



Conduct of Examinations Policy

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Purpose

To ensure that all examinations held under the authority of Box Hill Institute will be conducted in line with the Institute Conduct of Examinations Procedure and in the case of certain examinations, instructions issued from time to time by VETASSESS and other external bodies will be observed.

Scope

Applies to all staff who conduct examinations and to students who sit for examinations.

Policy

The Institute will conduct all examinations using the Institute Conduct of Examinations Procedure or where appropriate the instructions issued by VETASSESS or other external bodies. Candidates will be made aware of the procedures prior to the examination by the Box Hill Institute staff conducting the examination.

Gaining unfair advantage (cheating) in any form is regarded as academic dishonesty and is regarded very seriously. Cheating will incur a penalty under the Student Conduct Management Policy and Procedure, the Grievance and Review for Academic and Non-Academic Matters Policy and Procedure and the Plagiarism, Collusion and Cheating Policy and Procedure.

Only eligible students are permitted to complete assessment requirements including the sitting of examinations. Students registered with the Disability Liaison Unit are automatically eligible to apply for alternative assessment.

Definitions

Examination – A testing method that is written, oral or practical and is supervised at a prescheduled time and venue.

Cheating in an examination – Is to seek to obtain an unfair advantage in an examination or test

Eligible student is a student who:

- has fulfilled the pre-requisite requirements in the course for the unit(s) of competency, module or subject /unit
- has enrolled in classes in the module/unit and has completed the assignments, tests and other work outlined in the subject

- has paid the Institute, or made satisfactory arrangements to pay within a specified time, all prescribed fees, any student loans which are overdue for payment
- 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
- has been granted permission to undertake studies at another educational institution is a person not being a student of the Institute who has permission to be present.

Code of Conduct

All staff are expected to conduct themselves in a manner consistent with the Code of Conduct for the Victorian Public Sector and in accordance with the Box Hill Institute Code of Conduct for Staff.

Principles

Examinations will be conducted on the basis that:

- All students who have officially enrolled at Box Hill Institute in the unit being examined and who have met any eligibility criteria are entitled to sit the examination
- No candidate for the examination will cheat in any form or encourage or assist other candidates to cheat
- Students are responsible for identifying the time and venue of their examination
- If students identify a clash of examination times it is their responsibility to make alternative arrangements with a senior representative from the Teaching Centre

Responsibilities

Centre Managers are responsible for requesting the number of external examination scripts needed and notifying students of their exam timetable.

The Registrar is responsible for ordering exam scripts from VETASSESS or VCAA if required.

Students are responsible for attending the examination at the correct time and venue and identifying any clash of examination times and making alternative arrangements with the Teaching Centre.

The Exam Supervisor is responsible for ensuring the examination is conducted in line with the prescribed procedure and invigilating the examination.

Records

Records should be retained in accordance with General Retention & Disposal Authority for Records of Higher and Further Education Institutions (refer to Registrar)

Final Results - Permanent to be transferred to Public Records Office of Victoria when administrative use is concluded by Registrar.

References and Compliance Requirements

VETASSESS Instruction about the storage of examination scripts

VETASSESS Instruction about the conduct of examinations

OTTE External Examinations General Instructions

VCAA Victorian Curriculum and Assessment Authority

General Retention & Disposal Authority for Records of Higher and Further Education Institutions (PROS 02/01)

Related Documents

[Student Conduct Management Policy and Procedure](#)

[Student VET Assessment Policy and Procedure](#)

[Plagiarism, Collusion and Cheating Policy and Procedure](#)

[Grievance and Review for Academic and Non-Academic Matters Policy and Procedure](#)

[Code of Conduct for the Victorian Public Sector](#)

[Box Hill Institute Code of Conduct for Staff](#)

Review

This policy must be reviewed no later than five (5) years from the date of 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.

DOCUMENT CONTROL

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