

Exam Information for Students

Main Semesters | On-campus | Online Distance & Learning | TAFE Partners

Updated 18 Sep 2017

General information

The best way to obtain information about Exams is to visit www.federation.edu.au/exams

Each semester, if you are enrolled in courses that require exams you should also receive personal exam information to your student email account.

Timetables

All students have a responsibility to be available during formal examination period outlined in the published Academic Calendar, and to sit their exams as scheduled.

Unless you are eligible for [Special Consideration - Exam Deferment](#), you may not miss exams.

Requests to have an exam rescheduled for reasons such as usual demands of employment, travel, exam stress, returning home, social or family occasions and minor ailments, do not meet the general eligibility criteria for Special Consideration.

Applications for Special Consideration – Exam Deferment must be submitted no later than **3 University working days** after the date of your exam.

Ensure you are aware of the relevant dates for deferred exams, as you must be available during this period. Dates can be found at [Current students > Essential info > Exams and results](#)

How will I receive my exam timetable?

The final exam timetable for a main semester is published 4 weeks prior to the exam period.

A general exam timetable is published online at www.federation.edu.au/exams > [Timetables](#), and a **personal exam timetable** is sent to your student email on the publication date.

If you do not receive your personal exam timetable via your student email on the publication date, check for it online at [Timetables](#). If still unable to access, contact Student HQ 1800 333 864.

It is your responsibility to ascertain the dates, times and venues of your exams via your **personal exam timetable**. One exam may be split over multiple venues, and you must attend the venue that you are allocated to.

Absence or lateness due to misreading a timetable or similar error does not itself entitle a student to any further examination or Special Consideration ([Statute 5.3 The Schedule - Part 1](#)).

If you note any errors on your exam timetable regarding campus or location contact Student HQ as soon as possible on 1800 333 864 or info@federation.edu.au

Venues On-Campus

An exam may be held in any classroom or other venue including auditoriums, stadiums, flexible spaces, pc labs, anatomy or rehab labs, lecture theatres, gym, pool, or even externally to the University as required.

It is always important that you take note of your most recent personal exam timetable emailed to you, regarding your exam venue.

Students with personal exam adjustments approved by the Disability Liaison Unit are allocated to classrooms across campus as needed.



Starting times

On-campus theory exams are generally held at the following times:

Morning – 9:30AM

Afternoon – 2:00PM

Evening – as required

Practical examinations may involve non-standard time slots, venues, and durations.

Directly Clashing Exams

Students should direct all communication regarding clashes to exams@federation.edu.au

Course Missing?

If a course seems to be missing from your timetable, contact Student HQ on 1300 333 864 or info@federation.edu.au

Notice of timetable changes after Final Draft

You will be advised in writing via your student email.

www.federation.edu.au/exams

General Exam Venues

Mt Helen:

- Q1/Multipurpose
- Q2/Sports & Rec
- T202-204/Open Space

Churchill:

- 3E/Auditorium

Berwick:

- Classrooms

Venues Off-Campus

A network of examination venues is available for students that are **enrolled entirely** in Online and Distance Learning (ODL), and live further than 150km from a Fed Uni campus.

The opportunity to confirm or change your recommended exam center is given between **week 6-8** each semester and all confirmed details will be outlined on your personal exam timetable.

Venues must be arranged well in advance of the examination period, so if your circumstances change you must notify Exams Office as soon as possible. It may not be possible to accommodate late changes and in this instance, your existing exam arrangements will apply.

federation.edu.au/current-students/essential-info/administration/examinations-and-results/off-campus-exams

Arrival & departure from exams

You must allow enough time for your journey, and also any traffic or parking limitations that may apply to your venue. We recommend aiming to arrive at least 20 minutes prior to the scheduled start time of each exam.

Absence or lateness due to misreading a timetable or similar error does not itself entitle a student to any further exam sitting or Special Consideration ([Statute 5.3 The Schedule - Part 1](#)).

- Supervisors-in-Charge will exercise discretion on days of poor weather and decide when students will enter venues.
- No student will be permitted to **enter** a venue to **commence** an examination after the first 30 minutes of writing time.
- No student will be permitted to **leave** the examination venue during the first 30 minutes or the last 10 minutes of writing time.
- Please leave examination venues and surrounding areas quickly and quietly in consideration of others; do not gather around entrances or exits as you leave.

What to bring

- Student ID card
- Writing implements, e.g. pen or pencil
- Permitted materials

It is your responsibility to understand the conditions & permitted materials that will apply to each exam – this information is obtained from Lecturers, and/or your course description.

e.g. *open book, limited open book, closed book, non-programmable calculators allowed, etc.*

Closed Book	Open Book	Limited Open Book
<p>You may have normal writing materials in your possession only.</p> <p>Not permitted:</p> <ul style="list-style-type: none"> • Electronic devices • Books/Notes/Paper • Calculators • Pencil cases 	<p>You may bring and use any material except:</p> <ul style="list-style-type: none"> • A calculator • A computer • Any other electronic device 	<p>Only items specifically listed on the cover of your exam paper are permitted.</p> <p>Such as:</p> <ul style="list-style-type: none"> • Approved calculators • Text book • Notes

“**Electronic devices**” are defined as but not limited to: any mobile phone, unauthorised calculator, wrist watches, electronic dictionaries, laser and/or light-emitting pens.

“**In your possession**” is defined as items in your pockets, clothing, on any part of your person, on your desk or on your chair.

Proving Your Identity

Your identity must be verified by Exam Venue staff at each exam & your student card (or other photo ID) should be on display throughout your exam.

If you do not have your student ID with you, another form of photo ID such as a driver’s license or passport is acceptable.

Student ID cards can be obtained or replaced at Student HQ.

If you are unable to prove your identity during an exam, a Supervisor will:

- Ask to take a photo of you before you leave, this will be provided to the Exams Office.
- Issue you with a Breach Notice.

You will have 3 days to prove your identity to the Exam Office on your campus.

If you leave an exam venue without taking steps to have your identity verified, your exam paper may not be marked.



Seating in Main Venues

Seating lists are posted at the entrances of exam venues on **on the day**.

Take note of **your** seat number prior to entering the venue.

Unauthorised items (including mobile phones) found in the possession of a student will be considered a breach of the examination procedures and a breach notice issued.

Bags and personal belongings may be left in the venue in the allocated area, or placed under your desk, forward of your feet.

Students will be asked to remove all watches, electronic or otherwise.

A supervisor may confiscate any material they reasonably believe is not permitted in an exam venue, so we recommend that you avoid bringing any unnecessary items.

The University takes no responsibility for any damage to or loss of personal items that have been brought into an exam venue, prohibited or otherwise.

Reading time

Students sitting theory examinations in main venues will typically have 10 minutes reading time prior to the commencement of their examination.

You must not write on or mark your examination materials during reading time. Exam answer book covers and attendance slips must be completed when writing time begins.

The Supervisor-in-charge will announce the commencement and conclusion of reading time.

Writing time

The Supervisor-in-charge will instruct you when it is time to commence writing.

Place your completed **attendance slips** on the far-right hand corner of the desk, along with student ID card, for collection by a staff member.

If you have a question or need to visit the bathroom during your examination, remain seated and **raise your hand**. Only one student from is permitted to occupy the bathroom at a time, so it is possible you will need to wait.

You must not talk or communicate with other students during an exam in any way.

You will be instructed to cease writing at the end of the allotted time. You must cease writing when instructed to do so.

Remain seated until a Supervisor collects your exam materials.

A Supervisor cannot permit you to **leave** the examination venue during the first 30 min or the last 10 min of writing time.

Questions regarding Exam Papers

Students must now sit exam papers as given on the day of the exam. No new clarifications can be issued, thereby ensuring equity between students in all venues & locations. Course Coordinators are not able to answer questions on the day.

policy.federation.edu.au/learning_and_teaching/assessment/assessment/ch06.php

Feeling unwell

If you are feeling unwell on the day of your exam, you are advised not to enter your exam venue.

Instead we advise that you see a medical practitioner and obtain a certificate that can support an application for Special Consideration – Deferred Examination.

If you are unable to finish your exam due to serious illness or other cause you must:

- Inform the Supervisor so they can record the time you left and reason associated
- Collect and complete Special Consideration – deferred exam form (Student HQ)

federation.edu.au/current-students/essential-info/administration/special-consideration

Exam Environment

Students have the right to a supportive exam environment conducive to the successful completion of an exam.

If you are being negatively affected during your exam due to factors such as:

- behavior of others
- venue issue
- staff performance

You are advised to raise concerns with a Supervisor as soon as possible.



Feedback and concerns

Students with concerns or feedback regarding the conduct of an exam should speak with a Supervisor in the first instance.

If you have further questions, feedback or concerns, contact exams@federation.edu.au

Student Advisory Service

Students can also consult the **Student Advisory Service**, in relation to breaches, complaints, grievances appeals and misconduct on 03 5327 6105.

Find out more information about the Service here:

federation.edu.au/studentadviser

Students with disabilities

If students with disabilities anticipate difficulties with any aspect of exams, e.g. access to venues, physical restriction, additional requirements, etc. contact the Disability Liaison Unit so that appropriate adjustments can be facilitated.

It is important to do this as early as possible, as it may not always be possible to accommodate adjustments very close to your exams.

Find further information at www.federation.edu.au/disability

Breaches to Exam Rules

If a student is found in breach of exam conditions, they may be issued with a Breach Notice.

Students are generally permitted to continue with their exam with as little disruption as possible, but must see the Supervisor-in-Charge when they have finished their exam **if requested to do so**.

They are then given the chance to make a written statement regarding the notice prior to leaving the venue, which is then passed on to Faculties (and Student Advisory Service if requested).

Students may also opt to have the Breach Notice forwarded to them.

Remember, supervisors have the right to confiscate any items or materials they reasonably believe to not be permitted in an exam. Any confiscated materials or items will be given to Exams Office at the end of the session.

Items & materials may be collected from the Exams Office after processing.

Photographs may be taken within the exam venue as evidence in relation to breaches.

What is a breach?

A breach to the exam rules may involve cheating or an attempt to cheat, as outlined here:

http://policy.federation.edu.au/learning_and_teaching/assessment/assessment/ch03.php

Cheating is defined within the [Higher Education Assessment Policy](#) as “any act through which a student attempts to gain an unfair advantage in admission to or the assessment process for a course”.

Cheating may include, but is not limited to:

- Resubmitting or largely reusing previously assessed work as new work
- Fabrication or falsification of data and/or results
- Presenting work, which is the outcome of directly working with others, as their own (collusion), without knowledge
- Allowing another person to complete an assessment or examination on behalf of a student
- Accessing/obtaining an advance copy of an examination paper unless otherwise authorised, eg a ‘seen’ paper
- Communicating with or copying from, another person/s during an examination
- Bringing into, or receiving during an examination, unauthorised material/information
- Presenting untrue medical/special consideration forms
- Knowingly helping others to cheat; and/or
- Taking actions which intrude on the ability of others to complete their assessment tasks

Bi-lingual Dictionaries

Students from any Faculty may now use an unmarked, bi-lingual, hard copy dictionaries in any exam, and no longer need to seek permission.

Exception:

The option for a bilingual dictionary may not apply to students studying a language course if the bilingual dictionary is in one of the languages being assessed.

Please note:

Supervisors will check that hard copy dictionaries are unmarked. Any annotated/marked dictionaries will be removed and/or reported as a breach in accordance with [Statute 5.3 The Schedule - Part 1](#). There must be no extra writing or diagrams.