

OFFICIAL



# Conduct of Examinations Procedure BHI – Version 2.0

OFFICIAL

Authorised by: CEO



## Contents

1	Document Control.....	1
2	Purpose.....	1
3	Scope .....	1
4	Responsibilities .....	1
5	Definitions .....	2
6	Procedure .....	2
7	Related Documents .....	5
8	Risk/Opportunity Assessment .....	6
9	Process Flowcharts.....	6
10	Approval Body .....	6

## 1 Document Control

Version	Date	Amended by	Changes Made
1	29/11/2012	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
	16/4/2019	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.

Uncontrolled when printed or downloaded

**OFFICIAL**



## 4 Responsibilities

Refer to Conduct of Examinations Procedure 6.

## 5 Definitions

Term	Definition
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>

Uncontrolled when printed or downloaded

**OFFICIAL**



## 6 Procedure

Procedure	Responsibility
<p><b>1. Informing students of assessment requirements</b></p> <p>Teachers in the first week's class of each unit:</p> <ul style="list-style-type: none"> <li>inform students if they will be required to sit a formal examination as part of their assessment, and</li> <li>inform students of examination conditions</li> </ul>	<p>Teachers</p>
<p><b>2. Setting examination timetables (internally created examinations)</b></p> <p>The Teaching Coordinator Manager/Course Manager (Higher Education) (Discipline) each semester:</p> <ul style="list-style-type: none"> <li>orders the appropriate number of internal exam scripts, after consultation with teachers;</li> <li>examination papers must be stored securely at all times. Faculties are to ensure secure facilities are made available and used by assessing staff.</li> <li>devises an examinations timetable in consultation with the timetable team, teachers, and sets dates for examinations;</li> <li>organises venues for each unit holding an examination;</li> <li>distributes the examinations timetable to teachers and students.</li> </ul>	<p>Administration Coordinators            Teaching Coordinator or Manager/Course            Faculty Deans            Manager (Higher Education) (Discipline)</p>

Uncontrolled when printed or downloaded

**OFFICIAL**



<p><b>3. Setting examination timetables (externally created examinations)</b></p> <p>The Teaching Coordinator Manager each semester:</p> <ul style="list-style-type: none"> <li>• Receives and stores the appropriate number of external exam scripts;</li> <li>• Follows the examinations timetable as prescribed by the relevant external agency;</li> <li>• Organises with the timetabling team venues for each unit holding an examination.</li> </ul>	<p>Administration Coordinators Teaching Coordinator or Manager</p>
<p><b>4. Distributing the examinations timetable to teachers and students</b></p> <p>a) The Teaching Coordinator Manager/Course Manager (Higher Education) (Discipline) each semester:</p> <ul style="list-style-type: none"> <li>• displays the final timetable on the official Faculty notice board or StudentWeb Community Hub at least two (2) weeks before the first examination;</li> <li>• considers all timetable clashes;</li> <li>• arranges a supervised alternative sitting on the same day if any student still has a timetable clash (internal exams only), and if required;</li> <li>• writes (via email) to the student advising them of the date, time and place of the alternative examination.</li> </ul> <p>b) Students must:</p> <ul style="list-style-type: none"> <li>• read the examinations timetable on student web or hard copy to establish their examination schedule;</li> <li>• check the timetable for time clashes;</li> <li>• advise the Teaching Manager/ Course Manager (Higher Education) (Discipline) immediately of any timetable clashes, and</li> <li>• advise the Teaching Manager/Course Manager (Higher Education) (Discipline) immediately if there are concerns about access to the facility.</li> </ul>	<p>Teaching Operations Manager/Course Manager (Higher Education) (Discipline)  Students</p>
<p><b>5. Applying to be examined at a different time, resit or supplementary exam</b></p> <p>a) Students, at least two (2) weeks before the (internal) examination:</p> <ul style="list-style-type: none"> <li>• write to the Teaching Manager/Course Manager (Higher Education) (Discipline) for permission to sit for the examination at a different time and place, and</li> <li>• include the reasons for the application</li> </ul> <p>b) The Teaching Manager/Course Manager (Higher Education) (Discipline):</p> <ul style="list-style-type: none"> <li>• sets any (necessary) conditions for the alternative sitting, including fees to cover supervision if the examination will be at a different time and venue or any costs incurred, and</li> <li>• writes (via email) to the student, advising them of the result of the application and includes information about the conditions, fees and venue, if the application is successful.</li> </ul>	<p>Student  Teaching Operations Manager/Course Manager (Higher Education) (Discipline)</p>



<p><b>6. Conducting an examination</b></p> <p>Examination supervisors:</p> <ul style="list-style-type: none"> <li>• for externally set VET examinations, conduct and supervise examinations according to VETASSESS Examination Guidelines;</li> <li>• for VCE external examinations, conduct and supervise examinations according to VCAA’s VCE and VCAL Administrative Handbook and VCAA Examinations Manual;</li> <li>• other externally set exams (i.e. Police, CPA, CISCO, Pearson exams) are to be conducted as per the external institutions policy, procedures and guidelines</li> <li>• conduct and supervise internal examinations according to these procedures: <ul style="list-style-type: none"> <li>○ check student ID cards against attendance records;</li> <li>○ read out examinations instructions including time and materials allowed and how examination materials will be collected;</li> <li>○ invigilate the examination session;</li> <li>○ inform students to stop writing at the end of the examination;</li> <li>○ collect all examination papers and any necessary materials, count the number of examinations scripts and sign off a reconciliation declaration;</li> <li>○ dismiss the students</li> </ul> </li> <li>• take internal examination papers to the person marking the exam;</li> <li>• conduct and supervise external examinations according to the rules as prescribed by the external agencies;</li> <li>• deliver external examination papers to the designated location for packaging and dispatch.</li> </ul>	<p>Examination Supervisors</p>
<p><b>7. Irregular behaviour during an examination including alleged cheating</b></p> <p>In the event any irregular behaviour is observed in the examination, the supervisor:</p> <ol style="list-style-type: none"> <li>a) immediately informs the student that they have been observed;</li> <li>b) confiscates any technology or sheets which have allegedly been used;</li> <li>c) makes a detailed record of what they have observed and the time;</li> <li>c) allows the student to complete the examination, and</li> <li>d) once the examination has ended immediately reports the incident to the relevant Teaching Manager and hands over their notes</li> <li>e) for the VCE External exams only, complete the VCAA issued ‘Breach of exam rules’ form and submit it as per the VCE Exam Rules</li> </ol> <p>The Teaching Manager/ Course Manager (Higher Education) (Discipline) will invoke the Plagiarism, Collusion and Cheating Policy and Procedure.</p>	<p>Examination Supervisor</p> <p>Teaching Operations Manager/Course Manager (Higher Education) (Discipline)</p>



<p><b>8. Notifying students of results</b></p> <p>a) The Teaching Manager/Course Manager (Higher Education) (Discipline) or delegate</p> <ul style="list-style-type: none"> <li>enters final unit/subject results onto the Student Management System within 2 weeks of the final assessment outcome being determined for a unit/subject.</li> </ul> <p>b) The Registrar</p> <ul style="list-style-type: none"> <li>ensures all processed results are published electronically to each student's student web account daily.</li> </ul> <p>c) Student Administration</p> <ul style="list-style-type: none"> <li>pursues missing results at the end of each semester with relevant Teaching Operations Manager/Course Manager (Higher Education) (Discipline).</li> <li>sends a Statement of Results to each student at year end (for VCE students, the Statement of Results and Awards are issued by the Victorian Curriculum and Assessment Authority (VCAA))</li> <li>where applicable, processes result amendments upon receipt of a completed Notification of Result Amendment Form and reissues a Statement of Results to relevant student/s.</li> </ul>	<p>Teaching Operations Manager/Course Manager (Higher Education) (Discipline)</p> <p>Registrar</p> <p>Registrar's Centre</p>
<p><b>9. Applying for re-assessment or special consideration</b></p> <p>Refer to the Conducting Assessment (VET) Policy and Procedure, or the Higher Education Assessment Policy and Procedure as relevant.</p> <p>For external examinations (VCE) refer to the VCAA assessment guidelines in the Subject Study Designs and VCAA VCE and VCAL Handbook.</p> <p>For Special Examination Assessments (VCE) for special consideration refer to the VCAA VCE and VCAL Handbook.</p>	

## 7 Related Documents

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

Uncontrolled when printed or downloaded

**OFFICIAL**



VCAA Special Provision Policy  
 VCE Exams Navigator  
 VCE Examination Manual – domestic and offshore editions

## 8 Risk/Opportunity Assessment

Risk/Opportunity	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Assessment not carried out correctly (internal exams)	Medium	Low		Clear instructions issued
Assessment not carried out correctly (external exams)	Medium	Medium		Have staff briefing meetings well in advance Brief students well in advance Clear instructions issued on the day Close supervision by the Teaching Manager/Coordinator on the day of the examination

## 9 Process Flowcharts

Nil

## 10 Approval Body

The CEO is the approval body.

Chief Executive Officer	Signature	Date
Vivienne King	Original Signature on File	8.4.2019

Uncontrolled when printed or downloaded

**OFFICIAL**