

Exam Supervision Main Venues

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Team Leader, Exam Scheduling

Updated 1 June 2022

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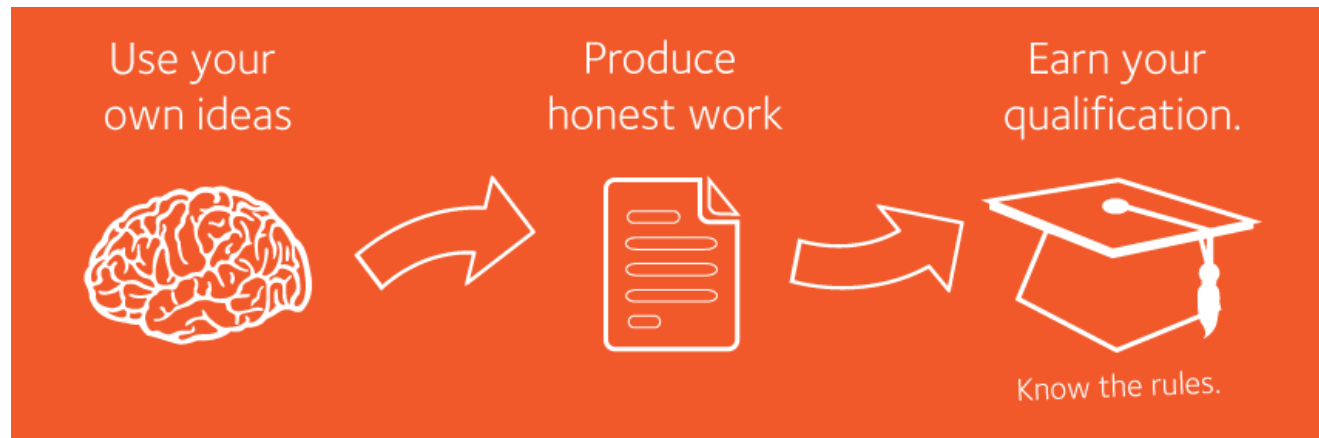
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What is an exam?

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

What to expect at main exam venues...

Mt Helen

- Q2/Sports & Rec (312 seats)
- T202-204/Open Space (170 seats)
- On-campus classrooms (up to 40 seats)

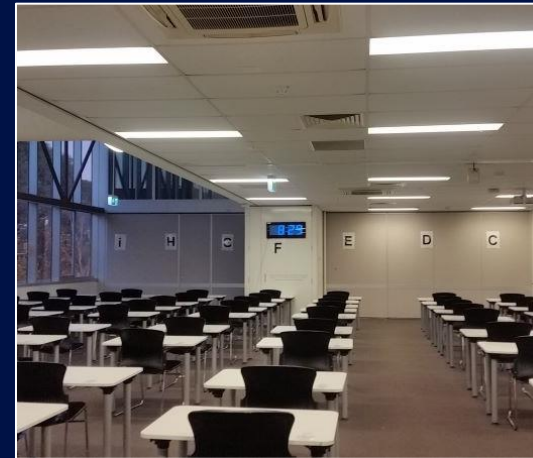
Churchill

- 3E/Auditorium (261 seats)
- On-campus classrooms (up to 40 seats)

Berwick

- Springvale City Hall (266 seats)
- On-campus classrooms (up to 40 seats)

As well as these venues for on-campus students, there may be many more of our students sitting the same exams in off-campus centres – **all at the same time.**



Staff ratios for main venues

We generally roster a staff to student ratio of 1:30 + 1:50 thereafter.

As an example, if we had 270 students scheduled to sit in a main venue you can reasonably expect:

- 1 Supervisor-in-Charge (SIC)
- 5 Exam Assistants

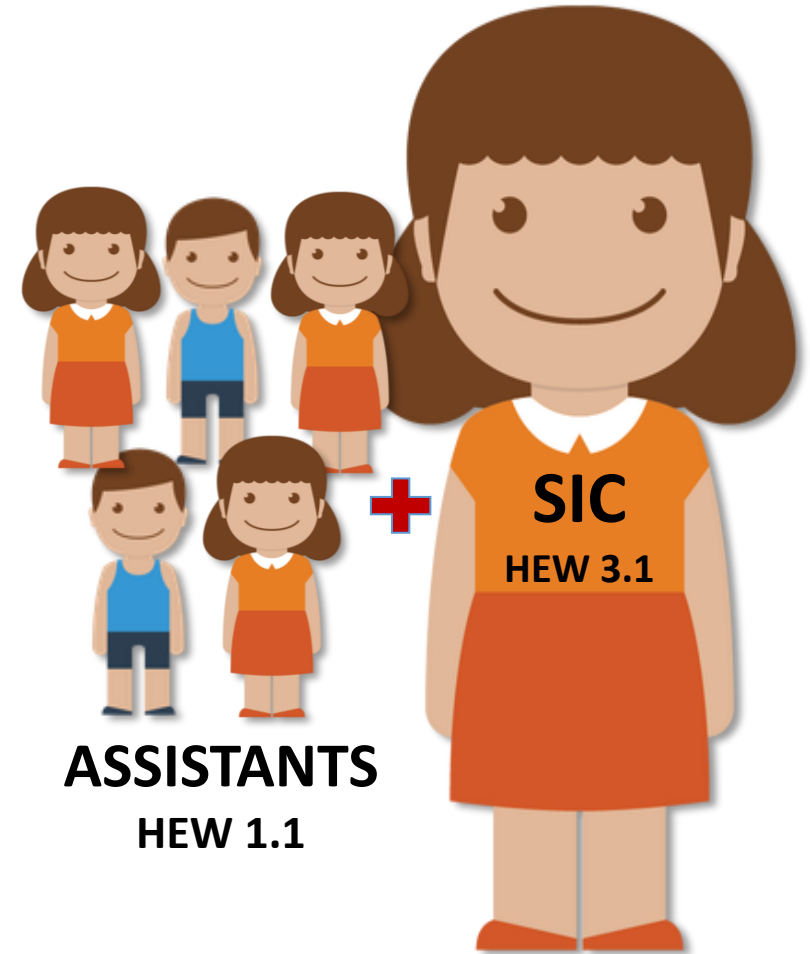
However, sometimes ratios may vary, based on staff experience, availability, number of courses sitting in the venue, and venue layouts.

Typically, all Supervisors and Assistants in exam venues are casually contracted by the Exams Office to perform supervision duties, although they may also work in other areas of the university.

Academic staff may occasionally visit venues - but it not required

Why?

If the course coordinator for ITECH1000 has students sitting at Churchill, Ballarat, in 7 different disability support venues, and 3 off-campus centres, would they be able to visit everyone equally?



Expectations for Exam Supervisors and Assistants

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



Delegation of duties for Main Venues

Supervisor-in-charge (SIC)

- ✓ **Oversee** general conduct of exam
- ✓ **Keeps** time for everyone
- ✓ **Complete** venue documents
- ✓ **Monitor** adherence to procedures
- ✓ **Guide** any Assistants
- ✓ **Report** to Exams Office

Assistants

- ✓ **Set out** and collect papers
- ✓ **Mark** student attendance
- ✓ **Verify** student identities
- ✓ **Monitor** and assist all students
- ✓ **Report** to Supervisor-in-charge (SIC)

If you are SIC of a venue with under 30 students, you would complete all duties

Student responsibilities for exams

- ✓ **Attend** exams as scheduled
- ✓ **Provide** proof of identity
- ✓ **Adhere** to the conditions set
- ✓ **Follow** all instructions



Main 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 (if required)
- ✓ Erratum Notices (if required)



Venue Folders

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

Session specific documents

1. 'List of Exams in the Session'
2. 'Seating Lists' for display
3. 'Barcoded Attendance Lists' for marking
4. 'Split durations 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

List of Exams Per Session
Semester 2 (1620) 2016

Q1/Multi-purpose
7 November, 2016 9:30 AM

Exam	Student Split	No. of Students
ATSGC2473 Offender Profiling	Individual Arrangements	6
ATSGC3473 Offender Profiling	Individual Arrangements	5
BUECO1509 Principles of Economics	Allott, Braydan - Zheng, Chenlei	89
BUECO1509 Principles of Economics	Individual Arrangements	4
HLTSC1000 Introduction to Health Technologies	Individual Arrangements	12
HMAALS1008 Aquatics and Water Safety	All Students	62
ITECH3201 SOFTWARE ENGINEERING: ANALYSIS AND DESIGN	All Students	31
PHILO1002 LOGIC & REASONING	All Students	1
PSYCB3101 PSYCHOLOGICAL TESTING & ASSESSMENT	All Students	27
SCFST3026 PRODUCT & PROCESS DEVELOPMENT	All Students	8
Total Students		245

We use this list to pack the Venue Box for each session

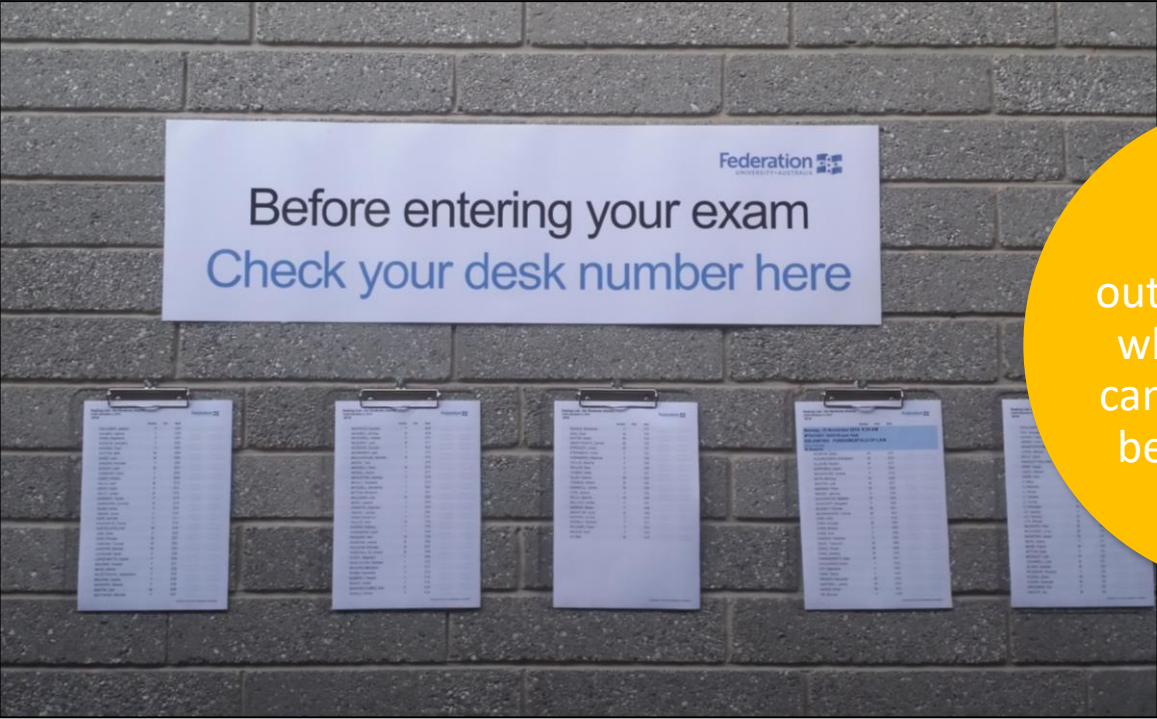
Same exam, but there will be 2 separate Attendance Lists

This will make more sense later



Seating Lists

Are for displaying allocated seat information to students at each session. They do **not** have student ID numbers on them.



Hang these outside of venues where students can refer to them before entering

Seating List - for Students (Alpha)
Semester 2 Prod Copy II 2014

Monday, 10 November 2014 9:30 AM
MTH/Q601 Q601/Exam Hall
STATS1000 STATISTICAL METHODS
School of Science Information Technology and Engineering
154 Students

	Gender	Dist	Seat
AITKEN, Jack	M		A02
ALAIMO, Emily	F		A03
ALLWOOD, Joanne	F		A04
ANESI, Jack	M		A05
ARCHER, Jack	M		A06
ARMSTRONG, Meaghan	F		A07
BAILEY, April	F		A08
BARNES, Rebecca	F		A09
BARRETT, Gabrielle	F		A10
BELLAART, Jaimie	F		A11
BENNETT, Mang Biak Chin	F		A12
BENNETT, Andrew	M		A13
BENNETT, Jessica	F		A14
BENNETT, Mitchell	M		A15
BENNETT, Sarah	F		A16
BENNETT, Maddison	F		A17
BENNETT, Andrea	F		A18
BENNETT, Abby	F		A19
BENNETT, Adelle	F		A20
BROOK, Peter	M		B01
BROWN, Charlette	F		B02
BROWN, Daniel	M		B03
BRUCE, Tamzin	F		B04
CAINE, Joshua	M		B05
CALLANDER, Joshua	M		B06
CAMPBELL, Luke	M		B07
CARRODUS, James	M		B08
COLE, Aidan	M		B09
COLLIE, Andrea	F		B10

Attendance Lists

- ✓ Are for staff only
- ✓ Have barcodes on them
- ✓ Have student id numbers

It is a good idea to highlight the 'Absent' and 'Present' at the top of the columns before starting

Attendance List with Barcode (Supervisors)
Semester 2 (1520) 2015

Federation UNIVERSITY AUSTRALIA

ATSGC1370 MTH/Q2 9/11/15 2:30 PM

Absent (X) **Present (✓)**

Monday, 9 November 2015 2:30 PM

MTH/Q2 Q2/Sports and Recreation Centre

ATSGC1370 Knowledge and Professionals

Federation College
7 Students

30306170	H20	<input type="checkbox"/>			<input type="checkbox"/>
Bennett, Sarah Lisa					
30293218	H21	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Coyle, Rhianon Leask					
30059535	H22	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Day, Genevieve Lauren					
30133828	H23	<input type="checkbox"/>			<input type="checkbox"/>
Flynn, Megan Maree					
30134079	H24	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Janetski, Corrine Maree					
30305567	i01	<input type="checkbox"/>			<input type="checkbox"/>
Jones, Miranda Annick					
30306429	i02	<input type="checkbox"/>			<input checked="" type="checkbox"/>
Walker, Madeline Pearl					

End Seating for 9/11/2015 14:30:00 MTH/Q2 ATSGC1370 Knowledge and Professionals

7 Expected **2** Absent **5** Present

Mark all remaining students as attended

WSE-885

What if a student is not on these lists?

- ✓ Ask the student to check their timetable (all enrolled students are emailed a personal exam timetable).
- ✓ Contact the Exams Office (we usually know why)
- ✓ If you can't reach Exams Office, and you have spare room in your venue – you can allow the student to sit the exam (*venues will usually have extra papers just for this circumstance*)
- ✓ Record the student manually at the bottom of the **Attendance List**

Unfortunately, a student being late or misreading their personal timetable does not entitle anyone to special consideration

Seating List - for Students (Alpha)
Semester 2 Prod Copy II 2014

	Gender	Dist	Seat
Monday, 10 November 2014 9:30 AM			
MTH/Q601 Q601/Exam Hall			
STATS1000 STATISTICAL METHODS			
School of Science Information Technology and Engineering			
154 Students			
AITKEN, Jack	M		A02
ALAIMO, Emily	F		A03
ALLWOOD, Joanne	F		A04
ANESI, Jack			A05
ARCHER, Jack			
ARMSTRONG, Meaghan			
BAILEY, April			
BARNES, Rebecca			
BARRETT, Gabrielle			
BELLAART, Jaimie			
BIAK THLUAI, Mang Biak Chi			
BLACK, Andrew			
BOND, Jessica			
BOND, Mitchell			
BONE, Sarah			
BOOTH, Maddison			
BORG, Andrea			
BOYLE, Abby			
BRERETON, Adelle			
BROOK, Peter			
BROWN, Charlette			
BROWN, Daniel			
BRUCE, Tamzin			
CAINE, Joshua			
CALLANDER, ...			
CAMPBELL, L...			
CARRODUS, ...			
COLE, Aida			
COLLIE, A...			

Attendance List with Barcode (Supervisors)
Semester 2 (1520) 2015

Monday, 9 November 2015 2:30 PM
MTH/Q2 Q2/Sports and Recreation Centre
ATSGC1370 Knowledge and Professionals

Name	ID	Barcode	Expected	Absent	Present
Bennett, Sarah Lisa	30306170	[Barcode]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coyne, Rhiannon Leask	30293218	[Barcode]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Day, Genevieve Lauren	30059535	[Barcode]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flynn, Megan Maree	30133828	[Barcode]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janetski, Corinne Maree	30134079	[Barcode]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jones, Miranda Annick	30306567	[Barcode]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walker, Madeline Pearl	30306429	[Barcode]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

End Seating for 9/11/2015 14:30:00 MTH/Q2 ATSGC1370 Knowledge and Professionals

7 Expected Absent Present

Mark all remaining students as attended

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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
Main 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____ Letter on Booklets: _____ Session: AM PM EVE (circle)
Venue: _____ Supervisor-in-Charge (SIC) _____ SIC Signature: _____

Inventory: Check materials supplies, inform Exams Office if supplies are low.
 Before you leave venue: If venue has exams cupboard, ensure it is locked
 If provided, return venue keys: to the Exams Office at your campus

Course Code	Course Coordinator	No. of students expected	No. of students attended	No. exam papers collected	No. of answer booklets collected	Details of other exam materials collected	Staff member/delegate taking completed & verified qty's of exam materials (print & sign)	Date
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL								

Record the number of students per row to determine total in venue:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
Notes:																	

Continue overleaf if needed...

This report is used in conjunction with the Barcoded Attendance List's

Exam Pack Cover
Semester 1 (Teaching Period: 2205) 2022



Exam **FASTP1013 Mathematics and Introductory Statistics**

Date & Time **Thu, 16 Jun 2022 9:30 AM 120 minutes plus 10 minutes reading**

Venue **MTH/T202-204 - T202-204/Open Space Exams Office, A Building**

Attendees **27 Boylan, Alysse - Wright, Bayley**

This Exam is in: Exams in this Venue:

MTH/T202-204	27	Boylan, Alysse -	FASTP1013 Mathematics and	27
MTH/T202-204	6	Individual	FASTP1013 Mathematics and	6

Exam Conditions:

Assessment Format Invigilated examination (face-to-face)

Assessment Conditions This is a Theory examination

Closed / Open / Specified Materials This is a Specified Materials only examination

If Specified Materials only 1 Only items specifically listed as permitted materials are allowed in this exam

Specific Timeslot?

Release paper to Library: NO - do not release to Library

Materials to be supplied to each student:

Materials permitted in the exam venue:

- Calculator (scientific)
- Dictionary (bilingual unmarked)
- Normal writing materials
- Notes (2x A4 pages, 4 sides)

Additional Information:

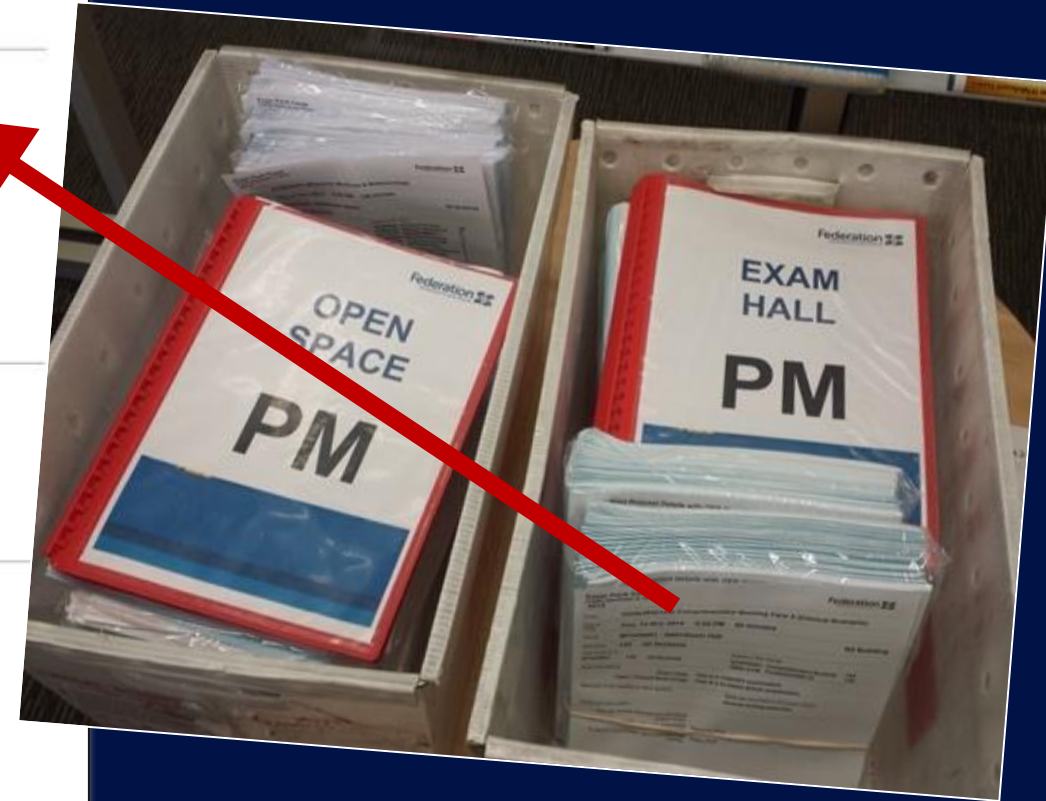
Course Coord Details #1 **Daya Weerasinghe**

Course Coord Details #2

Program Coordinator

Same venue,
but 2 different
groups

Treat as
separate
exams, when
bundling
papers



Exam Venue Report Main 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: Thursday Date: 16 / 06 / 20 22 Letter on Booklets: B Session: (AM) PM EVE (circle)

Venue: T202-204 Supervisor-in-Charge (SIC) Haylee Hartley SIC Signature: [Signature]

- ✓ Inventory: Check materials supplies, inform Exams Office if supplies are low.
- ✓ Before you leave venue: If venue has exams cupboard, ensure it is locked
- ✓ If provided, return venue keys: to the Exams Office at your campus

	Course Code	Course Coordinator	No. of students expected	No. of students attended	No. exam papers collected	No. of answer booklets collected	Details of other exam materials collected	Staff member/delegate taking completed & verified qty's of exam materials (print & sign)	Date
1	FASTP1013	Daya Weerasinghe	27	19	19	0	Permitted notes	D.W	16/6
2	FASTP1013	Daya Weerasinghe	6	3	3	0	Permitted notes	D.W	16/6
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL			21	21					

Record the number of students per row to determine total in venue:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
	6	4	5	6													21

Notes: 3 breach notices issued.

Ceiling is leaking over desk D2. Need more tissues before next session!

Continue overleaf if needed...

This report is used in conjunction with the Barcoded Attendance List's

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

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

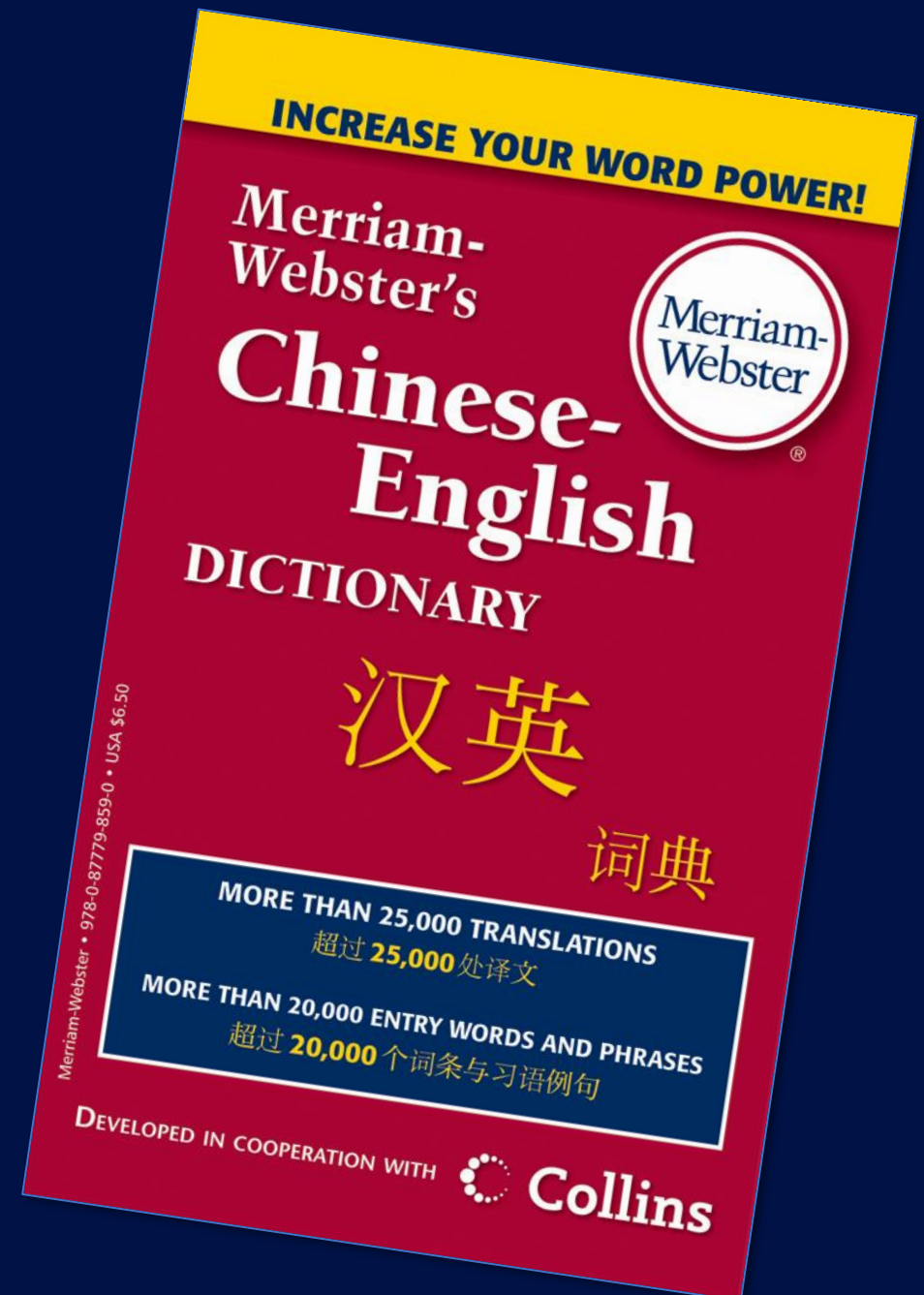
Even if an exam paper is 'Closed Book' **any student** may bring a dictionary to an exam as long as it is...

- ✓ **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 an SIC arrives at their venue

1. Unpack **Venue Box**
2. Take out blank **Venue Report**
3. Set out each bundle of **Exam Papers** into a separate pile
4. Check any **Materials** needed for each exam paper are there
5. Place corresponding **Seating & Attendance Lists** on each pile
6. Contact **Exams Office** if something appears missing asap



The forms include:

- Exam Venue Report Main Venue:** A table for recording exam details such as Course Code, Course Coordinator, and number of students.
- Attendance List with Barcode (Supervisors):** A list for tracking student attendance on Monday, 9 November 2015, for course ATSGC1370.
- Seating List - for Students (Alpha):** A list for Monday, 10 November 2014, for course MTHQ601, listing student names, gender, district, and seat numbers.

Continued...

7. Have Assistants lay out exam materials on desks

- ✓ Exam papers
- ✓ Attendance Slips
- ✓ Materials (if any)

8. Fill out Venue Report

with pack cover information

9. Convene with Assistant/s before permitting entry to students

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 examination

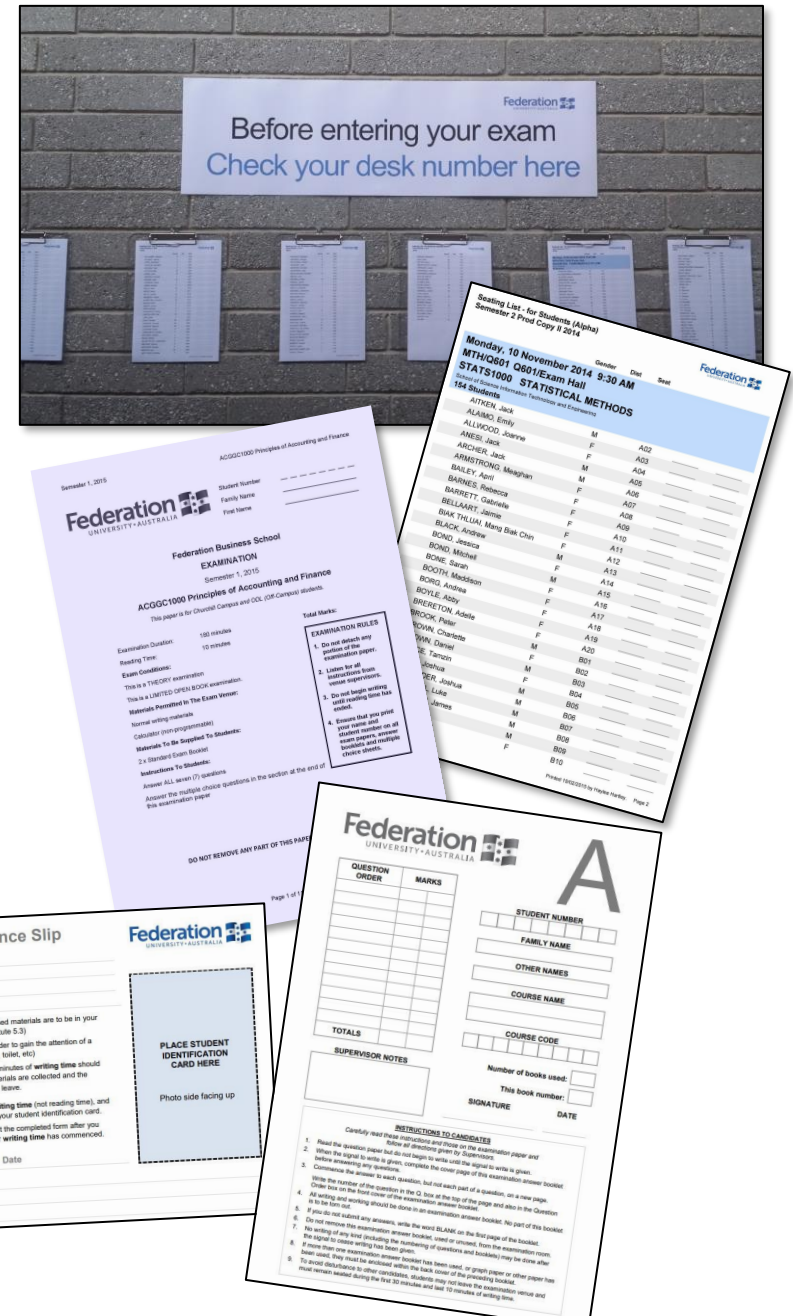
Examination Attendance Slip
Federation UNIVERSITY AUSTRALIA
Family Name _____
Given Name _____
Student ID Number _____
Course Code _____
Students are reminded that only authorised materials are to be in your possession during this examination (Statute 5.3)
Students should raise his/her hand in order to gain the attention of a supervisor (eg. more booklets, question, toilet, etc)
All students present during the final 10 minutes of writing time should remain seated until all examination materials are collected and the Supervisor in charge gives the signal to leave.
Complete this slip at the commencement of writing time (not reading time), and place in the right hand corner of the desk with your student identification card.
A supervisor will check your ID card and collect the completed form after you have completed the above details, shortly after writing time has commenced.
Signature _____ Date _____
Supervisors Notes _____
PLACE STUDENT IDENTIFICATION CARD HERE
Photo side facing up

Federation UNIVERSITY AUSTRALIA
A
QUESTION ORDER MARKS
STUDENT NUMBER
FAMILY NAME
OTHER NAMES
COURSE NAME
COURSE CODE
TOTALS
SUPERVISOR NOTES
Number of books used: _____
This book number: _____
SIGNATURE _____
DATE _____
INSTRUCTIONS TO CANDIDATES
Carefully read these instructions and those on the examination paper and follow all directions given by Supervisors.
1. Read the question paper but do not begin to write until the signal to write is given.
2. When the signal to write is given, complete the cover page of this examination answer booklet before answering any questions.
3. Commence the answer to each question, but not each part of a question, on a new page. Write the number of the question in the Q. box at the top of the page and also in the Question Order box on the front cover of the examination answer booklet.
4. All writing and working should be done in an examination answer booklet.
5. If you do not submit any answers, write the word BLANK on the first page of this booklet.
6. Do not remove this examination answer booklet, used or unused, from the examination room.
7. No writing of any kind (including the numbering of questions and booklets) may be done after the signal to cease writing has been given.
8. If more than one examination answer booklet has been used, or graph paper or other paper has been used, they must be enclosed within the back cover of the preceding booklet.
9. To avoid disturbance to other candidates, students may not leave the examination venue and must remain seated during the first 30 minutes and last 10 minutes of writing time.

Optional – in large venues, use blank floorplan or List of exams in Session to map out your venues seating

When an Assistants arrive at venues...

1. Introduce yourself to the **SIC**, and show your Staff ID or nametag if you have been provided with one
2. Hang **Seating Lists** outside venue
3. Confirm with SIC that **materials** are ready to be set out
4. Set out the **materials** on desks
5. Convene with **SIC** before permitting entry to students



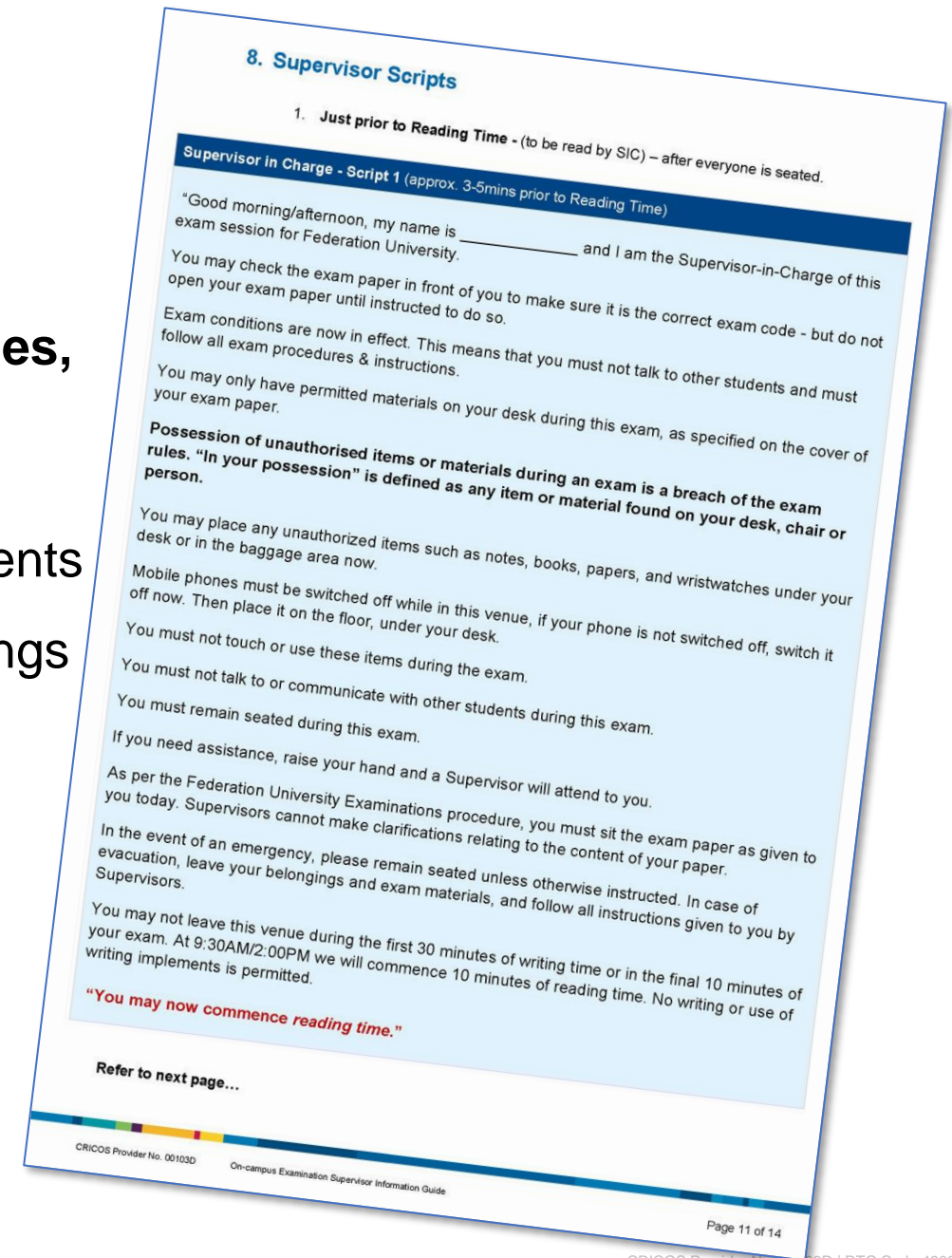
Then, just prior to 9:30AM or 2:00PM...

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

While this occurs, Exam Assistants may still be seating students and quietly advising that any non-permitted items or belongings are placed under their desks, forwards of their feet.

Why don't we have bag areas for student belongings?

- ✓ Unattended items present safety concerns
- ✓ So that we aren't responsible for any personal losses



Marking Attendance

Leaving Early

Students are advised during the Supervisor Announcements that they must not leave in the first **30 minutes** of writing time

Arriving Late

Students should also not be permitted entry after **30 minutes** of writing time.

During the first 30mins of writing time:

1. Verify student identities by comparing photos (and signatures if needed)
2. Mark students ✓ if present

After 30mins, mark with an X if still absent

Attendance List with Barcode (Supervisors)
Semester 2 (1520) 2015

Federation UNIVERSITY AUSTRALIA

Monday, 9 November 2015 2:30 PM
MTH/Q2 Q2/Sports and Recreation Centre
ATSGC1370 Knowledge and Professionals
Federation College
7 Students

ATSGC1370 MTH/Q2 9/11/15 2:30 PM

Student ID	Student Name	Room	Attendance	Barcode	Barcode
30306170	Bennett, Sarah Lisa	H20	<input type="checkbox"/>	SNA-30306170-203	SAT-30306170-203
30293218	Coyle, Rhiannon Leask	H21	<input type="checkbox"/>	SNA-30293218-203	SAT-30293218-203
30059535	Day, Genevieve Lauren	H22	X	SNA-30059535-203	SAT-30059535-203
30133828	Flynn, Megan Maree	H23	<input type="checkbox"/>	SNA-30133828-203	SAT-30133828-203
30134079	Janetski, Corrine Maree	H24	X	SNA-30134079-203	SAT-30134079-203
30305567	Jones, Miranda Annick	i01	<input type="checkbox"/>	SNA-30305567-203	SAT-30305567-203
30306429	Walker, Madeline Pearl	i02	<input type="checkbox"/>	SNA-30306429-203	SAT-30306429-203

End Seating for 9/11/2015 14:30:00 MTH/Q2 ATSGC1370 Knowledge and Professionals

7 Expected 2 Absent 5 Present

Mark all remaining students as attended

WSE-885

It is a good idea to highlight the 'Absent' and 'Present' at the top of the columns before starting

What if a student has no photo ID with them?

1. Firstly, **they can still do their exam** on the day, we just have to take the steps below

2. **Text the Student ID Number to the Exams Office**

If there is a photo of the student on the student management system, we will text it back to you as soon as we can

3. **If there is no photo on the student management system**

You must take a clear photo of the student (head/shoulders) and text it to us, with their student ID number

4. **Advise the student that they will have 3 days to verify their identity**

By obtaining a new or replacement Student ID card from Student HQ (can also be done online).

5. **Obtaining a student ID card puts a photo of them on the student management system**

We can access this before notifying Course Coordinators that their exam should not be marked

6. Not bringing photo identification to an exam requires a **Breach Notice** to be completed so we can keep track.



Checking Items & Materials

Why do we check over items on student desks?

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

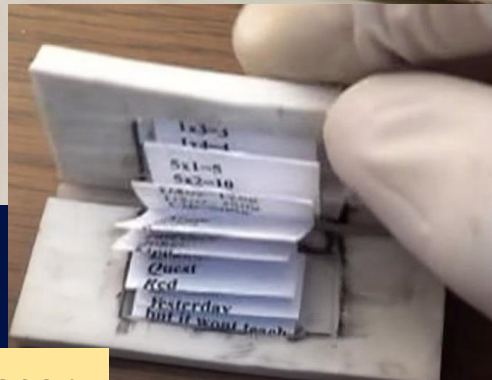
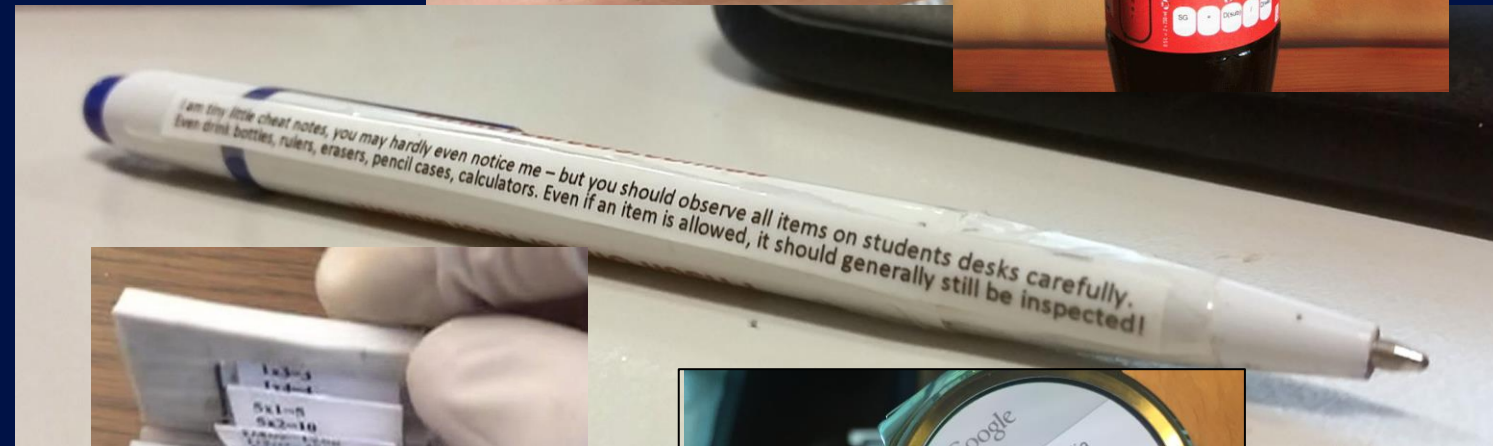
Having non-permitted reference materials and items is perhaps the most common way a student may try to gain advantage during an exam.

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

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北京大学/清华大学教授

W/H 212
 (胡壮麟)

Contra: The location of division, usually is located at a single point, usually near top organisation levels. It should not be the form's strategy of contra.

Contents

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

Features of the dictionary vii
 Note on proprietary terms x
 Pronunciation symbols xi
 in a company hierarchy. It develops generalists & specialists. It is interdisciplinary. It is available to all divisions. It is the base of other divisions.

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. 1. 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 & Assistants to actively observe student behaviour throughout an exam.

A room of students undertaking an exam will be quiet, yet busy – and likely very boring to an untrained eye.

As you rotate around the venue, pass the time by observing:

- ✓ 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 😊

Collecting and collating completed exams

Assistants...















1. Unused materials can be collected up ***after*** 30mins of writing time
2. Attend to each student as they raise their hand to leave
3. Make sure all exam materials are signed and the student details are filled out correctly ***before*** they leave
4. Any ***permitted*** notes brought to the exam venue should also be collected, and be placed within that students exam paper or booklet.
5. You may use the margins of the Attendance Lists to indicate collection of each students paper →
6. Place the papers in the relevant piles or give them to the SIC to tally & bundle up (*SIC preference*)

Attendance List with Barcode (Supervisors)
Semester 2 (1520) 2015


Federation UNIVERSITY AUSTRALIA

Monday, 9 November 2015 2:30 PM
MTH/Q2 Q2/Sports and Recreation Centre
ATSGC1370 Knowledge and Professionals
Federation College
7 Students

Absent (X) Present (✓)

30306170 Bennett, Sarah Lisa	H20	<input type="checkbox"/>			<input type="checkbox"/>
30293218 Coyle, Rhiannon Leask	H21	<input type="checkbox"/>			<input type="checkbox"/>
30059535 Day, Genevieve Lauren	H22	<input type="checkbox"/>			<input type="checkbox"/>
30133828 Flynn, Megan Maree	H23	<input type="checkbox"/>			<input type="checkbox"/>
30134079 Janetski, Corrine Maree	H24	<input type="checkbox"/>			<input type="checkbox"/>
30305567 Jones, Miranda Annick	i01	<input type="checkbox"/>			<input type="checkbox"/>
30306429 Walker, Madeline Pearl	i02	<input type="checkbox"/>			<input type="checkbox"/>

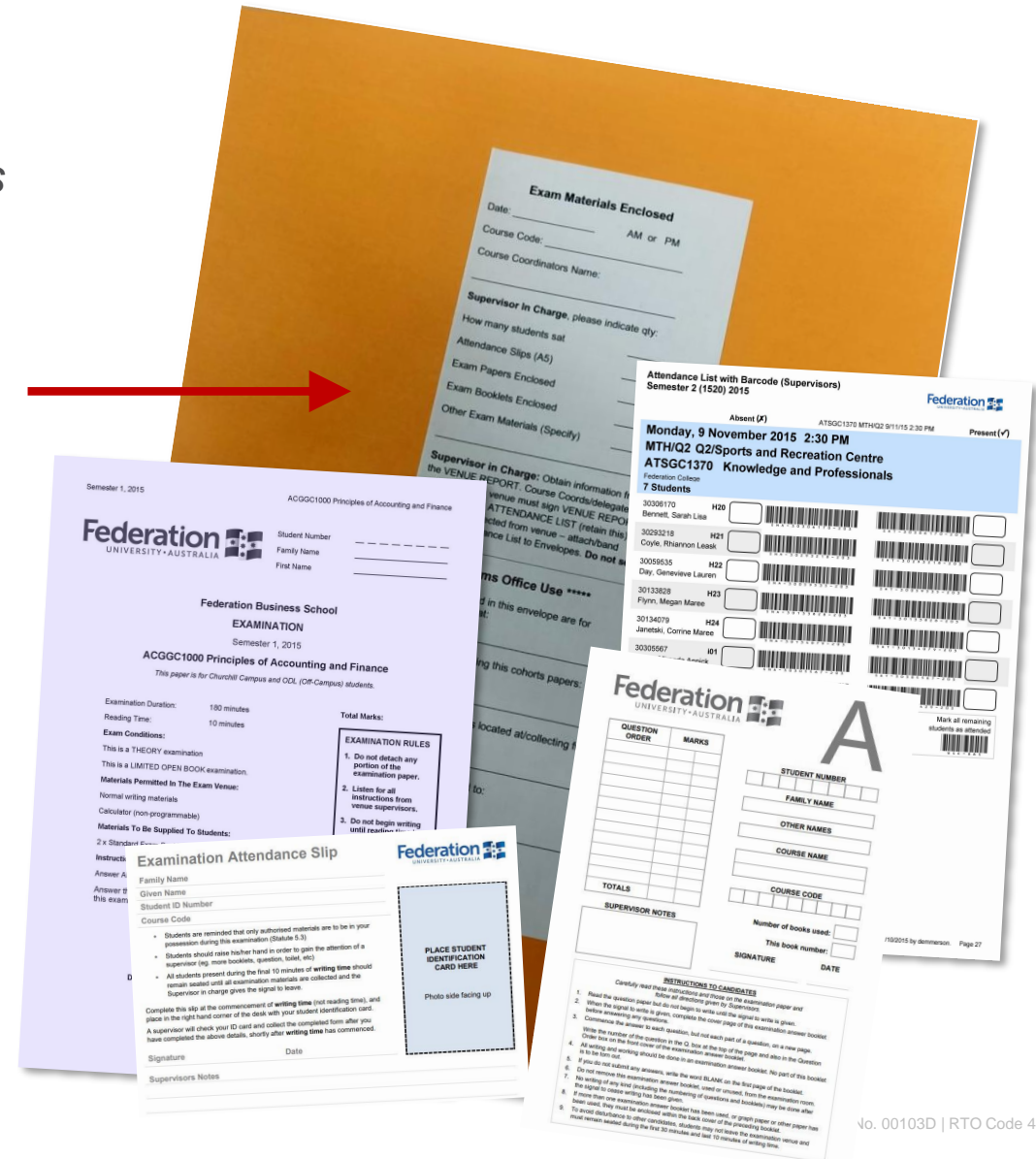
End Seating for 9/11/2015 14:30:00 MTH/Q2 ATSGC1370 Knowledge and Professionals

<input type="checkbox"/> 7 Expected	<input type="checkbox"/> Absent	<input type="checkbox"/> Present	Mark all remaining students as attended 
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MSE-883

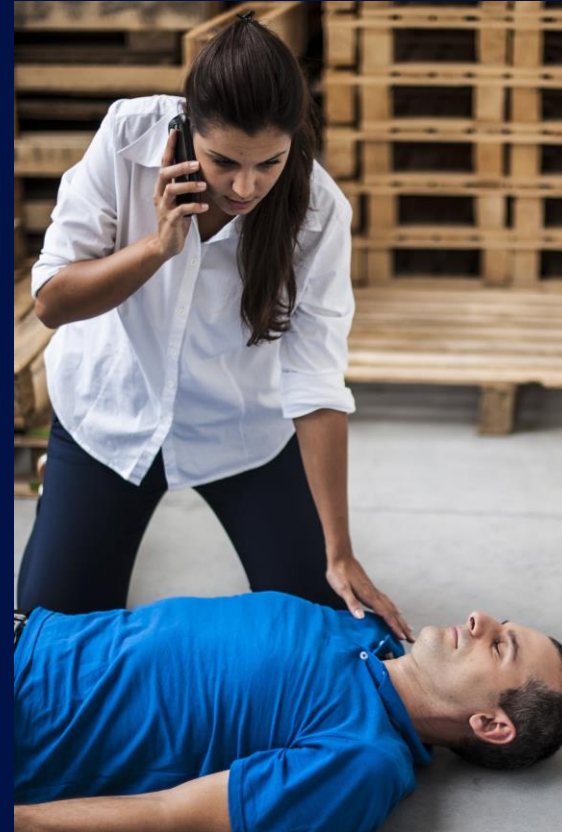
Bundling up papers for transport to Exams Office

1. Bundle by individual **Attendance Lists**
ie. 2 separate attendance lists for ITECH1000 = 2 bundles
2. Each bundle should be in its own **Gold Envelope**, labelled with an “**Exam Materials Enclosed**” sticker
3. **Attendance Slips** go in the Gold Envelopes with the Exam Papers
4. Do **not** seal envelopes
5. **Attendance Lists** are to be banded to front of relevant Gold Envelope (*place inside if no bands*)



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 main 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)

ALL DONE.