

SCHEDULE C: ADMINISTRATIVE MANAGEMENT OF EXAMINATIONS

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

1. This Schedule applies to formal examinations scheduled during the designated examination period as per the University calendar, which are both timetabled and organised by the Division of Student Administration (DSA) for students who are located on campus and off campus. In specially approved circumstances, there are also examinations that are timetabled by DSA and conducted by the Faculties. Administration of these examinations must also be conducted in accordance with this Schedule. Where an examination is delivered online, approved variations are outlined in the "Online Examinations" section.

Examination Supervision

2. Examination supervisors are engaged by DSA.
3. There must be at least one supervisor for every 25 examination candidates at an examination venue. Any variation to this ratio must be approved by the Manager of Assessments DSA.
4. Academic staff or current students are not permitted to act in a supervisory role for examinations.

Examination Content Handling

5. All staff must give the highest priority to the security of examination questions during all stages of the examination process. At no point should examination questions be released to unauthorised personnel, or students, prior to the completion of the scheduled examination.
6. Unit Teams must observe strict electronic and physical security protocols in writing, collating and communicating examination questions. Electronic versions must be password protected, stored on a secure server and should not be forwarded for review via email. Printed copies retained by the Faculty should be securely stored at all times. Faculties will have in place security processes for dealing with all examination content while it is in the control of Faculty staff, both on University premises and outside the University.
7. Once set, examination questions must not be used prior to the scheduled examination time.

Submission of Examination Papers for Printing

8. The Unit Chair, or nominee, must submit to DSA two versions of each examination paper. The examination papers will be submitted via the University's secure online electronic submission of examination papers process. Email submission is not permitted.
9. Papers that are required for supplementary or special examinations must be submitted by the Unit Chair or nominee in accordance with the assessment schedule of important dates issued by DSA.

Printing and Storage of Examination Papers

10. The Assessments Group, DSA, is responsible for the secure printing and storage of printed examination papers for all examinations which are centrally timetabled and administered. In conjunction with Printery, Campus Services, high-level security processes must be in place and reinforced with all staff.

Distribution of Examination Papers to Examination Venues

11. The Assessments Group, DSA, is responsible for all aspects of the distribution of examination papers and associated examination materials to examination venues. The collating, packaging and dispatch of examination papers and associated materials must be undertaken in a secure area. For examinations held in external locations, transportation must be by a secure door-to-door courier service approved by the University. All materials dispatched must be systematically recorded by DSA to facilitate an accurate reconciliation upon return.

Document Management at Examination Venues

12. All examination venues, both campus-based and those external to the University, must have secure storage facilities available from the time of receipt of materials until the conclusion of the examination period.
13. No examination materials are to be dispatched to a venue without a signed declaration by the Chief Supervisor at that venue stating that all University requirements will be adhered to in accordance with agreements signed by Chief Supervisors.
14. Examination supervisors will not permit students to remove any examination material from the examination room.

Return of Examination Materials from Off-Campus Locations

15. Completed examination question papers, answer booklets and related documents must be returned from off-campus examination venues by the Chief Supervisor to the Assessments Group via pre-paid secure door-to-door courier service, on a daily basis.
16. Upon receipt by DSA, all documents, including spare or unused examination question papers, are to be reconciled by DSA against dispatch lists. Staff members in DSA will immediately advise the Manager, Assessments Group and the Unit Chair of any discrepancy.

Collection of Completed Examination Papers by Assessors

17. Arrangements for collection of examination material will vary from campus to campus. Faculties will designate 'assessors' who are authorised to collect examination material for specified units. All assessors will be contacted by the Assessments Group when examination papers are ready for collection.
18. Assessors with special requirements should contact the Assessments Group prior to the examination period to organise suitable arrangements.
19. Assessors should also contact the Assessments Group as soon as possible should alternative arrangements be required for the collection of completed exam materials. For example, where an assessor is going to be on leave during or after the exam period and another member of staff will be the contact point for collection of materials.
20. For off-campus examinations, the Unit Chair or nominee will be advised by DSA on receipt of question papers answer booklets from these locations and may collect them from the Secure Examination Processing Area on the relevant campus.
21. A University staff identification Card must be provided by the Collector and question papers answer booklets counted and signed for by the Collector.

All unused examination question papers are to remain in the custody of the Assessments Group in secure storage for later destruction (see below 'Storage and Destruction of Marked Examination Materials').

Suspected Security Breach

22. Where a staff member has reason to believe that the security or academic integrity of an examination has been compromised, the following actions must be immediately undertaken.
23. The staff member must advise the following staff:
 - Chair of Faculty Committee (FC), via the Chair of the School Academic Progress Committee, if applicable
 - Head of School
 - Faculty General Manager
 - Deputy Vice-Chancellor Education.
24. If the examination has not been held, the Faculty General Manager will then consult with the Manager, Assessments, DSA to determine the appropriate course of action. A replacement exam may be issued, taking into account:
 - whether the examination material has been dispatched to examination locations
 - the number of locations at which the exam is scheduled, both on and off campus, national and overseas
 - number of students scheduled to sit the exam
 - date and time of the examination (i.e. whether there is sufficient time available to issue the replacement)
 - any other relevant matters.
25. Depending on the nature of the breach, it may be appropriate to replace the exam only at particular locations. The Unit Chair will need to carefully monitor comparability in difficulty and student performance should this occur.
26. If the examination has occurred, the FC will review the marks and take appropriate action. The Chair of the FC will advise the Manager of Assessments, DSA, of any change of marks/grades or of the allocation of an interim administrative grade (e.g. RI, RW).
27. Students are to be advised of any change to or delay in finalising assessment in the unit and the details of any alternate or additional assessment which may be required.
28. When assessment has been completed, students will be notified of their results via the standard result notification process.

Disciplinary Action

29. Any breach of examination security or any act that jeopardises the integrity or management of the examination will be dealt with under the relevant University legislation, policies and procedures for staff and/or student misconduct and discipline.

Archiving of Examination Content

30. The Assessments Group DSA will maintain a complete archive of all centrally administered examinations. These will be stored electronically on a secure server and may only be accessed with the appropriate Faculty authority.
31. Faculties will maintain their own archives for examinations conducted internally.

Publication of Past Examinations

32. The University Library provides public access to examination questions for completed examinations, once those examinations have been authorised for publication by the Unit Chair and the Manager of Assessments Group.

33. Examination questions to be published by the Library must be submitted via the Assessments Group DSA.
34. Upon instruction from the Unit Chair, the examination questions will be provided by DSA to the Library for publication at the conclusion of the relevant Special and Supplementary Examination Period.
35. Unit Chairs can request examination questions be withdrawn from Library publication by contacting the Assessments Group.

Storage and Destruction of Marked Examination Materials

36. While examinations are being marked, Faculties must ensure that appropriate facilities are available to, and used by assessors for secure storage.
37. Upon completion of the FC consideration of student outcomes and the release of final results to students, the Faculty must make arrangements for the secure storage of materials for a minimum retention period of six months after administrative use has concluded. DSA will securely store all multiple choice answer sheets for a retention period of six months after administrative use has concluded:
38. If a review or appeal process relating to a paper is commenced within the six month period, the examination paper must be retained until completion of the process.
39. At the conclusion of the retention period, Faculties can arrange secure destruction of examination scripts on approval from the University Information and Records Services.

ONLINE EXAMINATIONS

Online Examination Supervision

40. An online proctoring service will be engaged by DSA to provide supervision of online examinations
41. Online examination reviewers will be engaged by DSA to provide review of proctoring reports and recordings
42. For live-proctored online examinations, the number of students supervised will not ordinarily exceed 10 per proctor. Any variation to this ratio must be approved by the Manager of Assessments, DSA. All proctoring reports and recordings must be reviewed by an examination reviewer
43. For auto-proctored online examinations, all proctoring reports and recordings must be reviewed by an examination reviewer.

Submission of Online Examination Questions

44. The Unit Chair, or nominee, must submit to DSA two versions of exam questions, or an equivalent bank of questions for randomised online delivery. The exam questions will be submitted via secure online electronic transfer. Email submission is not permitted.

Storage of Online Examination Content

45. The Assessments Group, DSA, is responsible for the secure storage of online examination questions for all online examinations which are centrally timetabled and administered. In conjunction with eSolutions and Digital Learning Environments, high-level security processes must be in place and reinforced with all staff.

Delivery of Online Examinations to Students

46. The Assessments Group, DSA, is responsible for distribution of electronic online examination content and associated materials to students via online examinations systems. All distribution of electronic exam materials will be automatically logged.

47. Electronic exam content will be restricted via a secure password to prevent access prior to exam commencement.
48. Students are not permitted to record or retain a copy of exam questions or content.

Access to Online Examination Responses by Assessors

49. Faculties will designate assessors who are authorised to access online exam responses for specified units. All assessors will be contacted by the DSA Assessments Group when examination responses are available for marking.
50. Assessors should contact the DSA Assessments Group as soon as possible should an alternative arrangement be required for assessing of online exam responses.
51. Assessors must have a current University staff user account. Access to exam responses will be assigned and authenticated using the assessors Deakin login credentials.

Storage and Destruction of Marked Electronic Examination Materials

52. DSA will securely store electronic records for online exams for a retention period of six months after administrative use has concluded.
53. At the conclusion of the retention period, DSA will arrange secure deletion of electronic records for online exams.