



Examinations Policy

1. PURPOSE

- 1.1. This document aims to define North Metropolitan TAFE's (the college) policy towards examinations in reference to both staff and students.

2. APPLICATION

- 2.1. This policy applies to all full-time and part-time students enrolled in and teaching staff teaching in higher education courses of study.

3. EXCEPTIONS

None

4. DEFINITIONS

- 4.1. *Authorised Material*: including writing instruments and approved calculators as specified by the unit coordinator
- 4.2. *Co-Examiner*: appointed by the Examiner to review and endorse the examination paper
- 4.3. *Disciplinary Action*: disciplinary action will be taken in accordance with Academic Misconduct Policy/ Procedure
- 4.4. *Examiner*: the unit coordinator for the relevant unit
- 4.5. *Invigilator*: person who supervises students during an examination

5. POLICY STATEMENT

- 5.1. Formal examinations are held in the examination periods following each semester. The Standard Examination Periods are the two-week periods specified at the end of each standard semester. The Supplementary and Deferred Examination period occurs in the week commencing four weeks prior to the commencement of the next semester.
- 5.2. Standards for examination times, dates and venues:
 - 5.2.1. The body responsible for scheduling examinations must inform students of times, dates and venues for examinations, including supplementary and deferred examinations by means of a formal examination timetable.
 - 5.2.2. The timetable for examinations must be published at least four (4) weeks before examinations begin, and at least one week before deferred and supplementary examinations.
 - 5.2.3. Students must sit an examination in a venue on the campus where the course is taught unless otherwise permitted by the Portfolio Director.

5.2.4. Examinations are scheduled between 9.00am to 6.00pm Monday to Friday inclusive.
5.2.5. Should a clash occur it will be dealt with on an individual case basis by the relevant Portfolio.

5.3. Standards for the duration of examinations:

5.3.1. Examinations should be no more than three hours and ten minutes duration.

5.3.2. Approval must be sought from the Higher Education Course Committee for an examination which exceeds the non-standard duration.

5.3.3. The examination duration shall be stated in the unit outline.

5.4. Responsibility of the Examiners:

5.4.1. The Examiner is responsible for the format and content of examination papers in accordance with the policy and as set out in the unit outline provided to students.

5.4.2. The Examiner is responsible for ensuring that the examination paper is reviewed and endorsed by the Co-Examiner by the end of the mid semester break.

5.4.3. Examinations should not be reused in a form that provides unfair advantage to successive students and should differ by a minimum of 25% from any previous examination

5.4.4. The Examiner must be available while an examination is in progress to answer any queries from invigilators.

5.5. Missed/Alternative Examinations:

5.5.1. Special arrangements may be made for students requiring alternative examination arrangements, and are made at the Portfolio's discretion.

5.5.2. Where possible students with a disability or medical condition must be given the opportunity to demonstrate their knowledge.

5.6. Release of Final Unit Results to students:

5.6.1. Final results must be released in a timely fashion, but must be within 10 working days of the end of the examination period.

5.6.2. Release of results is contingent on the student being compliant with the college's rules and policies.

6. PRINCIPLES

6.1. Provide a framework for final examination of students through academic guidelines, assessing course content as prescribed by the unit outline.

6.2. Develop policies for both student and examiner responsibilities and conduct in reference to examinations.

6.3. Ensure a degree of consistency and standardisation in operation of examinations.

7. RELATED DOCUMENTS

7.1. Examinations Procedure

8. OWNERSHIP and CONTACTS

Policy Owner	General Manager Training Services 1
Contact	Manager of Higher Education
	Phone: 9202 4792
	Email: susan.jacobs@nmtafe.wa.edu.au
Approval Authority	Academic Board
Review Date	Maximum 3 years following approval

9. REVISION HISTORY

Version No.	Approved/ Amended/ Rescinded	Date	Approval Authority	
5.0	Approved	19 Aug 2016	HE Standing Committee	Removed reference to Examination information sheet Added 5.4.2 and 5.4.3