ADELAIDE INSTITUTE of HIGHER EDUCATION

**Policy PLA9**

# EXAMINATIONS POLICY

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## Purpose

1. This Policy establishes the principles governing the design, conduct, quality assurance and oversight of examinations at AIHE.

## Scope

2. The Policy applies to:
   - all examinations and invigilated tests undertaken as part of subjects and courses offered by the Institute, whether conducted on campus or online
   - all staff and other persons involved in the administration and conduct of examinations, and
   - all students undertaking examinations at the Institute.

## Policy Principles

3. The following principles guide examinations at AIHE:

   3.1 Examinations are a form of assessment and must be conducted in accordance with the AIHE Assessment Policy and associated Procedure.

   3.2 Examinations must be conducted fairly, consistently and securely, and in a manner that supports the validity and integrity of assessment outcomes.

   3.3 Students must be provided with clear and timely information about examination arrangements, requirements and conditions.

   3.4 Examination arrangements must provide appropriate supervision and controls to protect the integrity of the examination process.

   3.5 Students must comply with examination requirements and with reasonable directions given

by authorised staff and invigilators.

3.6 Students must uphold the principles of academic integrity and must not obtain, or attempt to obtain, an unfair advantage in an examination. Suspected breaches will be managed in accordance with the AIHE Academic Integrity Policy and associated Procedure.

3.7 Students may be eligible for reasonable adjustments, special consideration or a deferred examination in accordance with relevant AIHE policies and procedures.

3.8 Examination materials, student responses and examination records must be managed securely and confidentially in accordance with institutional requirements.

4. The AIHE Examinations Procedure gives effect to this Policy and sets out the operational requirements and processes for examination scheduling, student information, examination conditions, invigilation, on-campus and online examinations, breaches of examination requirements and examination records.

**Roles and Responsibilities**

5. Academic Board is responsible for oversight of academic quality and standards relating to examinations.
6. The Head of School is responsible for institutional oversight of examination arrangements and for ensuring that examination procedures are implemented appropriately.
7. Course Coordinators and Subject Coordinators are responsible for ensuring that examinations within their areas of responsibility are conducted in accordance with this Policy and associated procedures.
8. Staff and invigilators involved in examinations are responsible for:
   - conducting examinations in accordance with institutional requirements
   - applying examination requirements consistently and impartially
   - protecting the integrity and security of the examination process, and
   - reporting examination incidents or suspected breaches as required.
9. Students are responsible for:
   - familiarising themselves with examination arrangements and requirements
   - attending examinations at the scheduled time and location, or accessing online examinations as required
   - complying with examination requirements and directions given by authorised staff and invigilators, and
   - upholding the principles of academic integrity during examinations.

**Related Documents**

10. Related documents include:
    - AIHE Examinations Procedure
    - AIHE Assessment Policy (and associated Procedure)
    - AIHE Academic Integrity Policy (and associated Procedure)
    - AIHE Student Grievances, Complaints and Appeals Policy (and associated Procedure)
    - AIHE Equity and Diversity Policy
    - approved examination forms and related resources referred to in the AIHE Examinations Procedure.

**Definitions**

11. Definitions for terms used in this Policy are contained in the AIHE Glossary of Terms.

| Document Control | | |
|---|---|---|
| **Version #** | **Date** | **Changes** |
| 1.0 | 20/02/2018 | Approved by Academic Board |
| 1.0a | 01/10/2019 | Corrected title to Examinations Policy (not Examinations Management Policy) |
| 1.1 | 30/11/2021 | Incorporated references to online examinations and replaced references to ‘rules’ with references to ‘procedures’. |
| 2.0 | 01/09/2026 | Significant reformatting and editing to focus on examination principles and to better align policy and related procedure. |
| 2.0a | 01/09/2026 | Approved by Academic Board |

** Unless otherwise indicated, this Policy will still apply beyond the review date*