ADELAIDE INSTITUTE of HIGHER EDUCATION

Policy PRA9.1

EXAMINATIONS PROCEDURE

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Purpose

1. This Procedure gives effect to the AIHE Examinations Policy and sets out the operational requirements for the scheduling, administration and conduct of invigilated examinations and tests at AIHE.

Scope

2. The Procedure applies to:
   - all invigilated examinations conducted by AIHE, whether on campus or online

- all students undertaking those examinations, and
- all staff and invigilators involved in their administration and conduct.

Examination Types

3. Examinations may be conducted as:
    - **Online examinations**, which are conducted using the Canvas learning management system test tool and have a specified start and finish time. Students complete the examination while being observed by an invigilator, either in person or online, and enter their answers directly into Canvas. Some examinations may require students to upload files.
    - **On-campus written examinations**, which are conducted on campus in the presence of an invigilator and have a specified start and finish time. Students handwrite their answers in an examination answer booklet or other examination materials provided for that purpose.

Examination Scheduling and Student Information

4. The examination timetable for each study period will be available online at least two weeks before the commencement of the examination period.
5. Students are responsible for checking their examination dates, times and locations and must arrive at least 15 minutes before the published start time.
6. Students must notify the Student Assist Team or the relevant course coordinator of any clash in their examination timetable within five working days of release of the examination timetable.
7. Information about the structure of an examination and any materials students may bring into or use during the examination will be made available through the relevant subject area in Canvas before the examination.
8. Students are required to undertake examinations at the scheduled date and time. A planned holiday or special event does not provide grounds for an alternative examination date.
9. A student who believes that circumstances may prevent them from undertaking an examination at the scheduled date and time must submit an *Application to Vary Assessment* at least five working days before the scheduled examination.
10. A student who is unable to attend or complete an examination because of an unexpected temporary disability, medical condition or other unexpected or extenuating circumstances may apply for a deferred examination by submitting an *Application to Vary Assessment* no later than two working days after the date of the examination. Applications are considered in accordance with the AIHE Assessment Policy and Assessment Procedure.
11. Reasonable adjustments or alternative examination arrangements approved for a student will be implemented in accordance with the AIHE Assessment Policy and Procedure and the AIHE Equity and Diversity Policy.

Examination Conditions

12. Students must bring their AIHE student identification card to an examination and display it as directed. A student who does not have their AIHE student identification card must provide an alternative form of photographic identification, such as a passport or driver's licence. A student who cannot provide acceptable photographic identification will not be permitted to undertake the examination.
13. For an on-campus written examination, students must bring any pens, pencils, erasers and rulers required to complete the examination. These items must be carried in a clear plastic bag.
14. Students may have with them:
    - drinking water in a clear container
    - materials specifically permitted for the examination and identified in the relevant

assessment information, and

- materials or items specifically approved as part of a reasonable adjustment or other approved arrangement.

15. Unless specifically permitted in the assessment information or under an approved individual arrangement, students must not have access during an examination to any item that has the potential to provide them or another student with an advantage. Unless approved by an invigilator, prohibited items include:
    - pencil cases
    - textbooks or other books, including electronic or English dictionaries and religious texts
    - calculators or stored or recorded information
    - smart watches
    - mobile telephones or other electronic devices
    - headphones, earplugs or other personal audio devices
    - notes or other written documents
    - examination answer booklets, attendance slips or other paper not provided or authorised for the examination, and
    - food or drinks other than water.
16. Permitted materials must not be enhanced, annotated or otherwise altered in a way that has the potential to provide an additional advantage to the student or another student.

Late Arrival

17. A student who arrives no more than 30 minutes after the published start time may enter the examination but will not receive additional time to complete it.
18. A student who arrives more than 30 minutes after the published start time will not be permitted to undertake the examination and will receive a zero mark for that examination, subject to any application available under the AIHE Assessment Policy and Procedure.

On-Campus Examinations: Invigilation

19. An on-campus examination must be supervised by at least two invigilators. An invigilator must not:
    - have been involved in teaching or assessing the subject being examined, or
    - have an actual or perceived conflict of interest that could affect the integrity of the examination process.
20. Invigilators are responsible for:
    - managing students' entry into the examination room, including checking items brought into the room
    - making required announcements, including:
        - commencement of reading time, where applicable
        - commencement of writing time
        - a 15-minute warning before the examination finish time
        - completion of the examination
    - recording attendance and verifying the identity of each student
    - managing any errors in examination question papers identified during the examination
    - collecting all answer booklets, question papers and scrap paper at the completion of the examination, and
    - maintaining the security of examination answer booklets until they are provided to the Subject Coordinator or delegate.

On-Campus Examinations: Conduct During the Examination

21. Students must not commence writing answers until authorised by an invigilator and must stop writing when instructed to do so.
22. At the end of the examination, students must remain seated until all examination materials have been collected or until otherwise directed by an invigilator.
23. Written examinations must be completed in the examination answer books or on other examination materials provided for that purpose. Students must number their answers and complete required cover pages.
24. During an examination, students must not speak to or otherwise communicate with another student, or give or receive assistance, unless authorised by an invigilator.

On-Campus Examinations: Leaving the Examination Room

25. Students must not leave the examination room during the first 30 minutes after the published start time or during the final 15 minutes of the examination.
26. A student who needs to leave temporarily to use the toilet or for medical reasons must obtain approval from an invigilator and will be supervised during the period of absence.
27. A student who permanently leaves the examination room must hand all examination answer booklets and other required materials to an invigilator. The invigilator will confirm that the materials correctly identify the student.
28. Students must not remove examination answer booklets, scrap paper, attendance slips or other examination materials from the examination room unless specifically authorised.

Online Examinations: Examination Setup

29. System requirements and instructions for undertaking an online examination will be provided to students at least two weeks before the examination date.
30. Students must attend a familiarisation session before each online examination to confirm that system requirements are met and that they understand the requirements for undertaking the examination.
31. A student who does not ensure that their system meets the specified requirements or does not attend the familiarisation session will not be granted additional examination time or a deferred assessment for technical problems that could reasonably have been avoided by complying with these requirements.

Online Examinations: Online Invigilation

32. For online examinations conducted online (rather than in person), online invigilation will be conducted using Microsoft Teams and the examination session will be video recorded. A Teams meeting invitation will be sent to students at least 24 hours before the scheduled examination time.
33. For online examinations conducted online (rather than in person), students must log in to the Teams meeting at least five minutes before the scheduled examination time.
34. An online examination must be supervised by at least one invigilator. The invigilator must not:
    - have been involved in teaching or assessing the subject being examined, or
    - have an actual or perceived conflict of interest that could affect the integrity of the examination process.
35. For online examinations conducted online (rather than in person), the online invigilator is responsible for:
    - recording the examination session in Teams
    - recording attendance and verifying the identity of each student

- confirming that no unauthorised person is present in the student's examination environment
- checking items available to the student during the examination
- ensuring that students do not use unauthorised audio devices, including headphones, earplugs or other personal audio devices
- making required announcements through the Teams chat function, including:
  - notification that the examination session is about to be recorded
  - commencement of reading time, where applicable
  - commencement of writing time
  - a 15-minute warning before the examination finish time
  - completion of the examination
- managing any errors in examination questions identified during the examination, and
- overseeing student submission of files on completion of the examination, where applicable.

Online Examinations: Conduct During the Examination

36. Students must not commence answering questions until authorised by the invigilator and must stop answering when instructed to do so.
37. During an online examination, students must not communicate with another person or give or receive assistance unless authorised by the invigilator.
38. Students must remain within view of the webcam while undertaking the examination.

Online Examinations: Leaving the Examination Room

39. Students must not leave an online examination during the first 30 minutes after the published start time or during the final 15 minutes of the examination.
40. A student who permanently leaves an online examination at another time must log out of Canvas before leaving the examination session.

Breaches of Examination Requirements

41. A breach of examination requirements is a potential breach of academic integrity and must be managed in accordance with the AIHE Academic Integrity Policy and associated Procedure. A breach may be reported whether or not it can be demonstrated that the student obtained an advantage as a result.
42. Potential breaches include, but are not limited to:
    - impersonating another student in an examination or allowing another person to undertake an examination on the student's behalf
    - having unauthorised materials or items on a desk or on their person during an examination
    - using or attempting to use unauthorised materials or items
    - copying from another student's examination responses
    - receiving unauthorised assistance from another person
    - providing unauthorised assistance to another person, or
    - acting dishonestly before, during or after an examination to obtain, or assist another student to obtain, an unfair advantage.
43. An invigilator may dismiss a student from an examination where the student's conduct disrupts the examination. The student must be advised that the incident will be reported and managed in accordance with the AIHE Academic Integrity Policy and associated Procedure.
44. Where a suspected breach does not disrupt the examination or does not warrant dismissal, the invigilator will advise the student that the suspected breach has been identified and will be reported.

45. Where a suspected breach occurs, the invigilator must document the incident and provide an Examination Incident Report to the Head of School within 24 hours of the incident.

46. The Head of School will determine whether the reported incident requires investigation in accordance with the AIHE Academic Integrity Policy and associated Procedure.

Examination Records

47. Examination answer books or electronic examination files and examination attendance records will be retained in confidential storage for 12 months following the deadline for finalisation of results for the relevant study period.

Complaints and Appeals

48. Students may lodge a complaint or appeal a decision relating to an examination in accordance with the AIHE Student Grievances, Complaints and Appeals Policy and associated Procedure.

Related Documents

49. Related documents include:
    - AIHE Examinations Policy
    - AIHE Assessment Policy and Assessment Procedure
    - AIHE Academic Integrity Policy and associated Procedure
    - AIHE Student Grievances, Complaints and Appeals Policy and associated Procedure
    - AIHE Equity and Diversity Policy
    - Application to Vary Assessment
    - Examination Incident Report
    - approved examination information, forms and related resources.

Definitions

50. Definitions for terms used in this Procedure are contained in the AIHE Glossary of Terms.

Document Control		
Version #	**Date**	**Changes**
1.0	20/02/2018	Procedure approved by General Manager
1.0a	15/04/2019	Reviewed; no changes; formatting
1.1	14/10/2019	Clarified applying for deferred examinations
2.0	18/11/2021	Clarified examination types in clause 2.1 removed references to reading time and added procedures for the conduct of online examinations. Updated reference to 2021 HES Threshold Standards.
3.0	01/09/2026	Significant reformatting and editing to better align Procedure and related Policy
3.0a	01/09/2026	Approved by Academic Board

** This Procedure will be reviewed on this date but will be reviewed and updated before this date if circumstances require. If formal review is delayed beyond this date, this Procedure will apply until formal review is possible.*