

Conduct of Examinations Procedure

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PROSA20 Conduct of Examinations Procedure

The procedure for Conduct of an Examination consists of (7) seven components.

1. [Informing students of assessment requirements](#)
2. [Setting examination timetables](#)
3. [Applying to be examined at a different time](#)
4. [Conducting a formal examination](#)
5. [Irregular behaviour including cheating](#)
6. [Notifying students of their results](#)
7. [Applying for reassessment or special consideration](#)

1. Informing students of assessment requirements

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Teachers in the first week's classes of each unit:

- informs students if they will be required to sit a formal examination as part of their assessment
- informs students of examination conditions

2. Setting examination timetables

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The **Teaching Centre Manager** each semester:

- orders appropriate number of external exam scripts, after consultation with teachers
- devises an examinations timetable, in consultation with teachers and sets dates for examinations
- organises venues for each unit holding an examination
- distributes the examinations timetable to teachers and students
- displays the final timetable on the official notice board in their centre at least two (2) weeks before the first examination
- considers all timetable clashes
- arranges a supervised alternative sitting on the same day if any student still has a timetable clash

- writes to the student advising them of the date, time and place of the alternative examination

Students must:

- read the timetable on the Centre noticeboard to establish their examination schedule
- check the timetable for time clashes
- advise the Centre Manager immediately of any timetable clashes
- advise the Centre Manager immediately if there are concerns about access to the facility

3. Applying to be examined at a different time

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Students, at least two (2) weeks before the examination:

- write to the Centre Manager for permission to sit for the examination at a different time and place
- include the reasons for the application

The **Centre Manager**:

- 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
- writes 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

4. Conducting an examination

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Examination supervisors:

- conduct and supervise examinations according to OTTE External Examinations - General Instructions;
- check student ID cards against attendance records
- read out examinations instructions, including:
 - time and materials allowed
 - how examination materials will be collected
- invigilate the examination session
- inform students to stop writing at the end of the examination
- collect all examination papers and any necessary materials
- dismiss the students
- take internal examination papers to the person marking the exam
- take external examination papers to the Registrar's office

5. Irregular Behaviour including cheating

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In the event an irregular behaviour is observed in the examination, the supervisor:

- immediately informs the student that they have been observed
- makes a detailed record of what they have observed and the time
- allows the student to complete the examination
- once the examination has ended immediately report the incident to the Centre Manager and hand over their notes
- the Centre Manager will invoke the Plagiarism, Collusion and Cheating Policy and Procedure

6. Notifying students of their results

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The **Registrar**

- enters all results onto the Student Management System
- sends a Statement of Results to each student.

7. Applying for re-assessment or special consideration [Back to Top](#)

Refer to the Student Vocational Education and Training Assessment Policy and Procedure

Forms

Nil