

**STATUTE 5.3  
THE SCHEDULE  
PART I**

Rules Governing the Conduct of Assessments.

1. In these Rules-

"examination" means a formal, supervised written or oral examination.

"examination room" means a room in which an examination is taking place or is about to take place.

"publication" means the placement of results, identifying students by student identification numbers only, on School notice boards on the prescribed dates.

2. (1) The final result for any course will not be officially notified to a student before the completion of assessment in that course and its formal publication.
- (2) Students who owe fees to the University will not have their results published or receive a written statement of academic achievements.
3. With the exception of a recorded telephonic system for the notification of results, no information regarding results will be given by telephone.
4. The appropriate Dean or his/her nominee shall determine whether any supplementary assessment, oral, written or practical, may be administered in a course.
5. (1) Applications for special consideration may be made on any of the following grounds:
  - (a) that the student's work at any time during the academic year has to a substantial degree been hampered by illness or other cause;
  - (b) that the student has been prevented by a serious or disabling illness or other significant cause from preparing or presenting for all or part of a component of assessment; or
  - (c) that the student was to a substantial degree adversely affected by illness or other cause during the performance of a component of assessment.
- (2) Subject to sub-section 5(3), an application for special consideration should be directed to the appropriate Dean, not later than three days after the date of submission of the component of assessment.
- (3) Every application for special consideration must be made in writing by means of a completed Special Consideration Application form and be supported by a Health Care Professional Certification in the University's standard form where special consideration is sought on

medical grounds, or other appropriate evidence, unless it has not been reasonably practical for a student to make application within the time specified. Any Health Care Professional Certification or other evidence must include sufficient specific detailed information to allow the application to be assessed.

- (4) A decision made in relation to an application under sub-section (2) and (3) shall be notified to the applicant in writing within five working days of the decision being made.
6. The appropriate Dean or his/her nominee will be responsible for determining the eligibility of students and the type of special examination conditions available in formal examination conditions for that School.
  7.
    - (1) A student shall not, by act or omission, do anything which has the purpose, or has, or is likely to have, the effect of obtaining for the student or for any other person an advantage, in or arising out of the performance of assessment, by unauthorised or unfair means.
    - (2) In determining whether an advantage is intended, or is likely, to be obtained, the fact that such an advantage is not or could not be obtained due to circumstances beyond the control of the student concerned shall be disregarded.
    - (3) A student shall not assist, or attempt to assist, any person, to do anything prohibited by sub-section (1).
    - (4) Any student committing a breach under this section shall be guilty of a disciplinary offence under Statute 6.1-Student Discipline.

### **Higher Education Examinations**

8.
  - (1) It is the duty of students to ascertain the dates and times at which they are required to attend for the performance of any component of assessment for which formal examinations are required.
  - (2) Absence or lateness due to misreading a timetable or a similar error does not of itself entitle a student to any further examination or special consideration.
  - (3) A student may only apply to a Dean or his/her nominee to defer an examination in exceptional circumstances. Such application must be made by means of a completed Special Consideration Application form and be supported by appropriate evidence, including a Health Care Professional Certification in the University's standard form if deferral is sought on medical grounds, giving sufficient specific detailed information to allow the application to be assessed and relating to the reason for the deferral at least three days before the examination. A student may not normally apply to have an examination deferred more than once in a particular course in a given teaching period.
9.
  - (1) If a supervisor of an examination believes a student has committed a breach under section 7 the supervisor shall-

- (a) immediately report the breach to the officer in charge of examinations;
  - (b) at the conclusion of the examination, inform the student that he or she has been reported for an alleged breach of discipline and take a statement from the student in relation to the alleged breach, which may be used in the determination of any complaint made under Statute 6.1-Student Discipline; and
  - (c) report the alleged breach of discipline by making a written complaint, within three days of the alleged breach, to the student's Dean or to the Vice-Chancellor.
10. (1) Only those items and information specifically authorised in writing by the Dean of the appropriate School may be taken into an examination room. These items may include books, notes, calculators, computers and other electronic devices.
- (2) A supervisor may confiscate any material which the supervisor reasonably believes is not allowed in the examination room.
11. In addition to those powers detailed in sections 9 and 10 above, the Head Supervisor may take any reasonable action to ensure good order is maintained within an examination, which includes the power to remove a student from an examination.
12. A student who leaves the examination room and wishes to be readmitted must have previously obtained the approval of a supervisor for the full period of absence and must have observed any conditions upon which the approval was given.
13. Without express permission of a supervisor no writing of any description may be done after the signal to cease writing.
14. Unless otherwise indicated on the official timetable, the following commencement times will apply-
- (a) morning sessions 9.30 am;
  - (b) afternoon sessions 1.30 pm; and
  - (c) evening sessions 5.30 pm.

Prior to the commencement time, students will have 10 minutes reading time (or such other time as has been authorised in writing by the appropriate Dean). Examination book covers should be completed after the reading time finishes and the examination commences.

15. Students shall not be permitted to leave during the first 30 minutes and the last 10 minutes of any examination. No student shall be admitted after the first 30 minutes of any examination.
16. The Head Supervisor is responsible for issuing the following instructions to students at the appropriate times-

"Commence reading/No writing"; "Commence writing"; "Ten minutes writing left"; and "Cease writing".

17. Student identity cards must be produced and attendance slips must be completed at the commencement of each examination undertaken.
18. No part of any examination script, book or other University property may be removed from the examination room nor may it be destroyed.

#### **TAFE Assessment**

19. All TAFE students shall be entitled to two attempts to achieve competency in any assessable task within any course enrolment period.
20. Assessment criteria may be added to a course for the purpose of determining levels of achievement by a TAFE student.

Amendment 1 Made 23/06/99 Promulgated 12/07/99  
Amendment 2 Made 28/07/04 Promulgated 17/08/04  
Amendment 3 Made 01/12/04 Promulgated 14/01/05  
Amendment 4 Made 15/06/05 Promulgated 30/06/05  
Amendment 5 Made 23/02/07 Promulgated 20/03/07  
Amendment 6 Made 22/07/08 Promulgated 22/08/08  
Amendment 7 Made 21/07/09 Promulgated 18/08/09  
Amendment 8 Made 17/07/12 Promulgated 07/08/12