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Section 1 – Introduction

1) Purpose

To ensure that examinations are conducted with fairness and transparently.

2) Policy

This document describes the rules and regulations governing the delivery of examinations at AIT. Examination candidates must adhere to all AIT examination regulations. Any breach of these regulations may mean the recording of a zero mark for the examination and the candidate may be asked to leave the examination room.

Section 2 – Examination Rules

1) Arriving and Leaving

- i) Late arriving students will NOT be allowed additional time. (Except in exceptional circumstances and where the Dean, or the Melbourne Academic Manager or the Course Coordinator have granted permission).
- ii) A candidate may NOT enter the examination room after fifteen (15) minutes from the commencement of writing.
- iii) No candidate will be permitted to leave the examination room until after fifteen (15) minutes from the commencement of writing.
- iv) Candidates will not normally be allowed to leave and return to the examination room during the examination. The candidate will only be granted permission if they:
 - (1) Have a legitimate reason that could not be anticipated
 - (2) Do not leave within fifteen minutes from the commencement of writing.
 - (3) Do not leave the premises
 - (4) Are accompanied by Invigilator or the 'Floater' assisting.

2) What is allowed in the room?

- i) Unless otherwise specified in the: "Additional Material" section of the examination paper and/or as published on canvas, no bags, textbooks, notes, written materials or blank sheets of paper may be taken into examinations. (This material must be left at the front of the room or in an area specified by the Invigilator. An Invigilator is required to check the whole class before starting the examination).
- ii) Electronic dictionaries, translating devices or small portable handheld computers are not generally permissible for use during an examination. In some circumstances, the use of paper dictionaries may be allowed.
- iii) Mobile phones and other electronic devices that are potentially disruptive to the examination must not be brought to the examination room, or should be switched completely off.
- iv) No food or beverage, other than plain water, may be taken into the examination room. A bottle of plain water may be brought into the examination room. However, the bottle should have a screw cap or similar closure to avoid spillage, and must not be kept on a desk.

3) During the Examination

- i) A candidate will be given ten (10) minutes reading time at the commencement of the examination, and ten (10) minutes warning before the end of the examination. Total examination times published to students will include these times.
- ii) During the reading time, students are only allowed to read the instructions and questions on the examination paper. Writing answers or other notes are not allowed during this time, and students must wait for the Invigilator's signal to begin answering the examination questions.
- iii) All examination question papers, booklets, written notes, and other materials must be handed in back at the end of the examination. Penalties will apply if the examination question paper, answer booklets or other examination material are removed from the examination room, even for a short period. (This will include loss of any marks for the work related to materials removed).

- iv) Students must have their student identification cards with them at all times during the examination, and must display cards on their desk until the end of the examination and produce it when requested by supervising faculty. The Invigilator reserves the right to inspect any and all materials brought into the examination room by students.

4) Notifications

- i) Examination rules with subject specific instructions must be published at least one month prior to the date of the examination and may not be altered after that date. Examination rules must be readily available to the students.
- ii) Examination times must be published two weeks in advance of the examination.
- iii) Any changes to the specific conditions in this document must be approved by the Dean and students must be informed at least one month prior to the examination date.

5) Conduct

- i) Unless authorised by AIT, the following activities are strictly prohibited during the examination: talking, communication with other students, examining or copying another student's work.
- ii) Students may communicate with examination Invigilators but must first indicate this by raising their hand for attention. But this should not include any explanations on the examination questions or possible answers. Voices must be kept at a low level.
- iii) At the end of the examination, students must remain seated to await Invigilator's instruction and to have their examination papers collected.

6) Seating

- i) Students must be seated as directed by the examination Invigilator.
- ii) Unless departing the examination room after concluding their examination and Invigilator making the official announcement of the examination being concluded, any student who wishes to leave their seat must first gain permission from an examination Invigilator.

7) Timing

- i) Examinations will be timed by, and will commence as directed by the examination Invigilator.
- ii) Examinations will conclude, after the stipulated length of time of the examination has been completed, as directed by the examination Invigilator

8) Additional Materials - Allowances to Examination Conditions

Examination conditions for specific subjects will allow varying levels of access to the internet and to Canvas class material. Allowances to examination conditions must be published to students. The specific level of access will be defined according to the list below, and must be clearly identified by examiner/ subject coordinator for each examination and accessible by students at least one calendar month prior to the examination:

9) Levels

Level	Allowed	Not Allowed unless specified for that subject
1	<ul style="list-style-type: none"> One (1) sheet of A4 paper. Notes may be written in advance on both sides Basic non-programmable Calculator Ruler 	<ul style="list-style-type: none"> Canvas Access Textbook(s) Internet Access Mobile Phone External Device connected via USB
2	<ul style="list-style-type: none"> One (1) sheet of A4 paper. Notes may be written in advance on both sides Basic non-programmable Calculator Ruler Canvas Access for examination contents only 	<ul style="list-style-type: none"> Canvas class notes or discussion contents Textbook(s) Internet Access Mobile Phone External Device connected via USB
3	<ul style="list-style-type: none"> One (1) sheet of A4 paper. Notes may be written in advance on both sides Basic non-programmable Calculator Ruler Canvas Access for class notes and examination contents 	<ul style="list-style-type: none"> Canvas discussion contents Textbook(s) Internet Access Mobile Phone External Device connected via USB
4	<ul style="list-style-type: none"> One (1) sheet of A4 paper. Notes may be written in advance on both sides Basic non-programmable Calculator Ruler Canvas Access for class notes and examination contents Canvas Access for class notes and examination contents Moderated Internet Access to specific websites – controlled by examination Invigilators 	<ul style="list-style-type: none"> Canvas discussion contents Textbook(s) Mobile Phone External Device connected via USB

10) Variations to these rules:

- i) Must be approved by the Dean
- ii) Not altered less than a month from the sitting of the examination
- iii) Clearly communicated to students including:
 - (1) published on the AIT website and Learning Management Systems;
 - (2) Links to this policy should be included assessment and examination guidelines and briefs
 - (3) Referenced in the Student Handbook.

11) Missed Examinations

- i) In certain circumstances (which are discussed below), students may be eligible to sit a supplementary examination.
- ii) Students who are sick, are ill, or are suddenly incapacitated and are unable to attend an examination must contact AIT and inform staff of their sickness prior to the scheduled commencement of the examination.

- iii) A medical certificate with a provider number, from a registered physician ONLY, must be obtained covering each day the student is absent including the date of the examination. The medical certificate must be presented within five (5) working days of return to AIT for the student to be eligible for a supplementary examination.
- iv) Students who miss an examination due to sickness, illness or incapacitation and who cannot provide a medical certificate or evidence of exceptional circumstances are not eligible for supplementary examination.
- v) Students who miss an examination due to sickness, illness or incapacitation, who seek a supplementary examination must apply in writing to do so using the appropriate form from Student Services and must be submitted within five (5) working days of the original examination date.
- vi) Applications will be treated on a case by case basis and will be considered by the Dean of Studies.
- vii) Students who are unable to attend an examination due to matters beyond their control may be eligible to undertake a supplementary examination. Applications should be made using the appropriate form from Student Services and must be submitted within five (5) working days of the original examination date.
- viii) Appeals against denial of supplementary examination can be made in accordance with AIT's Appeals policy.

12) End of semester and examination period

Teachers and students, including those teachers who do not have to supervise examinations, must be available during the examination and review weeks in case there are questions about their assessment and AIT needs further information to judge the student's performance level and work.

Each subject requires a unique timetable during the examination period and no regular classes are run during this period of the term. Assessment items such as written examinations, practical examinations (in computer labs), or presentations, are scheduled by the responsible academic staff member. Teachers need to inform and liaise with the Student Services Manager regarding which type of assessment they need scheduled, and any special requirements they may have.

Examinations must be listed in the subject syllabus prior to the start of term as one of the assessments. They cannot be arranged during a term, and must be approved by the Course Coordinator and Academic Dean.

13) Running an Examination

- i) The examination timetable sets out who is either an Invigilator or a Floater during the examination period.
- ii) The Invigilator runs the examination in the room specified on the examination timetable.
- iii) Invigilators, and candidates may enter the examination room five (5) minutes before the commencement of their examination.
- iv) Invigilators must read examination rules and commence the reading time as soon as practicable after the published examination start time.
- v) Invigilators must advise candidates to read all instructions with care and at the beginning of an examination paper:
 - (1) the number of questions to be answered
 - (2) any compulsory questions

- vi) The Floater will help Invigilators to procure any materials or additional assistance, and help at the start and the end of examinations as requested by the Invigilator.

Students who

- i) Wish to take an examination early or
- ii) Are prevented from sitting for the examination because they are late or
- iii) Miss an examination without proper medical or sufficient compassionate reason

May apply to the Dean of studies to Sit the examination at another time. The following conditions will apply:

- i) The grade for this assessment will be capped at 50%
- ii) There will be an administration charge of \$100

The Dean will consider each case on its merits but is not obliged to allow the re-sit

14) Role and Responsibilities

Invigilators are responsible for ensuring that examinations are conducted in accordance with the Academy of Information Technology's Rules and Policies as specified below:

- i) Preventing students from gaining an unfair advantage over other students by cheating
- ii) Performing all tasks in a fair, calm and responsible manner
- iii) Keeping all students in full view by regularly moving around the venue
- iv) Never leaving students unattended in a venue or allowing students to leave unaccompanied and return to complete the examination
- v) Minimise noise or distraction is disruptive to student concentration
- vi) Reporting unusual incidents accurately and comprehensively
- vii) Being well presented and appropriately attired
- viii) Submitting accurate information as required by the Examinations Section
- ix) Communicate and consult with the Examination Floater

Floater are responsible for cooperating with the Invigilator

- i) Accompany students on reasonable leaving from the venue
- ii) Coordinate with Invigilator and/or subject coordinator to solve an examination issue
- iii) Accommodate students who would need temporary reprieve such as a toilet break

15) Publication

This procedure is published on the web sites of AIT to ensure students have up-to-date and accurate information publicly available to them.

Section 3 – Reference and Supporting Information

1) Supporting documentation

Document name	Document type	Location
Student Code of Conduct	Policy	Internal
Student Handbook	Policy Guide	Internal

Section 4 – Change History

1) Change History

Version	Approval date	Department	Approved by	Change
V1.0	10 May 2018	Group Accreditation & Compliance	Group Manager	Development of Group Policy replacing existing entity level policies
		Technology & Design Division	General Manager	
V1.1	05 September 2019	Group Accreditation & Compliance	Compliance Manager	Update to new template
		Technology & Design Division	General Manager	