

## Examination Instructions for Students

This document outlines procedures associated with examinations with which you need to be familiar. Please **read them carefully** so you know the procedures and your responsibilities.

**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 day and time**. Commencement times are **9.00 am** or **2.00 pm**. To find these details for the Lake Macquarie Campus please see the examination timetable at: [www.avondale.edu.au/exams](http://www.avondale.edu.au/exams) Students studying by distance are expected to sit their examination for a unit at the same time it is scheduled to occur for the on-campus students. This includes students who are sitting the examination off-campus and in a different time zone.

Students on the Sydney Campus can view their timetable on Moodle once it has been uploaded.

You will be permitted to enter the examination venue approximately 10 minutes before the scheduled examination time. Where examinations for more than one unit are in the one venue, signage will direct students to the correct seats for their unit. 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. Students who enter late have no additional time allocated.

**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 in the examination venue. At Avondale there is no separate time in the examination allocated for reading the paper and students may start writing immediately at the commencement of the examination, although it is recommended they read through the paper first and check all pages are included.

**Special conditions:** Students who have been granted special provisions will have received an official letter detailing the specific conditions granted. Supervisors will be given a copy of the letter with examination materials so that they are aware of the provisions.

**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 **MUST** bring your **Avondale student ID card** to the examination venue as proof of identity and place it on your desk for verification by the supervisor. You will also be required to sign an attendance slip for each examination sitting. Other forms of identification (e.g. drivers licence, Sydney Adventist Hospital IC card) are not acceptable.

On-campus students who are unable to produce their Avondale student ID card are required to complete a 'Statutory Declaration of Student Identity' form. The

completed forms are to be returned to the Academic Office or Faculty of Nursing and Health Office by the supervisors at the conclusion of the examination. Additionally, students are required to take their Avondale student ID card to the Academic Office (Lake Macquarie Campus) or the Faculty Secretary (Sydney Campus) **within one working day of their examination** to have their identity verified by a staff member and to complete the 'Statutory Declaration of Student Identity' form. Failure to do so will normally result in an Incomplete (IC) grade being recorded for the unit until identification is verified.

**Examination conditions:** Students must follow directions provided by the supervisor/s. Once you have entered the venue **no communication is to occur with other students** and examination conditions are to be maintained.

No unauthorised materials are permitted in any examination venue. Students are responsible for the security of any items left outside the venue and must collect them at the conclusion of the examination. If students bring mobile phones, apple watches or other electronic equipment into the examination venue they are to be left in the venue as directed by the supervisors, away from where the students are seated, and **must be switched off**. Students are responsible for the security of their item/s and its collection at the conclusion of the examination.

The only general materials that are permitted at a student's desk are writing implements. No other items, including calculators, are allowed unless approved by the lecturer. If a container is required to carry writing implements and any other allowable items it must be a clear plastic container (e.g. a zip lock clear plastic bag) – pencil cases which are not transparent are NOT allowed. Students may also bring an unannotated **CLEAR drink bottle** for personal use. Drink bottles which are not transparent will not be permitted in the exam venue. Tissue boxes are not permitted. There will be tissues available at the venue if required.

When a lecturer has specified any other materials are permitted in the examination (e.g. calculators or books) the relevant lecturer should be at the on-campus examination venue to scrutinise the material before the commencement of the examination. Where distance students are sitting the exam remotely, supervisors will be given instructions to enable them to check the material.

During the examination, any student who needs to leave their seat (e.g. to use the toilet facilities) must first receive permission from a supervisor who will escort the student to the facilities.

**Commencement of the examination:** At the commencement of each examination the supervisor/s will give some verbal instructions and pray. The examination will then be deemed to have officially commenced. As there is no separate reading time students may commence writing immediately after prayer if they choose.

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

**Academic integrity:** Students found to be in possession of unauthorised materials in an examination venue, and /or who give indications of cheating in any form in an examination, will normally have at least a failing grade recorded for that particular unit. Academic dishonesty is a serious offence and penalties greater than a failing grade may be incurred. For further information about this see the *Academic Integrity Policy* at: [www.avondale.edu.au/policies](http://www.avondale.edu.au/policies)

Any evidence or suspicion of cheating or other inappropriate behaviour will immediately be reported by supervisors to the Academic Registrar or the Vice President (Learning and Teaching) for follow up in line with policy.

**Deferred Examinations:** Students, who by reason of extenuating circumstances (such as the sudden 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 as soon as practicable (usually within 24 hours) on the designated application form which can be downloaded from the web - [www.avondale.edu.au/students/academic/forms-and-procedures/](http://www.avondale.edu.au/students/academic/forms-and-procedures/) Documentation to support the application (e.g. Medical certificate) 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 supervisor who would be aware of the specifics of the case.

Deferred examinations are normally held the day before the commencement 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 permitting such use. These students are only permitted to use unannotated print bi-lingual dictionaries. No electronic translators or dictionaries are permitted. For more information about eligibility and how to apply, see the *Examinations and Tests Policy* at: [www.avondale.edu.au/policies](http://www.avondale.edu.au/policies)

**Emergency procedure:** In the case of an emergency procedure (e.g. fire alarm) evacuate the exam venue as directed by the supervisor/s, but leave all examination materials in the venue.

**Exiting the examination venue:** Any student who exits an examination venue without the permission of a supervisor, 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 written their Avondale student ID number on all papers containing answers;
- Ensure that the information page on any examination booklet is filled in;
- Hand in all materials used and any unused examination booklets; and
- Remain seated until their papers are collected and permission to leave is granted.

It is important that students who have completed their examinations do not disturb remaining students who are still writing other examinations at the venue.