

EXAMINATION INFORMATION FOR STUDENTS

This document outlines procedures associated with Avondale College examinations that you need to be familiar with. Please note some significant changes to procedures have occurred this year.

Examination venues and times

There is a range of examination venues. Students are responsible for ensuring that they present themselves at the correct examination venue on the correct date and time (8:50 am or 1:50 pm and 12:50 pm on Friday afternoons).

Venues, dates and times are published in *Connections* and on the Avondale website. Please be aware that there may be examinations of differing durations at each venue. Signage in each venue will direct you to the correct seats for your subject.

You will be permitted to enter the examination venue approximately 10 minutes before the scheduled examination time. No student may leave the examination venue during the first 30 minutes of the examination. No student will be permitted to enter the examination room after the first 30 minutes of the examination has expired.

Duration of examinations

Examination durations are set by your lecturer. The duration of your examination will be published on the cover page of your examination. A clock will be present at the front of each examination venue. At Avondale there is no separate time in the examination allocated for reading the paper. Students who enter late have no additional time.

Special conditions

Students who have been granted special conditions will have received a letter from the Academic Registrar detailing the specific conditions granted.

Examination papers and scripts.

Unless specifically noted by the lecturer on the cover of the examination paper, no examination papers or scripts are to leave the examination venue.

Proof of Identity

You will need to bring your Avondale student ID card to the examination venue as proof of identity. You should place the ID card on your desk for verification by the invigilator. You will also be required to sign an attendance slip for each examination sitting.

Examination conditions

Students must follow directions provided by the invigilators. Examination conditions should be maintained upon entry to the examination venue. You should seat yourself as instructed by the invigilators. No communication should occur with other students in the venue.

Any student who needs to leave their seat (eg. to use the toilet facilities) must first receive permission from an invigilator.

No unauthorised materials are permitted in any examination venue. Any items such as mobile phones, MP3 players, notes etc., should be deposited securely with the Student Services Office (College Hall) prior to the examination.

The only general materials that are permitted in the examination venue are writing implements. Students may also bring an unannotated drink bottle for personal use.

When a lecturer has specified the use of any other materials (eg. calculators or books), the responsible lecturer will be at the examination venue to scrutinise the material before the commencement of the examination.

Commencement of the examination

At the commencement of each examination the supervising invigilator will give some verbal instructions and pray. The examination will then be deemed to have officially commenced. As there is no reading time students can commence writing immediately after prayer.

Student number

Students should only use their Student ID number as an identifier on any examination materials submitted for assessment.

Academic integrity

Examinations provide an opportunity for students to operate in an environment where academic integrity is maximised for an assessment task. Students in possession of unauthorised materials in an examination venue, and /or who give indications of cheating in any form in an examination, will result in at least a failing grade being recorded for that particular subject. Academic dishonesty is a serious offence and penalties greater than a failing grade may be incurred.

Any evidence or suspicion of cheating or other inappropriate behaviour will immediately be reported by invigilators to the Academic Registrar or the Vice President (Learning and Teaching). The Academic Registrar supplies a written report on all incidents to the relevant Faculty Examination Board for consideration.

Deferred Examinations

Students, who by reason of extenuating circumstances, (such as the onset of sickness, or accident so that they are unfit to sit a scheduled examination, or make adequate preparation) may apply to the Academic Registrar for a deferred examination. Application must be made on the designated application form available from the Academic Office as soon as practicable (usually within 24 hours). Documentation to support the application (eg Medical certificates) often is required.

Tiredness, exhaustion, lateness or failure to attend an examination are not considered valid reasons for requesting a deferred examination.

Students who fall sick during an examination should apply immediately for a deferred examination. This request can be made through the supervising invigilator who would be aware of the specifics of the case.

Deferred examinations are held in the first week of the next semester.

Use of Dictionaries

The only students who are permitted to use dictionaries will have received a letter from the Academic Registrar. These students are only permitted to use unannotated print bi-lingual dictionaries. No electronic translators or dictionaries are permitted.

Emergency procedure

In the case of an emergency procedure (eg. fire alarm or bomb threat) evacuate the exam venue of candidates, but all materials are to be left in situ.

Exiting the examination venue

Any student who exits an examination venue, without the accompaniment of an invigilator, is deemed to have finished the examination.

Examination closure

Students who complete their examination before the allotted time are permitted to leave the exam room, providing 30 minutes have elapsed from the commencement of the examination. When students have finished their examination, or the time allocated for the examination has lapsed they are to:

- Ensure that they have placed their student ID number on all papers containing answers;
- Ensure that the information page on any examination booklet is filled in;
- Where loose sheets are used, all materials are to be handed in stapled together; and
- Remain seated until their papers are collected and permission to leave is granted.

It is important that students who have completed their exam do not disturb remaining students who are still writing in other subjects at that particular venue.