



End-of-Unit Assessment and Examinations Procedure

Section 1 - Preamble

- (1) This Procedure is effective from 27 July 2023.
- (2) This Procedure is made under the following legislation: [Academic Board Regulations](#) Part 7.

Section 2 - Purpose

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

Section 3 - Scope

- (4) This Procedure applies to administrative arrangements for end-of-unit assessments and examinations in undergraduate and postgraduate award courses other than higher degrees by research, and to all staff and students.
- (5) Information about the design of end-of-unit assessments and examinations can be found in the [Assessment \(Higher Education Courses\) procedure](#).

Section 4 - Policy

- (6) This Procedure is pursuant to the [Higher Education Courses policy](#).

Section 5 - Procedure

Information Relating to Administration of End-of-Unit Assessments and Examinations

- (7) The information outlined in this section applies to all end-of-unit assessments and examinations scheduled in the end-of-unit assessment period.
- (8) End-of-unit assessments occur in the end-of-unit assessment period and
 - a. are unsupervised
 - b. are delivered online
 - c. permit students to access
 - i. all resources (there are no restrictions on the permitted resources students may access during the assessment; excluding use of contract cheating sites, artificial intelligence content generation sites, resources that compromise the purpose of the assessment task and help from peers or others (unless otherwise outlined in the assessment instructions)).

(9) Examinations occur in the end-of-unit assessment period and

- a. are supervised
- b. are delivered online or on-campus
- c. permit students to access
 - i. no resources, OR
 - ii. specified resources, OR
 - iii. all resources (there are no restrictions on the permitted resources students may access during the assessment; excluding use of contract cheating sites, artificial intelligence content generation sites, resources that compromise the purpose of the assessment task and help from peers or others (unless otherwise outlined in the assessment instructions)).

(10) End-of-unit assessments and examinations may also include practical, oral and performative tasks. These can be delivered online or on-campus, with marking either during or post-delivery. Approval for these assessment tasks and the rules for administering them are the responsibility of the relevant Faculty Committee.

Responsibilities

(11) The Executive Director, Student Services, under the general direction of the Academic Board, is responsible for the arrangements necessary for scheduling end-of-unit assessments and examinations. This includes:

- a. end-of-unit assessments or examinations scheduled to take place in different time zones where the difference between the commencement time (in synchronous time) of the two examinations exceeds the duration of the examination itself.
- b. end-of-unit assessments or examinations where a student is not able to sit at the scheduled time, for example, where a student has an examination timetable clash, or they have adjustments to accommodate an Access Plan.
- c. end-of-unit assessments or examinations where a student is sitting as a result of receiving special consideration outcome 3 (a special end-of-unit assessment or examination is provided for the student during the next scheduled special end-of-unit assessment task period).
- d. where the Senior Deputy Vice-Chancellor, Academic determines that scheduling of additional end-of-unit assessments or examinations is required to ensure security.

(12) Faculty teams are responsible for scheduling end-of-unit assessments and examinations where a student is sitting as a result of receiving special consideration outcome 4 (an alternative assessment task is provided for the student).

(13) Student Services work collaboratively with the Faculty Learning Innovations and the Digital Learning teams within Deakin Learning Futures (DLF) to set up end-of-unit assessments and examinations.

Security of end-of-unit assessments and examinations

(14) Faculties and Student Services staff members are jointly responsible for the security of documentation relating to end-of-unit assessments and examinations.

(15) All staff must give highest priority to the security of end-of-unit assessment and examination materials during all stages of the assessment process. At no point should end-of-unit assessment or examination materials be released to unauthorised personnel, or students, prior to the scheduled start time.

(16) Unit teams must observe strict electronic and physical security protocols in writing, collating and communicating end-of-unit assessment and examination materials:

- a. electronic versions must be stored on a secure Deakin server and should not be forwarded for review via email.
- b. any printed copies retained by the Faculty should be securely stored at all times.
- c. once developed, end-of-unit assessment and examination materials must not be used prior to the scheduled assessment time.

(17) Faculties will have in place security processes for managing all end-of-unit assessment and examination content while it is in the control of Faculty staff.

Submission and delivery of online end-of unit assessment and examination materials

(18) The Unit Chair, or nominee, must submit to the relevant Faculty Learning Innovations team either:

- a. questions randomly drawn from a pool of at least two times the number of questions. Question pools will be regularly reviewed for efficacy and relevance and refreshed when required.
- b. where randomisation of questions is not used the number of quizzes, end-of-unit assessment and examination versions will match the number of start times (e.g., 9 am) associated with the task (i.e., two start times require two versions of the task). Each version must be at least 75% different from other versions and from versions used in prior unit offerings. Exceptions include:
 - i. alternative start times for students with Access Plans
 - ii. where fewer than five students are scheduled for the earliest start time.

(19) Statutory declarations stating that a student will not reveal the contents of an end-of-unit assessment or examination must not be used as an alternative to clause 11, 15 and 18.

(20) End-of-unit assessment and examination materials will be submitted via Deakin supported secure online systems that allow electronic transfer. Email submission is not permitted.

(21) Faculty Learning Innovation teams, supported by the Student Services Assessment Team are responsible for the provision of electronic online end-of-unit assessment and examination content and associated materials to students, via the Learning Management System and Deakin supported systems.

Timing of end-of-unit assessments and examinations

(22) End-of-unit assessments and examinations typically:

- a. have a set start time (e.g., 9 am) with a specified time limit (e.g., a minimum of one hour to a maximum of two hours) (where a set start time is used a second start time may be required for specific cohorts), OR
- b. allow students to start at any time within a 24-hour window but with a specified time limit (e.g., a minimum of one hour to a maximum of two hours) OR
- c. allow students to start at any time and finish any time within a 24-hour window.

(23) Students with an approved Access Plan may have alternative start times and/or duration of their end-of-unit assessments and examinations.

On-campus spaces for end-of-unit assessments and examinations

(24) The University provides campus spaces including use of a Deakin computer, for students who have a compelling reason that prevents them from completing an exam at their location.

Access to online end-of-unit assessment and examination response by assessors

(25) Faculties will designate assessors who are authorised to access online end-of-unit assessment and examination

responses for specified units.

(26) Assessors must have a current University staff user account. Access to end-of-unit assessment and exam responses will be assigned and authenticated using the assessor's Deakin login credentials.

Supervision of examinations

(27) For online examinations, an online proctoring service will be engaged by Student Services to provide:

- a. supervision of online examinations.
- b. proctoring reports and recordings.

(28) The proctoring company will provide reports of recordings where suspicious student behaviour has been identified. Recordings that contain suspicious behaviour will be reviewed by Student Services team members who are trained to identify potential academic integrity breaches.

(29) For on-campus examinations Student Services will engage examination supervisors to ensure:

- a. There is 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, Student Services.
- b. Academic staff or current students are not permitted to act in a supervisory role for examinations.

Suspected security breach

(30) Where a staff member has reason to believe that the security or academic integrity of an end-of-unit assessment or examination has been compromised (e.g., such as a leaked assessment), the staff member must immediately advise the following staff:

- a. Chair of Faculty Academic Progress Committee
- b. Head of School
- c. Associate Dean (Teaching and Learning).

(31) If a security breach occurs and the end-of-unit assessment or examination has not been held, the Associate Dean (Teaching and Learning) will consult with the Manager of Assessments, Student Services to determine the appropriate course of action. A replacement assessment may be issued, taking into account:

- a. the number of students scheduled to sit the end-of-unit assessment or examination.
- b. date and time of the assessment (i.e., whether there is sufficient time available to issue the replacement).
- c. any other relevant matters.

(32) If a security breach occurs and the end-of-unit assessment or examination has already been administered, the Faculty Academic Progress Chair in collaboration with the Associate Dean (Teaching and Learning) will review the marks and take appropriate action. The Chair will advise the Manager of Assessments, Student Services, of any change of marks/grades or of the allocation of an interim administrative grade (e.g., RI, RW).

(33) 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.

(34) When assessment has been completed, students will be notified of their results via the standard result notification process.

Disciplinary action

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

Storage and archiving of end-of-unit assessments and examinations

(36) Upon completion of marking the Faculty Academic Progress Committee consider student outcomes and the release of final results to students. The Faculty must make arrangements for the secure online storage of materials for a minimum retention period of six months after administrative use has concluded.

(37) If a review or appeal process relating to an assessment is commenced within the six-month period, the assessment must be retained until completion of the process.

(38) Faculties must 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.

(39) Student Services and Faculties will facilitate the archiving of all end-of-unit assessments and examinations. Information and Records Services will maintain the archive. Records will be stored electronically on a secure server and may only be accessed with the appropriate Faculty authority.

Student Responsibilities

Conditions of End-of-Unit Assessments and Examinations

(40) At all times students must follow directions provided by Unit Chairs and Student Services within the end-of-unit assessment or examination environment.

(41) Students are not permitted to share or reproduce any assessment information. This includes (but is not limited to) screenshot, copy, remove items, or use devices to photograph, record, video, live stream or otherwise document content of end-of-unit assessment or examination. Except where explicit approval has been provided as part of the instructions.

(42) Students are not permitted to circumvent the security of the exam supervision.

(43) Student responsibilities for online end-of-unit assessments and examinations:

- a. Students should make themselves ready in the location that they have chosen to sit the end-of-unit assessment or examination with sufficient time to prepare. Where a try it out assessment is provided, students are encouraged to sit this as part of their preparation.
- b. Students are responsible for ensuring that their technology is adequate for taking an online end-of-unit assessment or examination.
- c. Students must start and end their end-of-unit assessment or examination during the approved commencement period or according to their allocated schedule.
- d. Students undertaking an end-of-unit assessment or examination must not communicate with any person in any way except for an approved support person, unless otherwise specified in the end-of-unit assessment or examination instructions.
- e. It is the student's responsibility to keep track of the time left in the end-of-unit assessment.
- f. Examinations only: Students must present their Deakin Card (student ID card) in the examination for 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.

(44) Student extra responsibilities for digital on-campus examinations (only):

- a. Students should arrive at the examination venue in sufficient time to check their seat allocation.
- b. Students must sit in the place they have been allocated.
- c. Students who arrive more than 45 minutes after the beginning of the examination time will not be admitted to the examination.
- d. Students in examination venues must not communicate with each other in any way.
- e. Students will not be permitted to borrow, lend or exchange any equipment or material during an examination, including via an examination supervisor.
- f. Students may not leave the examination room any earlier than 45 minutes after the beginning of reading time.
- g. Supervisors will give a time warning 10 minutes before the end of the examination.
- h. Students may not leave the examination room during the final 10 minutes of an examination.
- i. 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.
- j. All examination materials, used and unused materials, scrap papers (blank or annotated) must be left on the examination desk.
- k. Academic staff are not permitted to enter the examination venue prior to, or during, an examination.

(45) Student extra responsibilities for on-campus paper-based examinations (only):

- a. Students should arrive at the examination venue in sufficient time to check their seat allocation.
- b. Students must sit in the place they have been allocated.
- c. Students who arrive more than 45 minutes after the beginning of the reading time will not be admitted to the examination.
- d. There will be 15 minutes of reading time at the start of all on-campus examinations. Students must not commence writing until advised by the supervisor at the conclusion of reading time.
- e. 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.
- f. Students in examination venues must not communicate with each other in any way.
- g. Students will not be permitted to borrow, lend or exchange any equipment or material during an examination, including via an examination supervisor.
- h. Students may not leave the examination room any earlier than 45 minutes after the beginning of reading time.
- i. Supervisors will give a time warning 10 minutes before the end of the examination.
- j. Students may not leave the examination room during the final 10 minutes of an examination.
- k. 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.
- l. 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.
- m. Examination question papers and answer booklets must not be removed from the examination room.
- n. All examination materials, used and unused materials, scrap paper (blank or annotated) must be left on the examination desk.
- o. Academic staff are not permitted to enter the examination venue prior to, or during, an examination.

Authorised Materials

Materials that may be used in end-of-unit assessments

(46) End-of-unit assessments (only): students will be allowed to use all resources there are no restrictions on the

permitted resources students may access during the assessment; excluding use of contract cheating sites, artificial intelligence content generation sites, resources that compromise the purpose of the assessment task and help from peers or others (unless otherwise outlined in the assessment instructions).

Materials that may be used in online examinations

(47) As per the information specified in the unit instructions, it is a student's responsibility to ascertain whether they are permitted to bring to the examination:

- a. no resources,
- b. specified resources,
- c. all resources (there are no restrictions on the permitted resources students may access during the assessment; excluding use of contract cheating sites, artificial intelligence content generation sites, resources that compromise the purpose of the assessment task and help from peers or others (unless otherwise outlined in the assessment instructions)).

Materials that may be used in paper-based examinations

(48) In paper-based examinations, students should bring their own writing equipment in a clear non-coloured plastic bag e.g., pens, pencils (2B pencils are recommended) and erasers. These items will not be supplied at the examination.

(49) Limited items of food and drink will be allowed at the discretion of the Chief Supervisor in the case of on-campus examinations. 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.

Unauthorised Materials

(50) Where a student is in possession of unauthorised material, this may lead to failure in the examination or unit or other more severe penalties as determined by the Faculty Academic Integrity and Progress Committee in accordance with [Academic Board Regulations](#) Schedule 1.

Materials that must not be present in online examinations (Unauthorised Material)

(51) Materials other than the authorised materials as per clause 46-49 must not be present in the immediate vicinity. Materials prohibited from being present in online examinations include:

- a. purses and wallets may be present in the examination but must be placed out of the student's reach throughout the examination.
- b. mobile phones must be placed out of the student's reach throughout the examination. Mobile phones must be switched off. Phone alarms must be de-activated. Mobile phones can only be used where explicitly authorised as part of the examination instructions or to make a valid support call to authorised Deakin examination support numbers.
- c. notes of any kind where the examination specifies no resources are permitted. This includes those written on rulers, calculators, calculator covers or anywhere else.
- d. note pads, writing paper/pad, where the examination specifies no resources are permitted.
- e. electronic devices other than the computer they are using to take the examination, such as electronic dictionaries, electronic translators, watches with a calculator function, laptop computers, electronic scanners, electronic organisers and diaries, digital pen cameras, digital pens, portable music devices, text retrievable devices of any kind, and iPads or similar tablet devices.
- f. watches or smart watches.
- g. headphones or earbuds.

Materials that must not be present in on-campus examinations (Unauthorised Material)

(52) Materials other than the authorised materials as per clause 46-49 must not be present in the examination location or immediate vicinity. Materials prohibited from being present in on-campus examinations include:

- a. bags must 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 where the examination specifies no resources are permitted. Including those written on rulers, calculators, calculator covers or anywhere else.
- d. note pads, writing paper/pad, where the examination specifies no resources are permitted.
- e. electronic devices other than the computer they are using to take the examination, such as electronic dictionaries, electronic translators, watches with a calculator function, laptop computers, electronic scanners, electronic organisers and diaries, digital pen cameras, digital pens, portable music devices, text retrievable devices of any kind, and iPads or similar tablet devices.
- f. watches or smart watches.
- g. headphones or earbuds.
- h. mobile phones, purses and wallets may be present in an examination but must be placed out of the student's reach throughout the examination. Mobile phones must be switched off. Phone alarms must be de-activated.

Administrative Management of Paper-Based Examinations

Submission of Paper-Based Examinations Materials

(53) The Unit Chair, or nominee, must submit to Student Services two versions of each paper-based examination as per clause 18. The examination papers will be submitted via a secure online electronic submission system. Email submission is not permitted.

(54) Paper-based examinations that are required for supplementary or special examinations must be submitted by the Unit Chair or nominee in accordance with the dates issued by Student Services.

Printing, Storage and Distribution of Paper-Based Examinations Materials

(55) The Assessments Group, Student Services, is responsible for the secure printing and storage of printed examinations.

(56) The Assessments Group, Student Services, is responsible for all aspects of the distribution of paper-based examinations and associated examination materials.

(57) The collating, packaging and dispatch of paper-based examinations and associated materials must be undertaken in a secure area. All materials dispatched must be systematically recorded by Student Services to facilitate an accurate reconciliation upon return.

Document Management at Examinations Venues

(58) All campus-based examination venues must have secure storage facilities available from the time of receipt of materials until the conclusion of the end-of-unit assessment period.

(59) 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.

(60) Examination supervisors will not permit students to remove any examination material from the examination room.

Collection of Completed Examination Papers by Assessors

(61) Arrangements for collection of paper-based 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 paper-based examinations are ready for collection.

(62) Assessors should contact the Assessments Group as soon as possible should alternative arrangements be required for the collection of completed paper-based examination materials.

(63) A University staff identification card must be provided by the Collector and examination materials and answer booklets counted and signed for by the Collector.

(64) All unused paper-based examination materials are to remain in the custody of the Assessments Group in secure storage for later destruction.

Section 6 - Definitions

(65) For the purpose of this Procedure:

- a. examinations: refers to supervised summative assessments that are scheduled during the end-of-unit assessment period.
- b. end-of-unit assessment: refers to summative assessment that is unsupervised that is scheduled during the end-of-unit assessment period.
- c. no resources – there are no resources allowed for student use during the examination.
- d. specified resources – there are a limited and specified number of permitted resources allowed for student use during the examination.
- e. all resources – there are no restrictions on the permitted resources students may access during the assessment; excluding use of contract cheating sites, artificial intelligence content generation sites, resources that compromise the purpose of the assessment task and help from peers or others (unless otherwise outlined in the assessment instructions).
- f. supervised: means observed during completion of an examination by an approved invigilator, online proctor or automated video recorded supervision.

Status and Details

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