

Exam Supervision Alternate Venues

Materials prepared by Haylee Hartley

Team Leader, Exam Scheduling

Updated 1 June 2022

Copyright compliance is the responsibility of staff. Infringement may leave the University exposed. Copying and communication of 3rd party or copyrighted content must comply with both the Copyright Act (1968) and Federation University Copyright policy. If this presentation is to be recorded participants consent must be obtained as set out in the Federation University Information Privacy policy.

Copyright Act 1968

[WARNING]

Some of this material may have been copied [and communicated to you] by or on behalf of Federation University Australia in accordance with the statutory licence in section 113P of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.

What is an exam?

We say it is a formally invigilated assessment, that is:

- ✓ **Conducted methodically** – for consistency across venues
- ✓ **Sat under supervision** – so that unfair advantages are minimised



Ways that we maintain academic integrity...

- ✓ Keeping exam papers secure
- ✓ Verifying student identities at every exam
- ✓ Communicating the exam conditions to students
- ✓ Actively maintaining supervision throughout an exam
- ✓ Ensuring no exam materials are taken away from a venue

Expectations for students within exam venues

- ✓ To remain seated for the duration
- ✓ Raise their hand for attention before:
 - Leaving
 - Visiting bathroom
- ✓ Must not engage with other students once reading time has begun
- ✓ Abide the conditions set out for their exam, regarding allowable materials



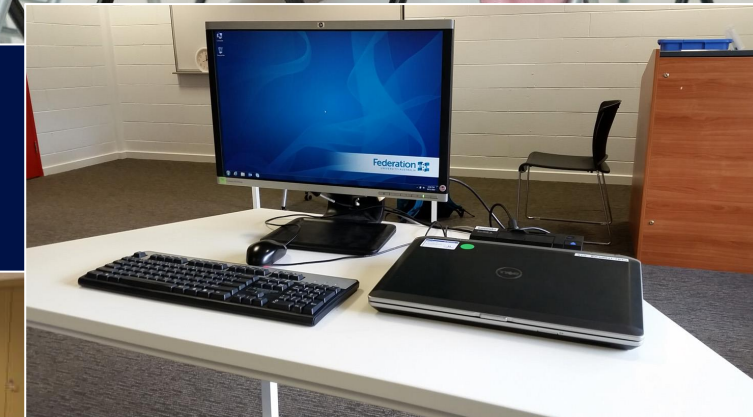
What is an 'alternate' exam venue?

For a small percentage of students, sitting in a main venue is not suitable due to personal adjustments required.

These students are allocated instead to alternate venues.

They might need:

- A smaller venue or privacy
- Extra time or rest breaks
- To type out their answers
- Specific furniture or equipment
- Special lighting or venue requirements
- A scribe or to have questions read to them
- Freedom of movement
- Food or medication, etc



How do Supervisors know the adjustments required?

While you will generally not know *why* a student has personal adjustments applied to their exams, you will refer to the adjustments that they require on their **Special Exam Pack Cover**.



Specific to student

Specific to student

General information that is also on exam paper

Specific to student

Special Exam Pack Cover Semester 2 (1620) 2016

Federation UNIVERSITY AUSTRALIA

Exam: **PSYCB1002 INTRODUCTION TO PSYCHOLOGY**

Date & Time: **10 Nov, 2016 2:00 PM**

Venue: **MTH/Q612 Q612/Multi Purpose/Classroom**

Attendee: **Ms Haylee Hartley (30123456)**

Special Equipment: **Computer, Lamp, Adjustable chair**

Special Conditions: **Smaller Venue, Ability to stand up and walk around/stretch, Rest time can be taken as 5min every 30mins if desired.**

Duration: **2 Hours and 30 minutes, plus 10 minutes reading time, plus 25 minutes rest.**

Start Time (Reading)	2:00 PM	Start Time (Writing)	2:10 PM	End Time	4:40 PM
----------------------	---------	----------------------	---------	----------	---------

Including rest breaks, this exam will end at 5:05pm

Exam Conditions:

Exam type	This is a Theory examination
Closed / Open / Limited Open	This is a Closed Book examination
Release paper to Library:	NO
Specific Timeslot?	

Materials to be supplied to this student: **1 x Health Multiple Choice Sheet**

Materials permitted in the exam venue: **Black or blue pen only, Normal writing materials**

Additional Information:

Attendance: Did Hartley, Haylee attend this exam? (Please Tick 1 box)

No Yes

Barcode: SNA-30132820-177

Barcode: SAT-30132820-177

Recieved Back

OFFICE USE ONLY

Special pack covers are for Supervisor reference, keep them on your desk.

How Alternate Venues are Staffed

Private Venue 1:1

1 Supervisor + 1 Student



Small Venue 1:12

1 Supervisor + up to 12 Students



An academic staff member may visit a student in your venue occasionally, but it is not required.

If anyone ever visits your venue, it should always be noted on the Venue Report.

Expectations for Supervisors in Alternate Venues

You are representing Federation University every time you supervise or interact with a student in an exam venue.

For some off-campus students – you could be the only staff member of the university they have met face-to-face.

It is important to:

- ✓ Understand, assert and follow exam procedures
- ✓ Show respect & support towards all students and staff
- ✓ Remain attentive to student needs at all times
- ✓ Remain in the venue unless directed
- ✓ Dress neatly and wear a nametag where provided



What if I only have a handful of students or less?

It could be pretty weird for a single student in an alternate venue to be observed directly and continuously for the whole duration of their exam.

When supervising these venues, you may:

- ✓ Bring a book or magazines to read
- ✓ Draw or craft quietly
- ✓ Write a novel
- ✓ Basically any quiet activity that is not distracting to student

As long as you:

- ✓ Remain attentive to student needs at all times
- ✓ Continue to carry out the responsibilities of your role



Alternate Venue Exam Documents

Exam Materials

Supervisors-in-charge collect **Venue Boxes** from the Exams Office at their campus, prior to each session.

These boxes contain all the materials & documents needed to conduct the session for that specific day and time.

They contain:

- ✓ Venue folder
- ✓ Exam papers
- ✓ Exam materials ie. booklets, slips
- ✓ Erratum Notices (if required)



Venue Folders

These folders are where the Supervisor-in-charge will find...

Session specific documents

1. Exam paper packs for each student
2. Special exam conditions list

Blank documents to be completed

1. Venue Report
2. Exam Breach Notices (if required)

Reference Information & Tools

- 'Supervisor script' for announcing rules
- Blank floorplans of venue (large venues only)
- Contact numbers you may need
- 'Supervisor script' for announcing rules
- Evacuation Instructions and Script
- Definitions for Open/Closed/Specified Materials only
- Checking materials guide
- On-campus Supervisor-in-Charge Guide
- Exam Assistant Guide
- Guidelines for the handling of exam papers
- Procedure for marking attendance
- Student grievance procedure
- Safety Notice and Seizure First Aid

**Special Exam Conditions List
Semester 2 (1620) 2016**

Monday, 7 Nov

9:30 AM

Exam Code **Exam Title** **Student** **Student Name** **End Time**

MTH/Q61 **Q612/Multi Purpose/Classroom**

ITECH1006	DATABASE MANAGEMENT SYSTEMS	30013372	Mahe, Terrance	12:55 PM
			Smaller Venue Standing/stretching breaks Adjustable chair	
ITECH1006	DATABASE MANAGEMENT SYSTEMS	30318242	Morris, Joshua Rodney	12:40 PM
			Smaller Venue	
HLTSC1000	Introduction to Health Technologies	30291440	Twyford-Smith, Kierria	12:00 PM
			Smaller Venue Short breaks 3-5 minutes required	
SCGC3473	Offender Profiling	30025704	Camm, Rebecca	12:00 PM
			Smaller Venue	
BUECO1509	Principles of Economics	30314660	Calleja-Bourke,	12:10 PM
			Smaller Venue	
BUECO1509	Principles of Economics	30114152	Gallagher, William	12:10 PM
			Smaller Venue	
BUECO1509	Principles of Economics	30102197	Hale, Jack Edward	12:00 PM
			Smaller Venue Short breaks 3-5 minutes required	
BUECO1509	Principles of Economics	30084551	Hartnell, James Ari	12:00 PM
			Short breaks 3-5 minutes required Smaller Venue Standing/stretching breaks	
BUECO1509	Principles of Economics	30102166	Sheehan, Michael	12:00 PM
			Standing/stretching breaks Smaller Venue	
SCEST3026	PRODUCT & PROCESS	30114446	Klemm, Ruby Isabella	12:10 PM

This report also gives you a list of the adjustments for each student on one page

For staff eyes only

Handy for filling out the Venue Report

Venue Report

This is the official record of everything that has occurred in your exam session, and must be completed every time.

Other areas of the university often use these reports from us to help ascertain the validity of complaints, disputes or deciding on disciplinary matters.

The next few slides will show you how to complete it.

Exam Venue Report
Alternate Venue

The Supervisor-in-Charge must report on the conduct of the exam in the space below and overleaf where necessary. This venue report is a formal record of the conduct of and events during an exam and may be required as evidence in the event of an inquiry or grievance.

Day: _____ Date: ____ / ____ / 20____


Supervisor-in-Charge (SIC) _____ Session: **AM** **PM** **EVE** (circle) Venue: _____

SIC Signature: _____

	Student Name	Student ID Number	Course Code	Envelope contents
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Notes:

Continue overleaf if needed...



**Special Exam Pack Cover
Semester 2 (1620) 2016**

Exam **PSYCB1002 INTRODUCTION TO PSYCHOLOGY**

Date &
Time **10 Nov, 2016 2:00 PM**

Venue **MTH/Q612 Q612/Multi Purpose/Classroom**

Attendee **Ms Haylee Hartley (30123456)**

Special Equipment:

**Computer
Lamp
Adjustable chair**

Special Conditions:

**Smaller Venue
Ability to stand up and walk around/stretch.
Rest time can be taken as 5min every 30mins if desired.**

Duration:

2 Hours and 30 minutes, plus 10 minutes reading time, plus 25 minutes rest.

Start Time (Reading)	2:00 PM	Start Time (Writing)	2:10 PM	End Time	4:40 PM
-------------------------	----------------	-------------------------	----------------	----------	----------------

Including rest breaks, this exam will end at 5:05pm

Exam Conditions:

Exam type	This is a Theory examination
Closed / Open / Limited Open	This is a Closed Book examination
Release paper to Library:	NO
Specific Timeslot?	

Materials to be supplied to this student:

1 x Health Multiple Choice Sheet

Materials permitted in the exam venue:

**Black or blue pen only
Normal writing materials**

Additional Information:

Attendance: Did Hartley, Haylee attend this exam? (Please Tick 1 box)

No



Yes



Recieved Back



OFFICE USE ONLY

Time allocated for rest breaks

Special Exam Pack Cover
Semester 2 (1620) 2016

Federation
UNIVERSITY-AUSTRALIA

Exam **PSYCB1002 INTRODUCTION TO PSYCHOLOGY**

Date & Time **10 Nov, 2016 2:00 PM**

Venue **MTH/Q612 Q612/Multi Purpose/Classroom**

Attendee **Ms Haylee Hartley (30123456)**

Special Equipment: **Computer
Lamp
Adjustable chair**

Special Conditions: **Smaller Venue
Ability to stand up and walk around/stretch.
Rest time can be taken as 5min every 30mins if desired.**

Duration:
2 Hours and 30 minutes, plus 10 minutes reading time, plus 25 minutes rest

Start Time (Reading)	2:00 PM	Start Time (Writing)	2:10 PM	End Time	4:40 PM
----------------------	----------------	----------------------	----------------	----------	----------------

Including rest breaks, this exam will end at 5:05pm

Exam Conditions:

Exam type	This is a Theory examination
Closed / Open / Limited Open	This is a Closed Book examination
Release paper to Library:	NO
Specific Timeslot?	



Materials to be supplied to this student:
1 x Health Multiple Choice Sheet


Materials permitted in the exam venue:
**Black or blue pen only
Normal writing materials**

Additional Information:

Attendance: Did Hartley, Haylee attend this exam? (Please Tick 1 box)

No Yes



Recieved Back

OFFICE USE ONLY

Received By Exams Office:

You can ask a student if they'd like to be reminded to take breaks or not

Students do not have to take their rest breaks

...but if they don't, that time is forfeited

Exam materials should be turned over when resting

Without taking their rest breaks

If they use all their rest breaks

Exam Venue Report Alternate Venue

The Supervisor-in-Charge must report on the conduct of the exam in the space below and overleaf where necessary.
This venue report is a formal record of the conduct of and events during an exam and may be required
as evidence in the event of an inquiry or grievance.



Day: Monday Date: 10/11 / 20 16 Session: AM PM EVE (circle) Venue: Q612
Supervisor-in-Charge (SIC) John Smith SIC Signature: [Signature]

	Student Name	Student ID Number	Course Code	Envelope contents
1	Haylee Hartley	30123456	PSYCB1002	Exam paper, 1 Multi-choice sheet
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Notes: Student arrived late at 2:20pm.
Construction noise outside venue around 11am for about 5mins.
Need more tissues in box. Clock is broken, so I kept time using the whiteboard.

Continue overleaf if needed...

Exam Papers & Permitted Materials

Exam conditions for paper-based exams

Closed Book No reference materials permitted (except for...)
Dictionary (bi-lingual unmarked)
Normal writing materials only

Open Book All reference materials permitted, except for electronic devices

Specified Materials Only Only materials and items that are listed on the cover of the exam paper
eg. notes, dictionaries, calculator, text book, etc.

“In a students possession” is defined as on their **desk, chair or person**

Exam Papers

Exam papers arranged by the Exams Office will generally look like this.

Details about the exam are re-iterated for students, and it matches the information that students have also received on their personal exam timetables.

Occasionally exam papers may be accompanied by 'Erratum Notices' which need to be given out with each paper.

What if students notice an error in a paper?

All students must sit their exam paper as given on the day. We don't try to clarify errors with Course Coordinators, because there is no guarantee we can communicate equally to all students in every location

Conditions on the front of an exam paper apply to all students in **Main Venues**

Students in **Alternate Venues** may have adjustments listed on their **Special Pack Cover**

Semester 1, 2015

ACGGC1000 Principles of Accounting and Finance

Federation UNIVERSITY • AUSTRALIA

Student Number _____
Family Name _____
First Name _____

Federation Business School
EXAMINATION
Semester 1, 2015

ACGGC1000 Principles of Accounting and Finance
This paper is for Churchill Campus and ODL (Off-Campus) students.

Examination Duration: 180 minutes
Reading Time: 10 minutes

Exam Conditions:
This is a THEORY examination
This is a LIMITED OPEN BOOK examination.

Materials Permitted In The Exam Venue:
Normal writing materials
Calculator (non-programmable)

Materials To Be Supplied To Students:
2 x Standard Exam Booklet

Instructions To Students:
Answer ALL seven (7) questions
Answer the multiple choice questions in the section at the end of this examination paper

Total Marks:

EXAMINATION RULES

1. Do not detach any portion of the examination paper.
2. Listen for all instructions from venue supervisors.
3. Do not begin writing until reading time has ended.
4. Ensure that you print your name and student number on all exam papers, answer booklets and multiple choice sheets.

DO NOT REMOVE ANY PART OF THIS PAPER FROM THE EXAM ROOM.

Page 1 of 11

Bi-lingual Dictionaries

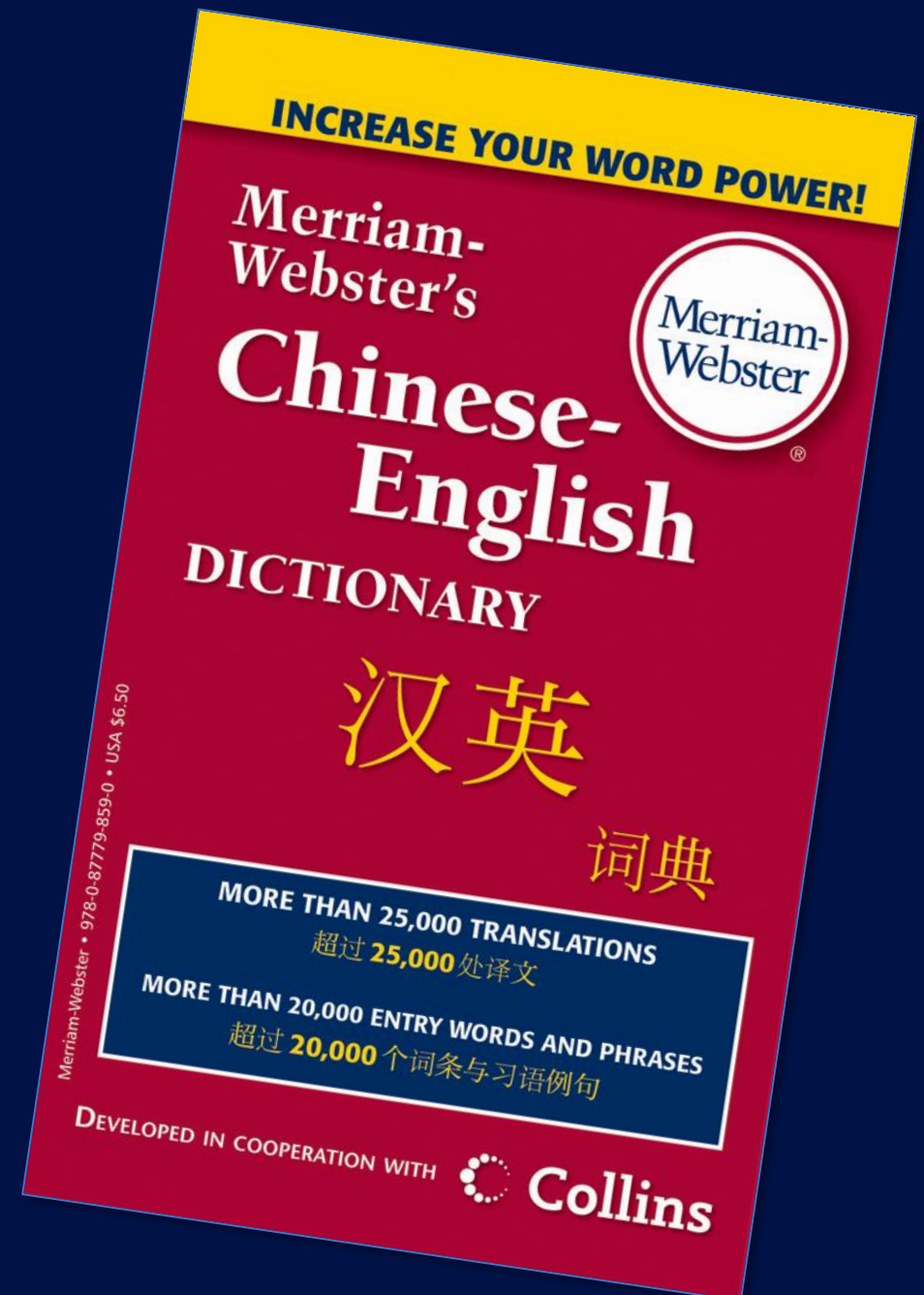
Even if an exam paper is 'Closed Book' **any student** may bring a dictionary to an exam as long as it is...

- ✓ **Bi-lingual**
- ✓ **Unmarked**
- ✓ **Hard-copy**

These dictionaries must be checked by Supervisors at each session – and if any writing or marks inside is found, the student is not permitted to use it.

Ensure that the dictionary is placed on the floor, forwards of their feet for the remainder of the session.

In a large venue with many students, you may also keep the dictionary at the Supervisor table for the student to collect at the end.



Mobile Phones & Wrist Watches

Pretty much everyone has at least one mobile phone with them in an exam, and many students have smart watches.

Communicating and re-iterating what everyone needs to do with their phones and watches is key.

Students must:

- ✓ Switch their phone off
- ✓ Remove any wrist watch (smart or not)
- ✓ Place items on the floor, forwards of their feet

If a student asks to visit the bathroom, always check if their phone is where it should be - and if not, simply ask...

“Do you have a phone or anything else in your pockets?”

It's also ideal to only have one student from each course go to the bathroom at a time.



Venue Preparation

When you arrive at Alternate Venue

1. Unpack **Venue Box**
2. Take out blank **Venue Report**
3. Consider the students in your venue for the session
 - ✓ What are their requirements?
 - ✓ How long are their exams?
4. Contact Exams Office is something appears missing asap



Exam Venue Report
Alternate Venue

The Supervisor-in-Charge must report on the conduct of the exam in the space below and include where necessary the evidence in the event of any irregularities.

Date: ____/____/____
Supervisor-in-Charge (SC): _____ Session: AM PM EVE (tick) Venue: _____
SC Signature: _____

Student Name	Student ID Number	Course Code	Envelope contents
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Notes: _____

Supervisor-in-Charge (SC) must sign and date this report.



Continued...

5. Sometimes students are added to sessions at very short notice. It's possible to have students missing from the venue folders lists, but still have an exam pack for them.
6. Lay out **papers, materials** and **attendance slips** on desks
7. Keep the **special pack covers** with you for your reference
8. Fill out the **venue report** with each students details
9. Greet the student upon their arrival

Seating in alternate venues

In alternate venues, it's usually possible to allow students to select their own seat – this can often help put them at ease.

However, some students may have specific seating requirements listed on their conditions, and these need to be accommodated.

For example:

- ✓ Seating near the exit
- ✓ Seating at rear of the venue
- ✓ Away from other students, because they may be standing and stretching a lot, etc.

Managing all adjustments within a venue is the challenge for alternate venue supervisors.



Student non-attendance

It's not uncommon for students to defer their exam at very short notice, or simply not-attend on the day.

- ✓ Unused materials can be collected up after 30mins of writing time has elapsed.
- ✓ Mark student as 'Absent' on the Special Exam Pack Cover.
- ✓ Supervisors return all materials to the Exams Office.
- ✓ You claim the minimum shift of 3hrs for non-attended exams.



Scribing and Question Reading for Students

If you are rostered for an 'Alt Venue Participatory HEW 3.1' session, this indicates that you may need to Scribe or Question Read for the student during their exam.

- Scribes do the handwriting for students, while they verbalise their answers - answers must be written as spoken.
- Question Readers read through assessment materials with students as often as requested, but do not record answers.

There will usually be 2 copies of the exam paper in their pack, so that one can be read while the other is being written in.



Continued...

A **scribe** does not re-word or restructure what is being dictated

Language used by the **student** (correct or incorrect) must be transcribed.

Scribes/Readers will not prompt a student, or provide any written or verbal information which may influence the student's responses to exam questions.

It is the **students** responsibility to also indicate punctuation, use of heading, paragraphing, etc.



Students requiring computers to complete exams

When a student has “Computer” listed as an adjustment for their paper-based exam, this generally means they need to type answers and print them out - instead of writing by hand.

For many, this is easier than dictating to a Scribe.

Supervisors should situate somewhere that you can observe the computer screen during the exam, but not directly behind student. In their peripheral is preferred.

We still utilise USB sticks in case of power failure or reboot.

The computer is simply to be used as a tool for writing answers - not researching, accessing internet or referring to any previously saved materials.



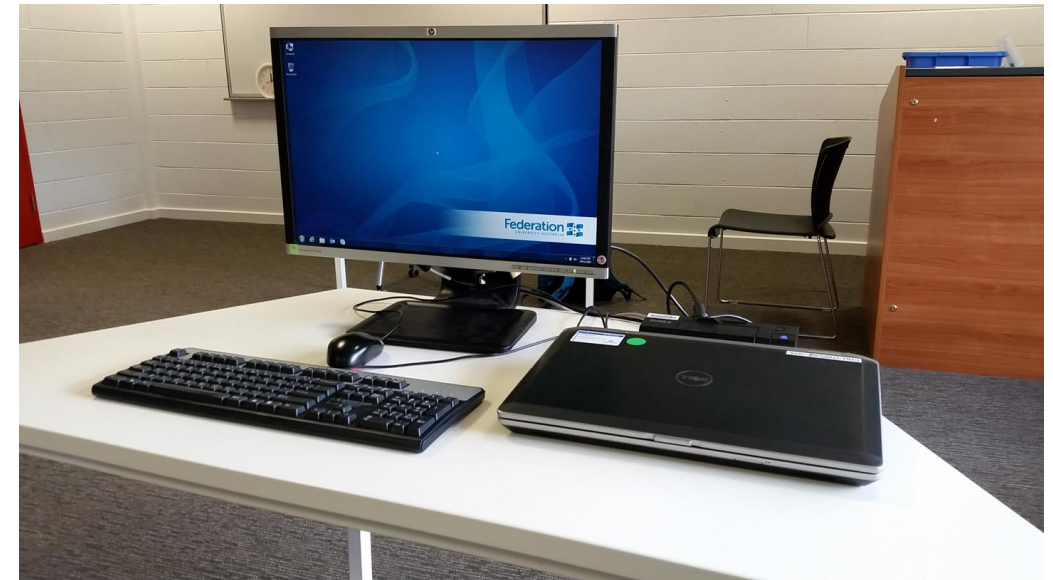
Continued...

Process for Supervising paper-based exams at computer:

1. **Supervisor** switches a few computers on at venue upon arrival (in case one is malfunctioning)
2. **Student** logs in to the computer with their own login details
3. **Supervisor** inserts USB stick into computer, opens a Microsoft word document and saves it to the USB stick (Student Name + Course Code).
4. **Supervisor** situates themselves where they can be reasonably sure that the student only has that one window open throughout their exam.
5. If the **Student** has printing credit on their student card, they can print their document themselves at the end of their exam.

If student does not have printing credit on their Student card, then ensure the file is brought back to Exams Office for printing. The student is welcome to accompany you if they like.

Again, the computer is simply to be used as a tool for writing answers - not researching, accessing internet or referring to any previously saved materials.



If they couldn't refer to it in a regular paper-based exam, they can't refer to it at the computer.

Then just prior to 9:30AM or 2:00PM...

The **SIC** will commence the announcement of the **Exam Rules**, from the **Supervisor script** (see venue folder).

8. Supervisor Scripts

1. **Just prior to Reading Time** - (to be read by SIC) – after everyone is seated.

Supervisor in Charge - Script 1 (approx. 3-5mins prior to Reading Time)

"Good morning/afternoon, my name is _____ and I am the Supervisor-in-Charge of this exam session for Federation University.

You may check the exam paper in front of you to make sure it is the correct exam code - but do not open your exam paper until instructed to do so.

Exam conditions are now in effect. This means that you must not talk to other students and must follow all exam procedures & instructions.

You may only have permitted materials on your desk during this exam, as specified on the cover of your exam paper.

Possession of unauthorised items or materials during an exam is a breach of the exam rules. "In your possession" is defined as any item or material found on your desk, chair or person.

You may place any unauthorized items such as notes, books, papers, and wristwatches under your desk or in the baggage area now.

Mobile phones must be switched off while in this venue, if your phone is not switched off, switch it off now. Then place it on the floor, under your desk.

You must not touch or use these items during the exam.

You must not talk to or communicate with other students during this exam.

You must remain seated during this exam.

If you need assistance, raise your hand and a Supervisor will attend to you.

As per the Federation University Examinations procedure, you must sit the exam paper as given to you today. Supervisors cannot make clarifications relating to the content of your paper.

In the event of an emergency, please remain seated unless otherwise instructed. In case of evacuation, leave your belongings and exam materials, and follow all instructions given to you by Supervisors.

You may not leave this venue during the first 30 minutes of writing time or in the final 10 minutes of your exam. At 9:30AM/2:00PM we will commence 10 minutes of reading time. No writing or use of writing implements is permitted.

"You may now commence reading time."

Refer to next page...

CRICOS Provider No. 00103D On-campus Examination Supervisor Information Guide

Page 11 of 14

Checking Items & Materials

Why do we check over items on student desks?

We are facilitating the assessment of students understanding of their course materials.

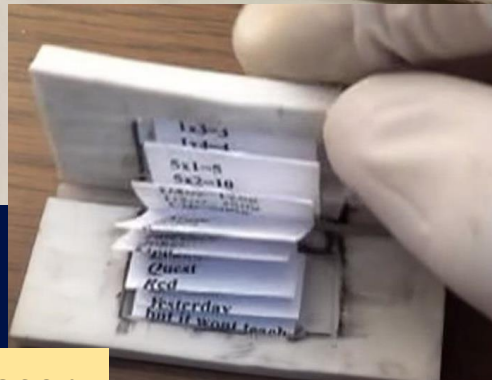
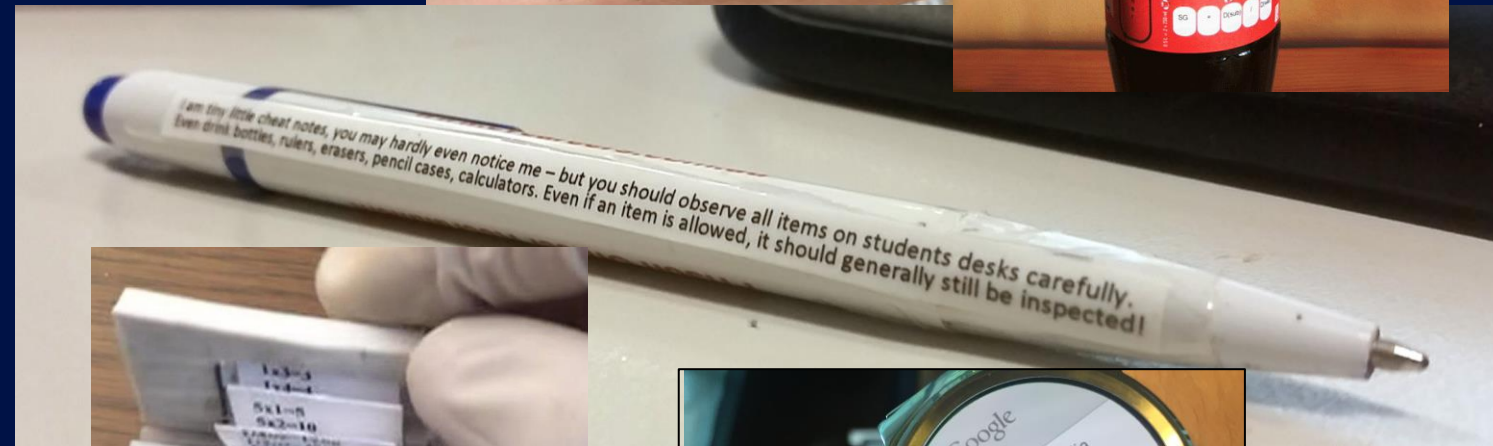
Having non-permitted reference materials and items is perhaps the most common way a student may try to gain advantage during an exam.

Could be:

- Stationary with reference notes
- Altered labels on bottles
- Text saved in phones or watches
- Simply a note up their sleeve (*classic*)



Altered label



Notes stashed neatly in an eraser



Smart watches can access google

牛津大学出版社是国际出版界的老字号。其牛津英语词典系列,特别是《牛津简明英语词典》堪为精品,素来具有收词量大、注解精当、举例简要、词源确切、附录实用等特色。近年出版的各种新版本,注意增添新词新义,实录新拼法新用法、采用国际音标,加之讲究版面的清晰醒目,推陈出新,精益求精,从而享誉全球。今外研社受权在国内出版《牛津简明英语词典》、《牛津袖珍英语词典》和《牛津小小英语词典》,以满足不同阶层、不同年龄的读者层和各种阅读任务的需要,是我国辞书出版的一大举措,对我国英语教学必将产生积极影响。

北京大学/清华大学教授

W/H 212
 (胡壮麟)

Contra: The location of division, certainly is located at a single point, usually near top organisation levels. But change and certainly in the environment of the amount of contra...

Contents

stable and routine. perform similar work tasks. are concentrated in a single location. are highly trained.

Features of the dictionary vii
 Note on proprietary terms x
 Pronunciation symbols xi
 in a context particular goals and cultures. The matrix can be highly effective in a context rapidly changing environment in which organisation needs to be flexible and adaptable. More efficient use of resources than single hierarchy. Develop generalists & specialists. Interdisciplinary cooperation, expertise available to all divisions. Enlarged the base of employees.

Dictionary 1

1. Physiological: food, water, oxygen/heat, air, blue salary 774
 2. Safety: The needs for a safe and secure physical and emotional environment and freedom from war, pollution and violence (safe jobs, fringe benefits, security and belonging, family-friends, community group/work groups, dreams, caretakers) 784
 3. Belongingness: family-friends, community group/work groups, dreams, caretakers
 4. Esteem: Approval of condition for recognition, high status and increased responsibility
 5. Self-actualisation: the need for self-fulfillment, developing one's full potential, becoming better person / provide people opportunities for training, growth and creativity.

A major health care company's employees in the manufacturing department in UK provides some support. Most line workers emphasised that they work at the company primarily because of good pay, benefits and job security. Thus, employees' lower level physiological and safety needs were being met. When questioned about their motivation, the employees indicated the importance of positive social relationships and a desire of recognition from management.

ANSW: The framework in which the organisation defines how tasks are divided, employed and departments are coordinated. A set of formal relationships between individuals and departments. 2. formal reporting relationships to ensure effective communication, coordination and integration.

Bi-lingual dictionaries can have a lot of grey-lead writing in them that is hard to notice.



Passing of notes



Tiny notes



Calculator on wrist watch

Observing student behaviour

We engage Supervisors to actively observe student behaviour throughout an exam.

A small room of students undertaking an exam will be quiet and likely very boring.

While weird for students in a small venue to be stared at continuously, and you being permitted to read a book, etc – you must still remain aware of the following at all times:

- ✓ Any communications with each other (shouldn't be any!)
- ✓ Giving too much close attention to their stationary - or staring straight down to their lap
- ✓ Body language and positioning – what are each of their hands doing
- ✓ Glancing around for you or reaching for something on the floor
- ✓ Repetitive motions and fidgeting with clothing or other items
- ✓ Check for a phone on the floor for each student every 30mins or so



Count the ways...



How many did you find?

1. Possession of note
2. Possession of phone
3. Looking at neighbours paper?
4. Notes on person
5. Possession of phone
6. Possession of note/communicating
7. Possession of note/communicating



Confiscating Items

The university statute 5.3 permits Exam Supervisors to “confiscate any material that they reasonably believe is not allowed in the exam room”.

However, this was probably written before students all brought \$1,000 phones with them and could basically have the same thing strapped to their wrists.

The advice we get from legal is “don’t confiscate these kinds of items”.

If you observe a student in possession of these items:

- ✓ Instruct them to turn it off
- ✓ Request they place it where it should have been
- ✓ Initiate a breach notice

*However, **please do** confiscate things like notes, pens, bottles, dictionaries, etc for our Exams Office collection.*



Issuing Breach Notices

A lot of the time, just knowing that someone may be actively observing them is enough to discourage breaching exam rules – so we do that.

Where that doesn't work, breaches may be:

- ✓ Intentional or unintentional
- ✓ Successful or unsuccessful

So, when should you fill one out?

Examination Breach Notice

Federation UNIVERSITY AUSTRALIA

Exam supervisor to complete this page.

The following incident occurred on 2, 6, 2017 in the venue Exams Office
at 11:30 (a.m./p.m.). Exam code DEFGC1222 Course coordinator Deserea Emmerson
Student no. 66677789 Student name Rachel Werhn

Details of breach

Category of breach

unauthorised reference materials as per exam conditions
Specific materials: notes

unauthorised electronic devices
Specific device:

collusion with another student
Student in question (student no. and name):

other type:

Details of breach
Give details of alleged breach, including observed behaviours and the names of observers, and any details of unauthorised materials or items.

Whilst observing student (Rachel Werhn) the Supervisor (Haylee Hartley) saw notes sticking out from underneath the exam paper. Student tried to cover them however the supervisor confiscated the unauthorised notes. Asked the student to see the supervisor at the end of the exam.

Completed by Haylee Hartley (supervisor name)
H. Hartley (signature)

Please turn over and allow Student and Student Advisory Service or MUGSU to complete.

CRCOS Provider No. 00103D

Page 1 of 2

Breach notices can be initiated by an SIC or an Assistant

When to issue a Breach Notice

For example...

- ✓ A student has been found to have non-permitted materials in the possession (on their desk, chair or person)
- ✓ There is writing in the dictionary they are using, but it's a Closed Book exam and should be unmarked
- ✓ A student intends to or has gone to the bathroom a phone in their pocket
- ✓ Students are observed communicating with each other
- ✓ Student insists on leaving at an inappropriate time
- ✓ Student does not follow an instruction given by exam staff, such as continuing to write after time has ended



How to issue a Breach Notice

- ✓ With as little disruption to the student and other students in the venue as possible.

If you feel that a behaviour or action warrants a breach notice:

- ✓ Quietly request that the student come to you before leaving the venue
- ✓ Write it up
- ✓ Keep an eye on the student so you can attend to them when leaving

If the student does not come to see you before leaving:

- ✓ That's their choice – but they miss out on the option to contribute their own words to the notice.

Recording and reporting on the conduct of the exam is our responsibility

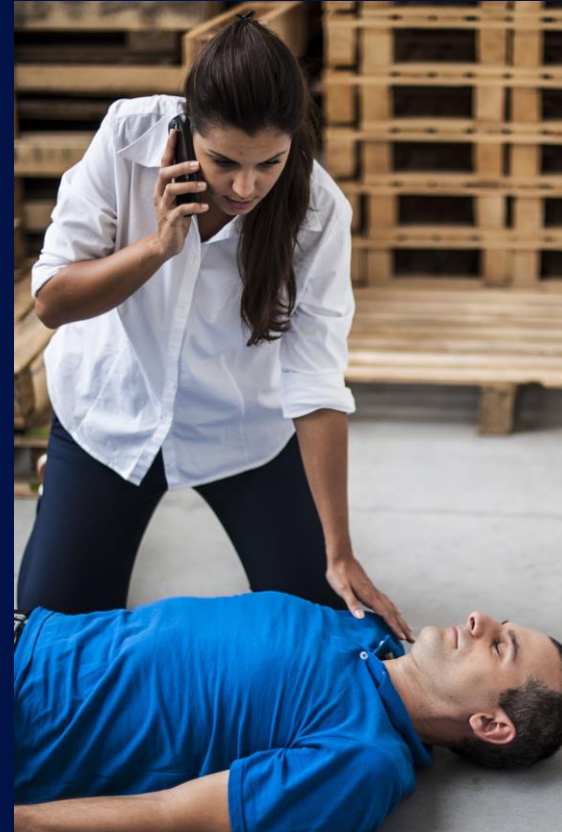
We forward breach notices to academic staff and disciplinary committees for review

Keep it brief and factual

It may be quite stressful, please remain kind 😊

Emergencies & Evacuation

- !! University security is not always nearby, in an emergency **call 000**
- !! Our campuses have Health Centres, but they are not available for medical emergencies
- ✓ If any Supervisor or Assistant is trained in First Aid, you are encouraged to provide it if safe to do so
- ✓ Contact or have someone contact the Exams Office as soon as possible
- ✓ We will alert Security and Facilities if needed
- ✓ We will come and assist you as soon as possible



Evacuation Procedure

There is an evacuation procedure with an announcement script in the Venue Folder.

Essentially it states that in the event of an emergency:

- ✓ Remain calm & encourage students to remain calm
- ✓ If evacuation is confirmed, direct students to emergency exits
- ✓ Evacuate students to nearest assembly area
- ✓ Leave all exam materials behind

Though unlikely, it ***may*** be possible to return to an exam after an evacuation, providing certain criteria is met.

Criteria can be found in the Venue Folder with the Evacuation information.

STATEMENT TO BE READ AT EXAMINATION CENTRES

EVACUATION PROCEDURE

In the event of activation of the fire alarm




- Remain calm and continue with your paper
- A supervisor will investigate the immediate area for threat as it may be a false alarm
- If no immediate threat is identified, the supervisor will advise you and the examination will continue
- If there is an immediate threat the supervisor will direct you to evacuate the examination centre
- If directed to evacuate, do so in an orderly manner through the closest exit and then to the assembly area for this building as directed by your exam supervisor.
- Leave your examination answer books and papers on your desk.
- Remain at the assembly area for the supervisor accounts and to await further directions.

Hopefully you are now feeling familiar with the procedures for supervising exams in alternate venues

Once you have run through one complete session, what you have learnt will make more sense

Exams Office staff are available to answer questions you may have, before, during and after your session – you can text, email or call us

Save these numbers into your phone now:

-  Exams Office 03 5327 6800
-  Haylee 0407 306 846 (at exam time)
-  Des 0419 263 507 (at exam time)