



# Examinations procedure

## Section 1 - Preamble

- (1) This Procedure is effective from 19 May 2020.
- (2) This Procedure is made under the following legislation:
  - a. [Regulation 5.3 \(1\) - Assessment and Academic Progress in Higher Education Award Courses](#).
- (3) This Procedure includes the following schedules:
  - a. [Schedule A: Instructions to Examination Candidates - Paper based examinations](#)
  - b. [Schedule B: Instructions to Examination Candidates - Online examinations](#)
  - c. [Schedule C: Administrative Management of Examinations](#).

## Section 2 - Purpose

- (4) This Procedure outlines the requirements and processes in the administration of examinations in undergraduate and postgraduate award courses other than higher degrees by research.

## Section 3 - Scope

- (5) This Procedure applies to administrative arrangements for examinations in undergraduate and postgraduate award courses other than higher degrees by research, and to all staff and students.

## Section 4 - Policy

- (6) There is no overarching policy for this Procedure.

## Section 5 - Procedure

- (7) The Academic Registrar and Executive Director Student Administration, under the general direction of the Academic Board, is responsible for the arrangements necessary for holding examinations.
- (8) Administrative arrangements for examinations, including management of exam questions, content, papers and examination supervision, are specified in [Schedule C: Administrative Management of Examinations](#).
- (9) The Division of Student Administration schedules examinations to ensure wherever possible that examinations within each time zone will commence at the same time or in overlapping periods of time. Different exam questions are prepared and used where:

- a. examinations for a unit are held in different time zones and the difference between the commencement time (in

synchronous time) of the two examinations exceeds the duration of the examination itself

- b. students are not able to sit the examination at the scheduled time, for example, where a student has an examination timetable clash
- c. students are sitting an examination as an outcome of special consideration
- d. students are sitting an examination as supplementary assessment
- e. the Deputy Vice-Chancellor Education determines that this is required to ensure examination security.

(10) Statutory declarations stating that a student will not reveal the contents of an examination paper must not be used as an alternative to the above.

(11) Examination papers must not be re-used and students are not permitted to re-sit the same examination paper.

(12) For online examinations, students are not permitted to re-sit the same version of examination questions. Question banks and randomisation may be used to provide different versions of exams.

(13) All written examinations are a minimum of one and a half hours and a maximum of two hours in duration, except where professional accreditation requirements specify otherwise.

(14) Students undertaking examinations must comply with the instructions specified in the following schedules:

- a. For paper based exams: [Schedule A: Instructions to Examination Candidates - Paper based examinations](#)
- b. For online exams: [Schedule B: Instructions to Examination Candidates - Online examinations](#).

## **Storage, security and records management**

(15) Faculties and Division of Student Administration staff are jointly responsible for the security of documentation relating to examinations and other types of assessment tasks, and must adhere to the processes set out in [Schedule C: Administrative Management of Examinations](#).

(16) Faculties will ensure that records are retained in accordance with the [Information and Records Management policy](#) including any supporting documentation for decisions about Special Consideration applications, amendments to results and supplementary assessment.

## **Section 6 - Definitions**

(17) For the purpose of this Procedure:

(18) Examination: as defined in [Regulation 5.3\(1\) - Assessment and Academic Progress in Higher Education Award Courses](#).

(19) Faculty Committee (FC): the relevant committee appointed by each Faculty Board to deal with assessment and academic progress matters referred to it under University regulations, in particular [Regulation 5.3\(1\) - Assessment and Academic Progress in Higher Education Award Courses](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	19th May 2020
<b>Review Date</b>	19th May 2023
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<b>Approval Date</b>	17th May 2020
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