

Examinations Policy and Procedure HEPP31

PURPOSE	
The purpose of this policy is to set out the guiding principles and procedures governing Southern Cross Education Institute (Higher Education)'s examination processes. This policy supports compliance with the Higher Education Standards Framework (Threshold Standards) 2021, particularly in relation to assessment integrity, equity, and transparency (Standards 1.3 and 2.3).	
SCOPE	
This policy and procedure applies to all students, academic and professional staff, including lecturers, Course Coordinators, Student Support staff, and examination invigilators of Southern Cross Education Institute (Higher Education).	
DEFINITIONS	
Academic misconduct	The intentional or reckless conduct by which a student seeks to gain an unfair or unjustified academic advantage in a course or unit. Academic misconduct includes, but is not limited to cheating, or attempting to cheat through: <ul style="list-style-type: none"> • collusion; • inappropriate collaboration; • plagiarism; • misrepresenting or fabricating data or results or other assessable work; • inappropriate electronic data sourcing/collection; or • breaching rules specified for the conduct of examinations in a way that may compromise or defeat the purposes of assessment.
Cheating	Any act by a student to gain an unfair or dishonest advantage during an examination. This includes giving or obtaining unauthorized assistance without proper acknowledgment, or acting dishonestly or unfairly in any other way to influence the examination outcome.
Examination	A time-limited assessment task conducted under invigilation and held at the end of the standard semester.
Special Consideration	A formal process allowing a student to request modified assessment conditions due to compassionate or compelling circumstances.
Supplementary Examination	An additional exam granted to eligible students to achieve a pass outcome.
Deferred Examination	An exam granted to a student who was unable to attend the original scheduled exam due to approved circumstances.
Invigilator	Person who supervises students during an examination
SCEI-HE	Southern Cross Education Institute (Higher Education)
POLICY	
1. Standards for Examination Times, Dates, and Venues <ol style="list-style-type: none"> 1.1 Students must be notified of examination times, dates, and venues—including supplementary and deferred examinations—through a formally published examination timetable accessible via Moodle. 1.2 The standard examination period is the one-week period specified at the end of each standard semester. 1.3 The supplementary and deferred examination period occurs in the week commencing 2 weeks prior to the commencement of the next semester. 1.4 The timetable for examinations must be published at least 4 weeks before examinations begin, and at least 1 week before deferred and supplementary examinations. 1.5 Students must sit an examination in a venue on the campus where the course is delivered, unless alternative arrangements (e.g., online delivery) have been approved by the Academic Director. 1.6 Examinations are scheduled between 9.00 am and 6.00 pm Monday to Friday, inclusive. 1.7 Should a clash occur it will be dealt with on an individual case basis by the relevant Course Coordinator. 	

2. Standards for the Duration of Examinations

- 2.1 Examinations should, be limited to a maximum of 3 hours duration. No examination shall exceed this duration.
- 2.2 Approval must be sought from the Teaching and Learning Committee for an examination which exceeds the non-standard duration. Requests must be submitted in writing by the Course Coordinator to the Teaching and Learning Committee at least four weeks before the examination period.
- 2.3 The examination duration shall be stated in the unit outline.

3. Responsibility of the Course Coordinator

- 3.1 **3.1** Examinations must be explicitly aligned with the intended learning outcomes of the unit and the overall course. Assessment design must ensure that examinations are valid, fair, and appropriate for the qualification level.
- 3.2 **3.2** The Course Coordinator must review and approve the examination paper to ensure it meets the principles of sound assessment design, including clarity, appropriate difficulty, and compliance with academic standards.
- 3.3 **3.3** All examination papers must be moderated prior to use. The Course Coordinator is responsible for coordinating moderation activities and retaining records in accordance with SCEI-HE's assessment procedures.
- 3.4 **3.4** The Course Coordinator must ensure that any approved reasonable adjustments for students with special needs are reflected in the exam format or delivery method.
- 3.5 **3.5** The Course Coordinator must ensure the final examination paper and its corresponding cover sheet (or exam information sheet) are signed, securely stored, and submitted according to institutional protocols.
- 3.6 **3.6** The Course Coordinator must be available while an examination is in progress to respond to any academic queries raised by invigilators.

4. Conduct of Examinations and Behaviour of Students in Examinations

- 4.1 All invigilators must receive formal training in examination protocols and academic integrity procedures. This ensures consistent enforcement of examination rules and upholding of academic standards. Training must include procedures for managing breaches of academic integrity, handling emergencies, and administering accommodations for students with special needs.
- 4.2 Student attendance at examinations is mandatory.
- 4.3 Prior to the commencement of the examination, the examination invigilator must issue instructions regarding the conduct of the examination.
- 4.4 There is mandatory 10 minutes reading time allotted at the beginning of the examination. Students are not permitted to write during this time.
- 4.5 Students are required to provide a valid student identification card to sit the examination. Students that do not hold valid student identification shall not be granted entry to the examination venue.
- 4.6 No food or drink shall be permitted within the examination venue, with the exception of water in a clear, unlabelled bottle. Exceptions for medical or religious needs must be approved in advance by the Course Coordinator.
- 4.7 Mobile phones and other electronic devices, other than approved examination aids, shall not be permitted in the examination venue.
- 4.8 No student shall be admitted to the examination venue 10 minutes after the commencement of the examination except by permission of the invigilator. Late arrivals must be recorded and reported to the Course Coordinator for review.
- 4.9 No additional time is available to students arriving late for an examination.
- 4.10 In the event of illness, students will be escorted by an invigilator to seek medical attention.
- 4.11 Students are not permitted to communicate with other students during the examination. Failure to comply will result in disciplinary action.
- 4.12 If a student is found with unauthorised material during the examination or in adjacent areas (e.g., toilets), this must be reported immediately to the Course Coordinator and managed under the Academic Misconduct Policy (HEPP02).

5. Missed Examinations

- 5.1 Special arrangements may be made for students requiring alternative examination arrangements, to be made at the Academic Director's discretion.

- 5.2 Students with a documented ongoing disability or medical condition should have alternative arrangements in place. Adjustments to examination arrangements must be arranged in consultation with Student Support and the Course Coordinator, ensuring compliance with equity and accessibility standards.
- 5.3 Any adjustment to examination arrangements that is approved must be clearly related to the functional impact of a student's disability and/or medical condition in examination conditions.
- 5.4 The missed examination must be the direct result of the student's exceptional circumstances.
- 5.5 Alternative examination arrangements must not result in the lowering of academic standards or affect the integrity of the examination process.
- 5.6 No alternative arrangements will be made for students arriving late to an examination, unless exceptional circumstances are approved by the Academic Director.

6. Special Consideration

Where illness or other significant circumstances have had an adverse effect on academic performance in, or preparation of, work for assessment, a student may apply for special consideration in accordance with SCEI-HE examination procedure, stated below.

7. Release of Final Unit Results

- 7.1 Final results must be released in a timely fashion, but must be within 10 working days of the end of the examination period.
- 7.2 Release of results is contingent on the student being compliant with SCEI-HE rules, policies and procedures.

PROCEDURE

1. Items permitted in the exam room

During the final week of classes, students must be informed of the items permitted and prohibited in the examination venue, in accordance with SCEI-HE examination rules.

2. Cheating

- 2.1 Students who have been determined by the Course Coordinator to have cheated in an examination will be awarded zero (0) marks for the examination.
- 2.2 The Academic Board will consider each case of cheating and make a determination on whether or not a student who has cheated may continue enrolment with SCEI-HE.
- 2.3 For guidance on processes at SCEI-HE in relation to student academic misconduct, including cheating, reference should be made to the *Academic Misconduct Policy and Procedure HEPP02*.
- 2.4 Students may appeal against a determination of the Course Coordinator that they have cheated in an examination. For guidance on complaints and appeals processes at SCEI-HE, reference should be made to the *Student Complaint and Grievance Policy and Procedure HEPP03*.

3. Applications for Special Consideration

Compassionate and compelling circumstances are circumstances outside of the control of a student that have had an adverse effect on the student's ability to participate in 1 or more aspects of SCEI-HE's assessment processes, including attendance at an examination.

- 3.1 An application for special consideration may be made if a student believes that compassionate and compelling circumstances exist.
- 3.2 Compassionate and compelling circumstances include, but are not limited to:
 - 3.2.1 Illness or injury
 - 3.2.2 Death in the immediate family
- 3.3 All applications for special consideration must be in writing using *Special Consideration (Assessment) Form HEFOR10*. Applications for special consideration must be directed to the Course Coordinator.
- 3.4 An application for special consideration for an examination will be considered only if:
 - 3.4.1 the application is acknowledged by the Course Coordinator as received **at least 2 days** prior to the scheduled examination date.
 - 3.4.2 the compassionate and compelling circumstances referred to in the application existed prior to the date of the examination for which special consideration is requested.
 - 3.4.3 the application is made using *Special Consideration (Assessment) Form HEFOR10* and is complete.
- 3.5 Applications for special consideration must be accompanied by evidentiary documentation to support the claim of compassionate and compelling circumstances. The documents provided as evidence must be

original documents, or properly certified copies of original documents. Evidentiary documentation may include medical certificates, police reports, or death notices. Digital submissions must be verified and authenticated.

- 3.6 Applications for special consideration will be assessed by the relevant Course Coordinator and the Academic Director.
- 3.7 Applications for special consideration submitted less than 2 days before the scheduled examination may be accepted only if the student provides compelling evidence of an unforeseen event that directly prevented their attendance (e.g., sudden illness, emergency). Such applications must be made as soon as possible after the event, and approval is at the discretion of the Academic Director or delegate.
- 3.8 When considering an application for special consideration, the Course Coordinator and Academic Director may take into account 1 or more of the following conditions:
 - 3.8.1 the student's performance in other assessment tasks in the unit; and
 - 3.8.2 the circumstances, background, nature, and severity of the compassionate and compelling circumstances.
- 3.9 An application for special consideration may result in any 1 or more of the following outcomes:
 - 3.9.1 No action is taken;
 - 3.9.2 A supplementary examination is undertaken; or
 - 3.9.3 A deferred examination date is approved.
- 3.10A student who has made an application for special consideration will be advised in writing at the earliest opportunity of the final decision regarding their application.
- 3.11Students who are dissatisfied with the outcome of an application for special consideration may appeal the decision. For guidance on complaints and appeals processes refer to the *Academic Appeals Policy and Procedure HEPP05*.

4. Deferred Examinations

- 4.1 A deferred examination is an alternative examination scheduled for a date later than the original examination, which students may attend instead of the original examination under certain defined circumstances.
- 4.2 Students may apply for a deferred examination if they believe compassionate and compelling circumstances apply. If students wish to apply for a deferred examination, they must use an application for special consideration. An application for special consideration to undertake a deferred exam must be formally received no less than **5 working days prior** to the date of the original examination. Applications for a deferred examination must be made using the Special Consideration Form HEFOR10 and submitted no fewer than five (5) working days prior to the original exam date to the Course Coordinator or Student Services.
- 4.3 A deferred examination must be attended on the published date of the deferred examination. Failure by a student to attend a deferred examination for a unit on the published date will result in a **FAIL GRADE** for the student for that unit.

5. Supplementary Examinations

- 5.1 A supplementary examination is an additional examination undertaken by a student for a unit, the outcome of which supersedes that of the original examination. A supplementary examination may be provided to a student under the following circumstances:
 - 5.1.1 an application for special consideration has been approved.
- 5.2 A supplementary examination will be awarded a pass (P) or fail (F) grade only. This grade replaces the original exam result and is not calculated numerically in the final mark.
- 5.3 A supplementary examination cannot be granted for a deferred examination.

6. Appeal of an Examination Result

- 6.1 Students may appeal an examination outcome according to the *Academic Appeals Policy and Procedure HEPP05*.
- 6.2 No appeal in regard to any examination outcome will be considered more than **4 weeks** after the date the result was published. Appeals must be submitted using the Academic Appeal Form (HEFOR12), and addressed to the Academic Director.

7. Reporting of Results

- 7.1 Lecturers are responsible for submitting examination grades to the Course Coordinator. The Course Coordinator verifies and submits to the Academic Director for final approval.
- 7.2 The final grades are published 2 weeks after the end of the examination period on the date provided in the Academic Calendar.

RELATED DOCUMENTS

Academic Appeals Policy and Procedure HEPP05
Academic Appeal Form HEFOR12
Academic Misconduct Policy and Procedure HEPP02
Assessment Policy and Procedure HEPP04
Special Consideration (Assessment) Form HEFOR10
Student Complaint and Grievance Policy and Procedure HEPP03

LEGISLATIVE CONTEXT

Higher Education Standards Framework (Threshold Standards) 2021
Tertiary Education Quality and Standards Agency Act 2011

RESPONSIBILITIES

Academic Director, Course Coordinators, Invigilators, Lecturers and Students

DOCUMENT AND RECORD CONTROL

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