

# Final Examination Policy

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## 1. Purpose

To ensure examinations are conducted in a systematic, secure and consistent manner.

## 2. Application

This policy applies to all examinations conducted at the end of each semester.

## 3. Policy Statement

The demonstration of academic learning is an integral component of the student learning experience. Equally, the quality of that experience is influenced by the learning environment. The integrity of the assessment process is central to both the quality of the learning experience and the integrity of the process. SIBT has a commitment to both their students and the wider community to ensure their processes are equitable, fair and transparent. This is especially the case in relation to the use of final examinations in the assessment of student learning.

## 4. Policy

A final examination is one form of assessment that provides an opportunity for a student to demonstrate that they have met some or all of the learning outcomes of a unit.

This Policy does not prescribe the use of a final examination. However, should a final examination be set, it must be conducted in accordance with this policy.

The examination papers for all diploma and foundation units examination papers will be moderated as per the Moderation of Assessment Policy.

## 5. Timetable

SIBT will publish the dates of each final examination period for each study period.

Final examinations will not be held before the start date of the final examination period.

SIBT will keep available the final day of the final examination period for final examinations that need to be rescheduled.

Each student will be responsible for:

- checking the final examination timetable;
- adhering to the final examination timetable; and
- ensuring they are available for the full duration of the final examination period.

## 6. Quality Assurance

Details of the structure and format of the final examination paper will be made available to students prior to the start of the final examination period. This detail will include:

- a copy of the examination coversheet, giving the conditions under which the examination will be held on-line on the SIBT Learning Management System;
- information on the types of questions the examination will contain; and
- an indication of the unit content the paper will examine.

Example questions of the kind to be encountered in the final examination will also be provided to students to aid the revision process on-line.. These must be representative both of the content of the current offering and of the style of question in the final examination paper. Where appropriate, these may be taken from the final examination paper for a previous offering of the unit. Possible correct answers to these kinds of questions will be discussed, and guidance on how to answer questions of the style given will be provided.

Where a unit includes in-unit tests, quizzes, supplementary examinations and practical assessments they will follow the Final Examination Policy, as much as is practicable.

## 7. Format

A standard cover page will be used on all final examination papers.

The cover page will be written in English.

## 8. Duration

The maximum duration of a final examination will be three hours (excluding reading time).

A maximum of ten minutes reading time may be allowed at the beginning of each final examination.

If the start time of a final examination is delayed for any reason, the concluding time of the examination may only be extended by the amount of the delay.

If a final examination is disrupted for any reason, the examination may be:

- continued, with an adjustment made up to the length of the disruption;
- considered completed, with the examination scripts marked; or
- abandoned and rescheduled (to the last day of the official final examination period where possible). Students will be informed of the rescheduled exam date within one working day. Special consideration is not necessary in this case.

## 9. Conduct

Where sufficient notice has been provided, SIBT will cater for students with a disability or other special needs to ensure fairness and equality of opportunity for all students.

There will be a Final Examination Supervisor in charge at every final examination.

The Unit Supervisor will be informed for the duration of the final examination.

Students will be required to:

- provide their SIBT Campus Card as photographic proof of identity for the duration of the final examination. This must be visible at all times during the examination.
- place mobile phones, electronic devices, computers, notes, books and similar in a bag and be deposited in the bag room provided. SIBT assumes no responsibility for goods in the bag room.
- ensure any water brought into the final examination room is in a clear and unmarked bottle
- obey all instructions provided by a Final Examination Supervisor
- refrain from communicating with any other person in any way (face to face, devices such as ear pieces, smart watches) once they have entered the final examination venue.
- write their name, student number and table number clearly on their attendance slip, examination paper, multiple choice sheet and each of their answer booklets during the examination. No extra time will be given at the conclusion of the examination for writing their name details or transferring their answers onto a multiple choice answer sheet.
- raise their hand for assistance from an examination invigilator when they have a question or need to use the bathroom

#### *9.1 Students are not permitted:*

- to enter a final examination venue once one hour from the time of commencement (excluding any reading time) has elapsed
- to leave a final examination venue before one hour from the time of commencement (excluding any reading time) has elapsed
- to be readmitted to a final examination venue unless they were under approved supervision during the full period of their absence
- to obtain, or attempt to obtain, assistance in undertaking or completing the final examination script
- to receive, or attempt to receive, assistance in undertaking or completing the final examination script.
- to bring a dictionary or any electronic recording devices into the exam venue without a written authorisation from SIBT
- to bring in any devices that are not permitted in the examination room

## **10. Calculators**

### **Students are NOT permitted:**

- to bring to the final examination, a type of calculator that has been specifically nominated as not permissible in the Unit Guide and on the Cover Page of the Exam

- to bring a **graphical calculator** to the final examination.
- to bring a calculator which has the following features:
  - Able to store and retrieve textual information.
  - Has a screen that can display more than two lines.
  - Able to store formulas
  - Has an EXE or RUN button

## 11. Supplementary Examination

The availability of a supplementary examination will follow the Special Consideration Policy. A supplementary examination is not considered a final examination for the purposes of this Policy.

## 12. Storage

All final examination papers and scripts will be kept in a secure location up to and during the final examination period.

Each final examination script will be kept by SIBT for a minimum of six months, or longer if deemed appropriate by the Academic Manager. The six months starts from the end date of the relevant final examination period. Where an appeal has been lodged, the final examination script is to be kept for a minimum of six months following the outcome of the appeal.

Completed final examination scripts will be disposed of via confidential waste.

## 13. Compliance and Breaches

SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).

## 14. Definitions

- *Examination*

For example, tests, practical assessments, quizzes, final examinations.

- *Final Examination*

A time-limited assessment task held within a specified examination period. It is conducted under invigilation and in compliance with this Policy.

- *Final Examination paper*

The original document prepared by a member of the academic staff.

- *Final Examination script*

The student's attempt at the final examination paper.

- *Moderation*

A quality review and assurance process which supports the final examination setting and marking activities. It involves using other academics and qualified staff to confirm that the final examination tasks and marking are valid and reliable. Essentially, it is a checking process.

## 15. Related Documents

- Provisional Examination Timetable
- Semester Examination Timetable
- SIBT Invigilation Guidelines
- Master Examination Papers
- Invigilators Appointment Letters
- Examination Papers
- Examination Papers – Movement Register
- Special Consideration Registry
- Examination Checklist, Deferred/Supplementary Exam Checklist
- Assessment Disability Guidelines
- Application for Special Consideration
- Student Administration Timetable of Activities
- Student ID Clearance Procedure
- Supervisor’s Personal Exam Timetable
- Academic Committee Terms of Reference

### AMENDMENT HISTORY

<b>Department:</b>	Student Administration	
<b>Approval Authority:</b>	SMT	
<b>Approval Date:</b>	09 May 2013	
<b>Date for Next Review:</b>	May 2016	
<b>Revision Date</b>		
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
03/05/2013	1	New policy
13/03/2015	2	Updated Policy. Redefined the information on calculators – not permitted.
05/02/2016	3	Updated for 2016
10/03/2016	4	Approved and endorsed by SMT. Noted by Academic Board 11/3/16.