

# SCHEDULE A: INSTRUCTIONS TO EXAMINATION CANDIDATES – Paper based examinations

This schedule is pursuant to the [Examinations procedure](#) and was approved by the Vice-Chancellor on 17 May 2020.

## Instructions to examination candidates

1. The instructions to examination candidates set out in this Schedule apply to all students, unless any approved Alternative Assessment Arrangements specify otherwise.

## Examination Dates, Times and Venues

2. Students are responsible for obtaining the dates, times and venues of their examinations through the University web site. Students who have been granted an Alternative Assessment Arrangement will be notified in writing of their examination arrangements by the University.
3. Students should note that information about examination times will not be given over the telephone by the Division of Student Administration (DSA). Students should note that misreading of the examination timetable or late arrival, for example, are not grounds for Special Consideration.
4. If by four weeks prior to the examination, off-campus student examination arrangements are not available via the University web site, off-campus students should contact the Assessments Group, DSA for information.
5. In the event of a clash in scheduled examination sessions, students will be notified individually of the required arrangements and alternative examination times by the Assessment Group.
6. The times listed on the examination timetable denote commencement of reading time and will be displayed in 24 hour clock format.

## Examination Conditions

7. At all times students must follow directions given by examination supervisors.
8. Students must present their Deakin Card (student ID card) at every examination that they sit. In exceptional circumstances, other forms of photographic identification, such as a driver's licence, passport or official national identity card may be accepted.
9. Students should arrive at the examination venue in sufficient time to check their seat allocation.
10. Students must sit in the place they have been allocated.
11. Students who arrive more than 45 minutes after the beginning of the reading time will not be admitted to the examination.
12. There will be 15 minutes of reading time at the start of all examinations. Students must not commence writing until advised by the supervisor at the conclusion of reading time.
13. At the conclusion of reading time, students must enter their personal details on the Examination Attendance Slip, which will be collected by the supervisor either during or at the end of the examination.
14. During the time allowed for writing, students must number their questions and complete the cover pages of all examination answer books used, the examination question paper as well as multiple choice answer sheets and other examination materials as appropriate.
15. Students in examination venues must not communicate with each other in any way.

16. Students will not be permitted to borrow, lend or exchange any equipment or material during an examination, including via an examination supervisor.
17. Students may not leave the examination room any earlier than 45 minutes after the beginning of reading time.
18. Supervisors will give a time warning 10 minutes before the end of the examination.
19. Students may not leave the examination room during the final 10 minutes of an examination.
20. At the end of the examination students must remain seated until all examination papers have been collected. The supervisor will then give permission to leave.
21. Students leaving an examination during, or at the conclusion of, an examination must do so quickly and quietly without creating disturbance to any examinations that may still be in progress.
22. Examination question papers and answer booklets must not be removed from the examination room.
23. All examination materials, used and unused materials, scrap papers (blank or annotated) must be left on the examination desk.
24. Academic staff are not permitted to enter the examination venue prior to, or during, an examination.
25. Unit Chairs or nominees must be contactable during the entire examination, unless this is not practicable for example when an examination is held in a different time zone outside of the times of day when local (Australian) examinations may be scheduled.
26. Unit Chairs or nominees will, where clarification on any aspect of an examination paper is necessary, be contacted by DSA staff members and will provide clarification to those staff members and/or to examination supervisors but not directly to students.

### **Materials that may be brought into Examinations (Authorised Material)**

27. Under [Regulation 04.1\(2\) - Academic and Research Integrity](#) it is considered an act of academic misconduct to have, possess, access or use any material or item not allowed under the instructions for that examination, whether or not it is with the intention of using it to gain an advantage.
28. Any unauthorised material detected will be confiscated by the supervisor. Cases of alleged academic misconduct will be referred by the Chief Supervisor to the Chair of the Faculty Committee (FC) and the Manager of Assessments, DSA for further action.
29. Where a student is in possession of unauthorised material in the examination room, this may lead to failure in the examination or unit or other more severe penalties as determined by the FC in accordance with [Regulation 04.1\(2\) - Academic and Research Integrity](#).
30. It is a student's responsibility to ascertain whether an examination is an open book or closed book examination. This information will be published in the Unit Guide and will be specified on the examination paper.
31. In open book examinations, students may bring in any hardcopy written reference material, including hard copy dictionaries and textbooks with any annotations. Annotations can include the use of post-it notes or other adhesive markers. Such materials are not permitted in closed book examinations.
32. Students should bring their own writing equipment in a clear non-coloured plastic bag to examinations, e.g. pens, pencils (2B pencils are recommended) and erasers. These items will not be supplied at the examination.

33. Mobile phones, purses and wallets may be brought into an examination room but must be placed under the student's examination desk throughout the examination. Mobile phones must be switched off. Phone and watch alarms must be de-activated.
34. Limited items of food and drink will be allowed into the examination venue at the discretion of the Chief Supervisor. Items of food or drink that may reasonably be expected to cause disruption or inconvenience to other students are not permitted in the examination room.
35. Calculators and other electronic devices may only be brought into examinations where their use has been specifically authorised by the Unit Chairs. If calculators are permitted, students will be informed of this and it will be indicated on the cover sheet of the examination paper. Where calculators are authorised, any type of calculator may be used, except devices which are not primarily calculators but which have a calculator function.
36. Where specific materials are required for a particular examination, such as a legal document or a table of data, they will be provided as part of the examination paper.

### **Materials that must not be brought into Examinations (Unauthorised Material)**

37. Materials other than the authorised materials described above must not be taken into the examination venue. Materials prohibited from being brought into examinations include:
  - a. bags (these may be left outside examination rooms, however students should note that there will not be any security monitoring provided in these areas)
  - b. pencil cases
  - c. notes of any kind including those written on rulers, calculators, calculator covers or anywhere else
  - d. blank paper, note pads, writing paper/pad
  - e. computers or any other electronic devices, including electronic dictionaries, electronic translators, watches with a calculator function, laptop computers, electronic scanners, electronic organisers and diaries, pagers, digital pen cameras, digital pens, portable music devices, text retrievable devices of any kind, and iPads or similar tablet devices
  - f. headphones or earbuds.