



# Conduct of Examinations Policy - BHI

## Version 2.0

## 1 Document Control

Version	Date	Amended by	Changes Made
1	30/10/2012	Registrar	Initial document
1.2	24/10/2018	Manager Higher Education & Learning Partnerships	New template, review
1.3	30/10/2018	HoS – Foundation Studies	VCE Examination requirements
2.0	13/03/2019		Endorsed by Exec. Team, VETBoS and HEBoS & Finalised
	16/04/2019	Academic Quality Assurance Officer	Minor Administrative changes to remove reference to BHIG & CAE

## 2 Purpose

To determine the policy and principles which apply to the conduct of examinations in an ethical, rigorous and fair manner.

## 3 Scope

Applies to Box Hill Institute for the conduct of examinations.

## 4 Policy Statement

Examinations conducted by or on behalf of the Institute will be subject to appropriate oversight.

A comprehensive communication strategy will be in place to ensure that students are fully informed of examination requirements and schedule in a timely manner.

Documentation pertaining to examination outcomes is to be sufficiently comprehensive to render decisions capable of review.

## 5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Staff Code of Conduct.

## 6 Definitions

Term	Definition
BHI	Box Hill Institute and wholly owned subsidiaries



Examination	A testing method that is written, oral or practical and is supervised at a prescheduled time and venue. The examination can be internally created or externally created.
Cheating in an examination	To seek to obtain an unfair advantage in an examination or test
Eligible Student	A student who: <ul style="list-style-type: none"><li>• has fulfilled the pre-requisite requirements in the course for the unit(s) of competency, module or subject;</li><li>• has enrolled in classes in the unit/module/subject and has completed the assignments, tests and other work;</li><li>• has paid the Institute or made satisfactory arrangements to pay within a specified time, all prescribed fees and any student loans which are overdue for payment;</li><li>• is a student of the Institute who does not comply with the above, but whose eligibility has been approved by the Manager of the Centre responsible for the subject;</li><li>• is enrolled in another educational institution and has been granted permission to undertake an examination at the Institute.</li></ul>

## 7 Related Procedures

The following procedures are linked below:

- Conduct of Examinations Procedure
- Student Conduct Management Procedure
- Conducting Assessment (VET) Procedure
- Conducting VCE and VCAL Assessment Policy
- Higher Education Assessment Procedure
- Plagiarism, Collusion and Cheating Procedure
- Complaint Procedure: Student, Customer and Stakeholder

## 8 Related Operating Guidelines

- Work Instruction Higher Education Academic Integrity
- VCE Staff and Student Handbooks

## 9 Related Forms

- Nil

## 10 Related Legislation and Registration

### 10.1 Box Hill Institute

- Nil

### 10.2 External

- VETASSESS Examination Guidelines
- VCAA VCE and VCAL Administrative Handbook
- Code of Conduct for the Victorian Public Sector
- VCAA Special Provision Policy
- VCE Exams Navigator
- VCE Examination Manual – domestic and offshore editions

## 11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.



## 12 Review

This policy must be reviewed no later than three years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

## 13 Responsibilities

- Teachers inform the students of assessment requirement
- Teaching Coordinator or Manager sets exam timetable; distributes to teachers and students and sets/applies any necessary conditions for alternative sitting
- Examination supervisors conduct and supervise external examinations
- Registrar ensures results are processed for each student as described in the Procedure document

## 14 Owner / Author

Owner	Author
Deputy Chief Executive Officer	Registrar

## 15 Approval Body

The CEO is the approval body.

Chief Executive Officer	Signature	Date
Vivienne King		