

## **SCHEDULE B TO THE EXAMINATIONS PROCEDURE-**

### **ADMINISTRATIVE MANAGEMENT OF EXAMINATIONS**

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.

#### **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 Paper Handling**

5. All staff must give the highest priority to the security of examination papers during all stages of the examination process. At no point should an examination paper 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 examination papers while they are in the control of Faculty staff, both on University premises and outside the University.
7. Once set, an examination paper 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.
22. 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**

23. Where a staff member has reason to believe that the security or academic integrity of an examination paper has been compromised, the following actions must be immediately undertaken.
24. 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.
25. 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 paper may be issued, taking into account:

- whether the examination paper 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 paper)
  - any other relevant matters.
26. Depending on the nature of the breach, it may be appropriate to replace the paper only at particular locations. The Unit Chair will need to carefully monitor comparability in difficulty and student performance should this occur.
27. 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).
28. 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.
29. When assessment has been completed, students will be notified of their results via the standard result notification process.

#### **Disciplinary Action**

30. 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 Papers**

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

#### **Publication of Past Examination Papers**

33. The University Library provides public access to examination papers for completed examinations, once those papers have been authorised for publication by the Unit Chair and the Manager of Assessments Group.
34. Examination papers to be published by the Library must be submitted via the Assessments Group DSA.
35. Upon instruction from the Unit Chair, the examination papers will be provided by DSA to the Library for publication at the conclusion of the relevant Special and Supplementary Examination Period.
36. Unit Chairs can request examination papers be withdrawn from Library publication by contacting the Assessments Group.

#### **Storage and Destruction of Marked Examination Materials**

37. While examinations are being marked, Faculties must ensure that appropriate facilities are available to, and used by assessors for secure storage.
38. 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:

39. 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.
40. At the conclusion of the retention period, Faculties can arrange secure destruction of examination scripts on approval from the Records Unit, University Governance Unit.