A11.0 Examination Procedures

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<th>Head Policy</th>
<th>Coursework Assessment Policy</th>
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Scope

These procedures support the Coursework Assessment Policy.

Introduction

If you sit formal exams at Torrens University Australia, you must be aware of the following procedures.

A breach of these procedures, whether committed intentionally or unintentionally, may be regarded as academic dishonesty or misconduct, and dealt with under the University’s Academic Integrity Procedures or the Student Misconduct Procedures.

1. Exam timetable
   a. Your personalised exam timetable in the University Student System shows the location, date and time you have been allocated to sit your exams.
   b. Misreading or misinterpretation of the timetable will not be accepted as an excuse for failing to attend an examination. You are advised to print out and keep a hard copy of the timetable to avoid such errors.

2. Entering and leaving the exam venue
   a. You should get to the exam venue at least 15 minutes before the start of your exam. An exam supervisor will indicate when you may enter the venue and where you should sit.
   b. You must put your student ID card on your desk.
   c. You are not permitted to enter the exam venue more than 30 minutes after the start of the exam.
   d. Once in the exam venue, you are not permitted to leave until 30 minutes after the formal start of the exam, even if you are at the wrong exam.

3. Exam materials
   Permitted materials
   a. The following materials must be brought to the exam venue:
      i. your student ID card; and
      ii. the pens, pencils, erasers and rulers required to write exam answers, in a clear plastic bag.
   b. You may bring:
      i. personal items in a closed bag that can be placed under your desk;
      ii. drinking water in a clear container;
      iii. other permitted materials for each course, as displayed in your Course Profile and on the exam paper; and
      iv. any materials permitted specifically for you under the Students with a Disability Policy.
c. It is your responsibility to ensure you are aware of the permitted materials for each exam.

Unauthorised materials

a. Any materials other than the permitted materials are unauthorised and must not be taken into the exam venue.

b. Unauthorised materials include:
   - books, dictionaries, writing paper, notes and manuscripts;
   - pencil cases;
   - any electronic devices;
   - any form of stored or recorded information;
   - religious materials such as Prayer Books, Korans and Bibles; and
   - drinks and food (other than water).

c. Any unauthorised materials detected by an exam supervisor will be confiscated for the duration of the exam, and may be referred for further action under the Academic Integrity Procedures or the Student Misconduct Procedures.

4. Reading time

a. All exams include reading time in the total time allowed. No separate reading time will be allocated.

b. You should read all instructions and questions carefully before you begin writing. This allows you to compose yourself and plan your answers.

c. You are allowed to begin writing straight away if you wish.

5. During the exam

a. You must comply with all directions given by an exam supervisor.

b. You must not, unless expressly approved by an exam supervisor:
   - communicate in any way with another student;
   - assist or try to assist any other student;
   - accept or try to accept assistance from any other student;
   - permit any other student to read, copy from or use your examination question or answer paper; or
   - use any unauthorised material.

c. You must number all answers and complete cover pages during the time allowed for writing.

d. If you leave the exam venue for any reason, you may not return unless you have been accompanied throughout by an exam supervisor.

e. You must not cause a disturbance or behave in a manner likely to disturb any other student. Disruptive behaviour may result in your removal from the exam.

6. At the end of the exam

a. You are not permitted to leave the exam venue during the last 10 minutes of the exam.

b. An exam supervisor will give a warning 10 minutes before the end of the exam. When the supervisor gives the instruction to stop writing, you must do so, and stay in your seat while all papers are collected.

c. An exam supervisor will give you permission to leave the exam venue.

d. You must not remove from the exam venue any exam paper, script book or any other material you did not bring with you.