

PRINCIPLES FOR THE CONDUCT OF FORMAL EXAMINATIONS IN S1, 2020

1. In the event of inconsistency, these principles override Schedule 4 of the Assessment Policy (Final Examination Requirements <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/assessment>)
2. The Office of the Executive Director, Student Engagement and Registrar will not be supporting centrally invigilated exams (campus or online). The examination period remains in place and examinations to be conducted online/remotely will continue to be scheduled for conduct during this period.
3. Delegated unit or course authorities must confirm with the Examinations Manager those units that require scheduling during the examination period. The window for submission of this information to the Examinations Manager has been extended to COB Friday 9 May to permit late revisions informed by these principles and the exam recommendations document prepared by the Office of the PVC(P&P).
4. A virtual clash free examination timetable will be finalised by the University and published on 18 May (Monday, Week 11).
5. Applications for reasonable adjustment will continue to be considered in accordance with the University's Student Disability Support Policy.
6. Examinations can be conducted in the exam period in one of two ways:
 - a. **A tight exam:** A scheduled exam of up to three hours in length (within a 3.5 hour window — 9-12:30pm AEST, 2-5:30pm AEST). In the current emergency environment it is strongly encouraged that colleagues consider offering up to three distinct offerings of the exam over the examination time-period to meet the needs of students for whom a single prescribed time may clash with personal circumstances related to home isolation. This would permit a student to choose the exam time that best suits their personal circumstances without having to complete the supplementary exam process, which, during this emergency, may produce a significant administrative burden. The Unit Convenor would need to create distinct iterations of the exam to serve each timing.
 - b. **A window exam:** An exam of prescribed length up to three hours that is scheduled in a six hour window (7:30am to 1:30pm AEST or 3pm to 9pm AEST). This flexibility serves the needs of students in home isolation who may not be able to commit to a

single time. The examination should also have been designed to suit this form of online delivery where security of the exam content is not an issue. Advice on the conduct of such exams is available through the Office of the PVC (L&T).

7. In alerting the Examinations Manager of the scheduling requirement the delegated unit or course authority must:
 - a. designate whether the exam is a tight or window instance
 - b. note the time required for completion
 - c. a brief description of the type of exam to be conducted (eg multiple choice and short answer etc etc) and,
 - d. the minimum technical requirements a student will need to complete the examination on their device from their remote location.
8. The scheduling of two exams on the same day for a student (2 x tight, 2 x window or 1x tight & 1 window) will be permitted in the timetable to avoid clashes.
9. Where an exam has been replaced by another assessment task and the submission date has not been modified to comply with the Assessment Policy (eg no later than Week 13), Unit Convenors will need to take a flexible approach to submission to ensure their submission date does not clash with an examination centrally timetabled. Consequently the following guidelines will apply:
 - a. Take-home tests — This type of assessment task will be released to students on the Monday 1 June (Week 13). The assessment will then have a submission window from 1-29 June. Student will be able to submit the work at any time during the submission window to ensure the completion of the task does not conflict with examination preparation as dictated by the exam timetable.
 - b. Other assessment types — This type of assessment can set a specific date in Week 13 (if students have been consulted and are happy with this late revision to the assessment date to free time for their exam preparations); set for 29 June (after the exam period) or use the submission window approach as outlined above, again permitting students to complete the task around their scheduled examinations.
10. Reading time can be extended from 10 to 15 minutes if required.
11. All examination scripts that need to be uploaded by the student will be uploaded through Turnitin via iLearn or another University endorsed portal with plagiarism software.
12. Students will be advised of the basic structure of their online examination as soon as possible and no later than Week 10. This will include, where necessary, advising students that the style of

- previous examination papers is not representative of the exam prepared for this offering due to the COVID-19 emergency.
13. Students will be supplied before the exam with information on who to contact during the exam if they have an exam related question or technical difficulty during the examination.
 14. Where the exam is being conducted with internal proctoring and the proctor is not the Unit Convenor, the Unit Convenor will have supplied their phone number to that staff member and be available for consultation during the conduct of the examination.
 15. Unit Convenors will introduce students to the mechanics of the examination's conduct and answer any questions regarding the format before the completion of the teaching session. Setting dummy exams to allow students to trial the approach are to be encouraged.
 16. Unit Convenors will not be required to submit their "exam paper" to the Examinations Manager in EDSER. This said, the "exam paper" must be endorsed by the HoD/Course Director or other delegated authority.
 17. At this time students who are unable to complete an examination in the designated examination period due to their personal circumstances (eg no suitable environment at home or their device does not meet technology requirements) will need to complete a supplementary exam request. Such an exam will need to be scheduled for when students are able to return to campus and will need to be administered by the Unit Convenor or other delegated staff. Students should be advised that this may impact on their S2 unit choices.
 18. Consult the support materials for online examination provided by the Office of the PVC(L&T) including but not limited to TECHE resources such as:
 - a. [Online Exam Delivery Tips: The Online Open-book Examination](#)
 - b. [Online Exam Delivery Tips: The Online Oral Examination](#)
 - c. [In the time of COVID-19: What about the exam?](#)

Approved by the Executive Director of Student Engagement and Registrar, and by the Executive Action of the Chair of Senate, 1 May 2020.