

Final Examination Policy

1. Purpose

Assessment is a critical element of the learning process. In some units, SIBT conducts final examinations as summative assessment tools.

This policy has been developed to ensure final examinations are created and conducted in a systematic, secure and consistent manner.

2. Application

This policy applies to all final examinations conducted at the end of each session, including deferred and supplementary examinations.

3. Policy Statement

The demonstration of academic learning is an integral component of the student learning experience. The integrity of the assessment process is central to both the quality of the learning experience and to the accurate assessment of student achievement of learning outcomes. SIBT has a commitment to its students and to the wider community to ensure its 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.

A final examination is one form of summative assessment that provides an opportunity for each individual student to demonstrate that they have met some or all of the learning outcomes of a unit in an invigilated environment. Not all units culminate in a final exam and 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 will be moderated as per the Moderation of Assessment Policy.

Academic misconduct cases in all assessments, including final exam, are covered under the Academic Honesty Policy.

Other relevant policies and documents are listed in Section 15 of this Policy.

4. 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.

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.

5. Quality Assurance

The Unit Coordinators are responsible for creating and updating the final examination papers every session. For final and supplementary examination papers, peer review should be conducted together with other academic staff from the same discipline. After peer review, the final version should be electronically submitted with the peer review form and marking guides to the Program Convenor for approval.

6. Information for Students

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.

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 Coordinator will be informed for the duration of the final examination.

Students will be required to:

- provide their SIBT Student 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/or 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 Director. 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

- *Deferred Examination*

An examination conducted later than expected, as a result of serious student misadventure or other extenuating circumstances.

- *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.

- *Supplementary Examination*

An additional final examination (or final assessment task in units which do not include examinations) organised by the academic team as an outcome of a Special Consideration application.

15. Related Documents

- Academic Honesty Policy
- Assessment Disability Guidelines
- Assessment Policy
- Moderation of Assessment Policy
- Special Consideration Policy
- Unit Guide Policy

AMENDMENT HISTORY

Department:	Student Administration	
Approval Authority:	Academic Board	
Initial Approval Date:	3 May 2013	
Date for Next Review:	17 April 2022	
Revision Date		
Version		
Summary of changes		
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.
17/04/2019	5	Changed Approval Authority. Approved by Academic Board