minister of religion or other religious leader
- pharmacist
- police officer
- public servant - current full-time employee of Federal, State, Territory or Local Government or Statutory Authorities
- registered dentist
- registered medical practitioner
- registered veterinary surgeon
- registered lawyer/ solicitor
- registered accountant
- registered engineer
- university or college examination officer, or academic staff member.

- If the nominated independent exam supervisor is a Justice of the Peace, they must provide their registration number as part of the verification process.
- If the nominated independent exam supervisor is a registered professional, they must provide their membership number as part of the verification process.
- Students must complete the online exam booking form providing the above details of the independent exam supervisor. The independent exam supervisor will be contacted to confirm their details and ability to supervise the examination. The student must provide the following details of the independent exam supervisor:
  - first name
  - last name
  - work phone number
  - mobile phone number
  - work email address
  - employer
  - position
  - Justice of the Peace registration number (if applicable)
  - registered professionals membership number (if applicable)
- The student must confirm with the nominated independent exam supervisor that the latter received and completed the Exam Supervisor Guidelines online.
- Independent exam supervisors may be contacted post examination period to verify the details that have been provided in the online exam booking form by the student. False information provided by
the student may have the exam ruled as invalid and appropriate disciplinary action may be taken as per the Academic Integrity Policy.

- Online Exams are delivered through the learning portal and will be password protected. The password for each exam will be sent to the independent exam supervisor prior to the time of the exam taking place. Invigilators at specific exam centres will also be in possession of the appropriate passwords.
- Paper exams will be sent in PDF format via email 1 hour prior to the exam taking place to the independent examination supervisors nominated email address.

**The Independent Examination Supervisor’s Responsibilities**

- Prior to exam the independent examination supervisor will be required to
  - Complete the Exam Supervisor Guidelines
  - Adhere to the University’s Academic Integrity Policy and Examination Procedures
  - Ensure examination room has adequate lighting, ventilation and is quiet.
  - **Online Exam:** Confirm that the designated computer is working and can access the online exam.
  - **Paper Exam:** Provide valid email address and telephone contact details for which the paper exam paper can be emailed to. Have appropriate computer hardware and software to receive paper exam paper in PDF format and print facilities so that exam paper can be made available to the student at the commencement of the examination start time. As well as scanning facilities so completed examination booklets can be sent back to the University.
- At the examination they will adhere to the guidelines outlined in the Online or Off Campus section of this document.
- After the examination they will:
  - **Online Exam:** Complete the exam confirmation details within the learning portal, confirming all exam conditions were met and that no copies (electronic and/or paper) of the exam were taken by the student. Log the student out of the University student portal and turn off the computer.
  - **Paper Exam:** Scan in examination answer booklets and email it back to the agreed Torrens University Australia student services (Campus Life) email address 1.5 hours after the published examination finish time. Handle and post the examination answer booklets and papers by express registered post back to the agreed University student services (Campus Life) mailing address ensure all care is taken to protect they are not damaged or soiled and provide tracking number to the agreed University student service email address. The posted examination answer booklet will be marked and scanned copy be used for verification purposes.

**The Student’s Responsibilities:**

- To pay for costs incurred by the independent examination supervisor associated with taking the paper examination or online examination off campus. Including but not limited to postage cost of having the paper examination answer booklets and papers by express tracked posted to the agreed University student services (Campus Life) mailing address.