

Conduct of Examinations and Assessments Procedure

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Category: Academic

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Scope

This procedure applies to UCOL examinations and assessments. Where examinations and assessments are subject to regulations set by an external agency, refer to the regulations of that agency.

Responsibility

All staff and people involved in issuing and/or supervising examinations and assessments are responsible for:

- ensuring these procedures are followed *and*;
- ensuring that examinations and assessments are conducted under standard conditions that are consistent and fair to students.

Procedure

In all examinations and assessments the conditions underpinning the examination or assessment shall be published to students prior to the examination or assessment taking place.

Note: Any requests for special assistance (eg, reader/writer/extra time) are to be made to an Academic Counsellor and organised prior to the examination or assessment. (Refer to [Special Assistance for Examinations/Tests Procedures.](#))

Conducting Examinations and Assessments

A Examinations and Assessments conducted under 'Examination Conditions'

1. Students may only enter the examination room under the instruction of the supervisor.
2. Students must display their UCOL Student ID card on their desk throughout the examination. In the event that a student forgets their ID card, the supervisor may, at his/her discretion, allow the student to provide some other form of identification such as a driver's licence or passport.
3. All bags and personal possessions must be left clear of the seating area, near the entrance/exit of the examination room.
4. Hats, caps and earplugs are not to be worn in the examination room and watch alarms must be turned off.

5. Cell phones are to be switched off and left with bags/personal possessions near the entrance/exit of the examination room. No other forms of electronic listening and/or receiving devices or digital/mobile technologies are permitted in the examination room.
6. Students may bring only the following equipment to the examination; pens, pencils, eraser, ruler and/or a calculator. Pencil cases, wallets and purses are not permitted on desks.

Nothing edible may be brought into the examination room. Students may bring a clear, plastic water drink bottle.

Specified texts are permitted where an examination is deemed to be 'open book'.

Dictionaries, printed or electronic, are not permitted except where an examination is deemed to be 'open book' or where permission for the use of a translation dictionary has been granted, in writing, under the Special Assistance for Examinations/Test Policy to students whose first language is not English.

Other materials will be permitted as specified on the examination cover sheet.

Where calculators are permitted for an examination, they must be non-programmable, battery/solar powered and silent in operation. Operating manuals, reference cards, programmable calculators and print-out attachments relating to use of a calculator are not permitted in the examination room without the prior permission of the supervisor. Electronic manager/diary devices with a calculator function are not allowed. Calculators must not be in cases.

7. Paper or answer booklets will be supplied. Any rough working notes are to be handed to the supervisor at the end of the examination.
8. Reading time may be specified in the 'Instructions to Candidates' and this will be conducted in silence prior to commencement of the examination.

During the reading time, students must not write in their answer books or make notes; the supervisor will announce when they may commence writing.

9. Students will be instructed to:
 - a Write their name clearly on each sheet of writing paper used or on the answer sheet provided.
 - b Number each answer and each page of that answer.
 - c Answer all questions legibly in pen/ink.
 - d Clearly cross out errors (white-out should not be used).
 - e Read special instructions with care, and follow them.
10. A student may not enter the examination room after the first thirty minutes.
11. A student may not leave the examination room in the first thirty minutes of the examination or during the last fifteen minutes.
12. If a student wishes to go to the toilet or becomes ill during an examination, they must raise their hand and will be escorted out by a supervisor. Students must not leave the room unaccompanied to go to the toilet.

13. The supervisor will tell students when there are thirty minutes remaining before the end of the examination and again when there are fifteen minutes remaining.
14. Students will not continue writing or add anything to their answers after the supervisor has announced the end of the examination.
15. Students shall not communicate with each other in the examination room or copy from another's answers.
16. In the event of suspected cheating, the student(s) will be cautioned by the supervisor, any equipment found in the student(s)' possession will be confiscated, and the circumstance will be noted and reported to the lecturer, as per the Academic Statute, 8.1, Dishonesty During Assessment. The procedures outlined in the Academic Statute, 8.2 will be followed.
17. If a fire alarm sounds during an examination, the supervisor will make a note of the time the examination stopped, and:
 - a) Instruct students to stop writing and turn their examination papers over;
 - b) Remind students that examination conditions still apply and that they must not talk with each other about the examination;
 - c) Ask the students to calmly and quickly evacuate the building;
 - d) Once permission has been given to re-enter the building the students will be seated and asked to draw a line under their work to indicate what was done before and after the disruption;
 - e) The examination will be restarted when everyone is settled; an additional 10 minutes grace period will be allowed in addition to the time lost during the disruption.

In the event of the examination being abandoned, a new examination will be prepared and an alternative date and time will be scheduled.

B Practical Assessments

The regulations for the preparation and conduct of practical assessments vary between subject areas. Where regulations have not been specified by an external body (eg, NZQA), the Programme Leader is to develop regulations for the conduct of practical assessments which incorporate the relevant aspects of all the above conditions. The regulations shall be presented to the Faculty Board of Studies for discussion and approval.

C Assignments

Students will be informed of the use of 'Turnitin', or a similar programme, by way of the Student Handbook or in the assignment brief.

In the event of suspected dishonesty in any assessment, the procedures outlined in the Academic Statute under 'Academic Misconduct' will be applied.

In all cases, a report will be provided to the Dean, detailing the outcome.

Related Documentation

- UCOL Academic Statute
- [Aegrotat Pass Request Form](#)

- Assessment and Moderation Policy
- [Special Assistance for Examinations/Tests Procedure](#)
- [Assessment in Te Reo Māori Procedure](#)
- [Assessment and Moderation Procedure](#)