

Examination Guidelines for staff 2023



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Summary

This information guide has been developed to provide College and Academic staff with information regarding End of Study Period/Formal Examinations that are managed by the Exams office.

This does not include Examinations for JCU Brisbane or JCU Singapore. Please contact them direct in relation to Exams for their campus.

The Examination procedures have now been revised and updated for 2023”

[Examination Procedures for Staff](#); and

[Examination Procedures for Students](#)

Key dates Calendar for 2023

At the beginning of each year the exams team set up the Exam dates which adhere to the deadlines in the Examination Procedures.

Below are the key dates for 2023

Formal Exam Dates for 2023									
Study Perid/Trimester	Exam Dates	Exam Requests OPEN	Exam Requests CLOSE	Exam Paper Upload OPEN	Exam Paper Upload CLOSE	DRAFT Timetable	FINAL Timetable	Census Date	Results Release
JCUA MAIN Exam Periods									
SP1/5	3-16 Jun 2023	23/03/2023	5/04/2023	6/04/2023	20/04/2023	20/04/2023	27/04/2023	23/03/2023	4/07/2023
SP2/9	4-17 Nov 2023	24/08/2023	7/09/2023	8/09/2023	3/10/2023	21/09/2023	28/09/2023	24/08/2023	5/12/2023
JCUA Main Supplementary/Deferred exam periods									
SP1/5 S/D	10-21 Jul 2023	NA	NA	6/04/2023	20/04/2023	NA	6/07/2023	NA	18/08/2023*
SP2/9 S/D TES	8-13 Jan 2024	NA	NA	12/09/2023	3/10/2023	NA	13/12/2023	NA	9/02/2024*
SP2/9 S/D THM	9-16 Dec 2023	NA	NA	12/09/2023	3/10/2023	NA	7/12/2023	NA	13/01/2024*
JCUA TRIMESTER Exam Periods									
TR1	8-13 May 2023	23/02/2023	9/03/2023	10/03/2023	28/03/2023	23/03/2023	30/03/2023	9/03/2023	30/05/2023
TR2	21-26 Aug 2023	8/06/2023	22/06/2023	23/06/2023	11/07/2023	6/07/2023	13/07/2023	22/06/2023	12/09/2023
TR3	4-9 Dec 2023	21/09/2023	5/10/2023	6/10/2023	24/10/2023	19/10/2023	26/10/2023	5/10/2023	2/01/2024
JCUA Trimester Supplementary/Deferred exam periods									
TR1 S/D	12-16 Jun 2023	NA	NA	13/03/2023	28/03/2023	NA	8/06/2023	NA	16/07/2023*
TR2 S/D	18-22 Sep 2023	NA	NA	26/06/2023	11/07/2023	NA	14/09/2023	NA	20/10/2023*
TR3 S/D	9-12 Jan 2024	NA	NA	9/10/2023	24/10/2023	NA	4/01/2024	NA	9/02/2024*
JCUA Other Exam Periods									
SP10	8-12 Jan 2024	8/12/2023	12/12/2023	12/12/2023	14/12/2023	NA	14/12/2023	7/12/2023	30/01/2024
SP11	5-9 Feb 2024	8/12/2023	12/12/2023	12/12/2023	14/12/2023	NA	14/12/2023	7/12/2023	27/02/2024
SP3	13-17 Feb 2023	23/01/2023	2/02/2023	2/02/2023	6/02/2023	NA	3/02/2023	2/02/2023	7/03/2023
SP4	24-28 Apr 2023	28/03/2023	30/03/2023	30/03/2023	6/04/2023	NA	6/04/2023	23/03/2023	16/05/2023
SP6/7	17-21 Jul 2023	3/07/2023	6/07/2023	6/07/2023	10/07/2023	NA	7/07/2023	6/07/2023	8/08/2023
SP8	25-29 Sep 2023	29/08/2023	31/08/2023	31/08/2023	7/09/2023	NA	7/09/2023	10/08/2023	17/10/2023

* Dates estimated based on Student Results Policy

Key Notes

- The above deadlines are set to ensure that all required processes can be completed prior to the start of the Examination period. If a deadline is missed or needs to be extended, this can impact the strict schedule that is required to facilitate the exam period.
- Examination scheduling is automated as far as possible to provide the optimum exam schedule for students that complies with the Examination procedure:
 - No more than two Examinations in a calendar day.
 - Total examination time in a single day does not exceed seven hours (excluding examinations with approved reasonable adjustments under the Students with Disabilities Policy).
 - No more than five Examinations in six successive calendar days.

Preparation for your End of Study Period Examinations

The Exams team manage all End of Study Period examinations which are held during the published exam times listed in the Academic Calendars. All Examinations managed by the Exams team are requested and scheduled through Databee, which is the system recognised by the University as the Exam Management system.

[Checklist prior to submitting a request for an End of Study period exam.](#)

Prior to submitting an exam request, the following is a checklist of information that will be needed when submitting an exam request through the web portal:

For specific values, please refer to the [Examination Procedures](#)

Ready	Required	Source
✓	Your chosen Exam Type	refer Approved Exam types , and/or Subject Outline
✓	Your preferred Exam duration	In minutes: 60, 90, 120, 150, 180 and 200
✓	Your allocated Reading Time	0 minutes or 15 minutes
✓	Any subject code that may have the exact same exam content	
✓	Any subject code that must have the exam scheduled at the exact same time	
✓	Name, email & mobile of at least 2 examiners	This may include yourself. Any examiner must be available for the duration of the exam.

Once you have all this information ready, you can proceed to submitting your exam request.

Exam Request submission by Exam Type

The following exam types are available for selection as specified in the [Examinations Procedure for Students](#)

On campus hard copy exam

This a paper-based exam completed on-campus with in-person invigilation. This exam has a single specified start time, a specified duration, and must be completed in a single attempt. Students will handwrite answers directly onto an exam paper or answer booklet provided by the invigilator.

Submitting an On campus hard copy exam request

Below are the options available for an On campus hard copy exam

Topic	Selection Options
Condition Option	Any materials allowed - no materials need to be listed in this section. No materials allowed - students are not allowed to bring any materials into the exam room (including dictionaries, calculators) except standard stationary, i.e., pen/pencil. Restricted materials allowed - students can bring only the materials listed which could include specific book titles, calculators, dictionary and must be specified in the request.
Materials Permitted	For any materials allowed select - Any materials permitted for no materials allowed select -No Materials permitted for restricted materials allowed– select from the list provided, or if not listed add in the free text box.
Duration options	In minutes: 60,90, 120, 150, 180 and 200
Venue option	Standard Exam Room

Example Student timetable layout for an On campus hard copy exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BU1112/1812/2111 Business Law
Assessment Type	Hard copy paper exam
Date	Thursday 03/03/2022
Start Time	8:15am
Duration	2 Hours and 30 Minutes plus 15 minutes remaining
Campus	Townsville
Venue	041-205
Exam Conditions	This is a Restricted Materials Allowed Exam – you can only bring items listed under Permitted materials.
Materials Permitted	Calculator – Non Programmable Notes – 1 x page A4 notes (2 sided)

[Additional Information – On campus Hard Copy](#)

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- External students may require an alternative exam type if the exams team cannot source a venue
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section

Online LearnJCU exam

This is an online exam run in LearnJCU using the “test” tool. This exam has a single specified start time with a 30 minute window to access and commence the exam, a specified duration, and must be completed in a single attempt. Students will answer questions directly in the LearnJCU test response boxes and/or upload files to the LearnJCU test or submission portal/dropbox.

Submitting an Online LearnJCU exam request

Below are the options available for an Online LearnJCU exam

Topic	Selection Options
Condition Option	Any materials allowed - no materials need to be listed in this section. Restricted Materials Allowed Exam – you can only bring items listed under Permitted materials. This option can be used if they need, for example, a calculator/equation sheet etc.
Materials Permitted	Select: Any materials permitted
Duration options	In minutes: 60,90, 120, 150, 180and 200
Venue option	Online at Home

Example Student timetable layout for an Online LearnJCU exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	EE3300 Electronics 2
Assessment Type	Online LearnJCU Exam
Date	Thursday 10/11/2022
Start Time	8.15am
Duration	2 hours plus 0 minutes reading time
Venue	Online- Refer to LearnJCU
Exam Conditions	This is an any materials allowed exam – Any materials are permitted (excluding electronic devices)
Materials Permitted	-Any materials permitted

Additional Information – Online LearnJCU

- As there is no monitoring the student conditions for this exam type, is usually any Materials allowed, only use Restricted materials to indicate a specific material, i.e. Calculator.
- Students sitting in a different time zone may need to have conditional availability settings modified to enable access at a reasonable time, and/or have a separate exam.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section
- Online exams are inclusive of read time

Online Respondus exam

This is an online at home exam run in LearnJCU using the “test” tool and Respondus Lockdown Browser. This exam has a single specified start time with a 30 minute window to access and commence the exam, a specified duration, and must be completed in a single attempt. Students will answer questions directly in the LearnJCU test response boxes.

Submitting an Online Respondus exam request

Below are the options available for an Online Respondus exam

Topic	Selection Options
Condition Option	<p>Any materials allowed - no materials need to be listed in this section.</p> <p>No materials allowed - students are not allowed to bring any materials into the exam room (including dictionaries, calculators) except standard stationary, i.e., pen/pencil.</p> <p>Restricted materials allowed - students can bring only the materials listed which could include specific book titles, calculators, dictionary and must be specified in the request.</p>
Note: As this is online at home, you are not able to actually enforce any of the above conditions.	
Materials Permitted	<p>For any materials allowed select - Any materials permitted</p> <p>for no materials allowed select -No Materials permitted</p> <p>for restricted materials allowed – select from the list provided, or if not listed add in the free text box.</p>
Duration options	In minutes: 60,90, 120, 150, 180 and 200
Venue option	Online at Home

Example Student timetable layout for an Online Respondus exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	TO5101 Tourism Systems Analysis
Assessment Type	Respondus Exam
Date	Wednesday 02/03/2022
Start Time	8.15am
Duration	2 hours plus 0 minutes reading time
Venue	Online – Refer to LearnJCU
Exam Conditions	Online Respondus Exam This is an Any Materials Allowed Exam – Any Materials Permitted (excluding electronic devices)
Materials Permitted	Any Materials Permitted

Additional Information – Online Respondus

- As there is no monitoring the student activity of this exam type, an Any Materials

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exam is recommended

- Students sitting in a different time zone may need to have conditional availability settings modified to enable access at a reasonable time, and/or have a separate exam.
- Online exams are inclusive of read time
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section

On campus online Respondus exam

This is an online exam run in LearnJCU using the “test” tool and Respondus Lockdown Browser, that is sat on-campus with in-person invigilation. This exam has a single specified start time, a specified duration, and must be completed in a single attempt. Students will answer questions directly in the LearnJCU test response boxes.

Submitting an On campus online Respondus exam request

Topic	Selection Options
Condition Option	<p>Any materials allowed - no materials need to be listed in this section.</p> <p>No materials allowed - students are not allowed to bring any materials into the exam room (including dictionaries, calculators) except standard stationary, i.e., pen/pencil.</p> <p>Restricted materials allowed - students can bring only the materials listed which could include specific book titles, calculators, dictionary and must be specified in the request.</p>
Materials Permitted	For any materials allowed select - Any materials permitted for no materials allowed select -No Materials permitted for restricted materials allowed – select from the list provided, or if not listed add in the free text box
Duration options	In minutes: 60,90,120,150,180 and 200
Venue option	Computer Lab

Example Student timetable layout for an On campus online Respondus exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BU1002/1902 Accounting for Decision Making
Assessment Type	Respondus Exam
Date	Tuesday 01/03/2022
Start Time	8:15am
Duration	2 hours plus 0 minutes reading time
Venue	014-209 Computer Lab
Exam Conditions	On Campus Online Respondus Exam This is a Restricted Materials Allowed Exam – you can only bring items listed under Permitted materials
Materials Permitted	Calculator – Non Programmable

Additional Information – On campus online Respondus

- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section

Online Respondus exam with Monitor

This is an online at home exam run in LearnJCU using the “test” tool and Respondus Lockdown Browser and Monitor. This exam has a single specified start time with a 30 minute window to access and commence the exam, a specified duration, and must be completed in a single attempt. Students will answer questions directly in the LearnJCU test response boxes.

Submitting an online Respondus exam with Monitor

Topic	Selection Options
Condition Option	<p>Any materials allowed - no materials need to be listed in this section.</p> <p>No materials allowed - students are not allowed to bring any materials into the exam room (including dictionaries, calculators) except standard stationary, i.e., pen/pencil.</p> <p>Restricted materials allowed - students can bring only the materials listed which could include specific book titles, calculators, dictionary and must be specified in the request.</p>
Materials Permitted	<p>For any materials allowed select - Any materials permitted for no materials allowed select -No Materials permitted for restricted materials allowed – select from the list provided, or if not listed add in the free text box</p>
Note: As this is online at home, you are not able to actually enforce any of the above conditions.	
Duration options	In minutes: 60,90,120,150,180 and 200
Venue option	Online at Home

Example Student timetable layout for an online Respondus exam with Monitor

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BU3103 Independent Project
Assessment Type	Respondus Exam
Date	Friday 04/03/2022
Start Time	1:15pm
Duration	2 hours plus 0 minutes reading time
Venue	Online – Refer to LearnJCU
Exam Conditions	Online Respondus Exam with monitor This is a No Materials Allowed Exam – no materials are permitted, no calculators, no dictionaries and not electronic devices
Materials Permitted	-No materials permitted

Additional Information – online Respondus exam with monitor

- If an open or restricted book is preferred, please consider the necessity of using this exam type, ie. what will be reviewed when monitoring the student video?
- Students sitting in a different time zone may need to have conditional availability settings modified to enable access at a reasonable time, and/or have a separate exam.
- Online exams are inclusive of read time

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- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section

Online oral exam

This is an online at home oral exam run in LearnJCU using Collaborate with individual students. This exam has a single specified start time for each student, a specified duration, and must be completed in a single attempt. Students will verbally respond to questions that are posed verbally or in writing.

Submitting an Online oral exam request

Topic	Selection Options
Condition Option	N/A
Materials Permitted	N/A
Duration options	N/A
Venue option	Online at Home

Example Student timetable layout for an Online oral exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BX3014 Auditing and Assurance
Assessment Type	Practical/Oral Exam
Date	Wednesday 02/03/2022
Start Time	Refer to LearnJCU for your allocated timeslot
Exam Conditions	Online Oral Exam

Additional Information – online Oral exam

- Use of the Collaborate room allows students to enter a ‘waiting room’ prior to entering the ‘exam room’.
- Collaborate allows for the session to be recorded. Start times for each student/group would need to be provided in the LearnJCU subject site exam information communication from Subject Coordinators.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section

On-campus Oral exam

This is an oral exam held face-to-face on-campus with individual or groups of students. This exam has a single specified start time for each student/group, a specified duration, and must be completed in a single attempt. Students will verbally respond to questions posed verbally or in writing by the examiner.

Submitting an On-campus Oral exam request

Topic	Selection Options
Condition Option	N/A
Materials Permitted	N/A
Duration options	N/A
Venue option	Prac/Oral on Campus

Example Student timetable layout for an On-campus Oral exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BX2022 Macroeconomics Policy
Assessment Type	Practical/Oral Exam
Date	Friday 04/03/2022
Start Time	Refer to LearnJCU for your allocated timeslot and venue
Exam Conditions	On Campus Oral Exam

Additional Information – On campus Oral

- Start times for each student/group will need to be provided in the LearnJCU subject site exam
- You are required to book the Exam room for this assessment type.
- Not an applicable exam type if you have an EXT cohort.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section

On campus Practical exam

This is a practical exam held face-to-face on-campus with individual or groups of students. This exam has a single specified start time for each student/group, a specified duration, and must be completed in a single attempt. Students will perform practical tasks and/or respond to questions, scenarios or demonstrations presented verbally, non-verbally, using computer software, or in writing.

Submitting an on campus Practical exam request

Topic	Selection Options
Condition Option	N/A
Materials Permitted	N/A
Duration options	N/A
Venue option	Prac/Oral on Campus

Example Student timetable layout for an on campus Practical exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BX2022 Macroeconomics Policy (MSAT)
Assessment Type	Practical/Oral Exam
Date	Friday 04/03/2022
Start Time	Refer to LearnJCU for your allocated timeslot and venue
Duration	
Exam Conditions	On Campus Practical Exam

Additional Information – On campus Practical

- Start times for each student/group will need to be provided in the LearnJCU subject site exam
- You are required to book the Exam room for this assessment type.
- No an applicable exam type if you have an EXT cohort.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section

Online Assignment

This is an assignment run under exam conditions that is released and due via LearnJCU during the examination period. The assignment has a specified release time, a specified due time, and a single submission is allowed. Students will submit file(s) to a LearnJCU submission portal/dropbox. Failure to submit by the due date and time will result in a non-submission.

Submitting an Assignment request

Topic	Selection Options
Condition Option	4 hours, 6 hours, 8 hours, 12 hours or 24 hours
Materials Permitted	N/A
Duration options	N/A
Venue option	Online at Home
Exam Condition	Your assignment will be available for xx hours from the above date and time. You must submit your assignment within this time.

Example Student timetable layout for an Assignment

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BX3013 Strategic Performance Management
Assessment Type	Assignment
Date	Thursday 03/03/2022
Start Time	1:15pm
Venue	Online – Refer to LearnJCU
Exam Conditions	Your assignment will be available for 24 hours from the above date and time. You must submit your assignment within this time

Additional Information – Assignment

- This is an exam type and therefore exam conditions apply, not assignment late penalties. The assignment task is released and due within a set time period during the exam period. Students need to be informed that failure to meet submission prior to the dropbox closure will result in a 'did not submit'.
- The exam timetable needs to be clash-free so consider the access window of the assignment with respect to the requirements of other subjects.
- The start time is the time that the assignment will become available for students to view.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section

Important notes

General

- All exams are usually scheduled at either 8:15am or 1:15pm unless individual student's Accessibility conditions require a time shift (strictly limited)
- Exams across multiple campus', including External are always scheduled at the same time.
- Printing information (i.e. print in colour, single sided) should be specified in the Paper upload section, not in scheduling notes
- Practical exams will be scheduled to block out students for the entire day – their timetable start time will read: Refer to Learn JCU/JCU email address for your Venue and allocated timeslot
- Rooms for Practical exams are booked by the college for the date scheduled by Exams.
- Rooms for Oral exams are booked by the college for the date scheduled by Exams.
- Any exams longer than 150 minutes to be scheduled in the PM session as Accessibility students with additional time run into the PM session.
- Saturday Exams will be schedule by the Exams team if required.
- The following items are permitted in all JCU exams: **pencils, pens, erasers, whiteout, rulers and a water bottle**

AccessAbility students

Please be aware that some AccessAbility students may not able to sit their exam in LearnJCU (including Respondus/Respondus monitor) and may be required to come on campus with a hard copy exam paper.

If you need to provide a hard copy exam paper, it is important to include any specific instructions or materials that you may have advised students in LearnJCU. This is so that the examination supervisor is aware of what is/is not allowed in the exam room.

Exam papers

Two exam papers prepared

Subject Coordinator must prepare Examinations papers for the End of Study Period Examination, a Supplementary/Deferred Examination paper and any additional examination papers requiring Reasonable Adjustments. Any Supplementary/deferred examination paper that is not used may be used for a future Examination.

Peer checking/Approval

Each exam paper must be peer checked and approved by the Academic Head of Discipline prior to uploading into Databee

Exam formatting

The Subject Coordinator is responsible for formatting the hard copy exam, attaching the current coversheet from Databee portal and uploading the exam paper file by the due date and for online exams setting up the online exam in the Assessment folder on the relevant LearnJCU subject site. AccessAbility students that have approved extra time will also need to be setup in LearnJCU.

For online exams an additional 15 minute buffer window should be considered to allow for delays in accessing and/or submitting the exam.

Exam Paper collection

Your exam paper will be ready for collection and notified in Databee as soon as the exam paper has been scanned into the Exams Office

Online Exams

Lockout

Online LearnJCU exams, Online Respondus exams, On-campus, Online Respondus exams, and Online Respondus exams with Monitor should be set with a 30 minute lock out window so that students cannot start the exam any later than 30 minutes after the scheduled start time.

Practice exam

A practice exam will assist the student to ensure that they can identify and resolve and technical requirements or issues prior to their exam.

Settings check or other technical assistance

[Please](#) refer to the Exams Team via exams@jcu.edu.au for settings checks and on the day technical assistance.

Seats on campus

If a student cannot make alternative arrangements and can provide sufficient reason relating to:

- home environment is not conducive to sitting a 2-3 hour exam
- internet at home is not reliable
- do not have access to a suitable computer or webcam.

They may request a seat on campus.

Please be aware not every request can be guaranteed and there are a variety of [General Access Lab](#) where a student can sit their exam.

Link to [Seats on Campus](#) page

Exam Day information

- On the day of the Examination a member of the teaching team must be contactable to respond to urgent questions or issues arising with the examination
- Entry to an exam room will require an Examination Supervisor to verify your ID.
- Entry to an exam room is only allowed prior to the start of the exam.
- All Staff, excluding the Examination Supervisor/s, must leave the exam room when the Examination Supervisor indicates the Examination is about to start, unless a staff member is expressly permitted to stay by the Examination Supervisor.

Please be aware – your students may be situated across multiple rooms on campus or at an external venue. If you choose to attend the exam room you are required to make yourself available to all other students, regardless of their location, to ensure a fair and equitable exam for students.

External Students

All students are required to ensure their Semester Residential address is up to date.

For an external student residing overseas, you will need to consider this when submitting your exam request. You may consider an alternative (online) assessment type for the whole cohort or provide an alternative just for the overseas student.

For an external student within Australia, who resides more than 100km from campus, the exams team will arrange an external venue for the student to sit their exam.

If there are current (COVID related) restrictions, or the student is required to isolate, (and has provided evidence) you may be asked to provide an alternative assessment type for the student.

If you are aware of an internal student who is overseas or not on campus, they will need to apply for Special Consideration to defer their exam.

Special Consideration

Please refer to the updated Policy/Procedure – effective 01/01/2023

[Student Special Circumstances Policy](#) , and

[Special Consideration Procedure](#)

If a student is unable to sit a deferred exam or a supplementary exam, they will now need to submit an application which will be presented to the exams team. This will then be referred to the College Dean for approval.*

* Approval process in progress, to be updated when finalised.