

## Context and Purpose

This Procedure prescribes the requirements for summative examinations and should be read in conjunction with the [Assessment Policy and related Procedures](#).

This Procedure applies to all undergraduate and postgraduate courses with summative examinations, including UniSA College examinations.

Open Universities Australia (OUA) students must comply with clauses relating to breaches of exam procedures and must also comply with OUA-specific procedures.

## Responsibility

The Provost and Chief Academic Officer is responsible for organisation-wide adherence to this Procedure.

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## Procedure

### A. General procedures

1. Examinations are undertaken in either online or face-to-face mode. Online examinations may be invigilated or non-invigilated.
2. Unless otherwise indicated, the provisions in this section apply to all examination modes. Exceptions to examination procedures may only be made with the prior approval of the Registrar and Director: Student and Academic Services.
3. Students will receive advance notice of scheduled primary and secondary examinations. All examinations will be scheduled in South Australian time. All students are required to sit their primary and secondary examination at the scheduled date, time, and location irrespective of any conflict with a planned holiday or special event, or regular work commitment.
4. Students who have an approved Access Plan should notify the Course Coordinator, or Online Course Facilitator, at the start of teaching for each study period. Failure to give sufficient notice to the Course Coordinator, or Online Course Facilitator, may result in a student's inability to complete an examination or receive exam related adjustments.
5. Students are responsible for knowing their examination dates, times and locations and, where relevant, travelling to the venue.
6. Requests to vary the time and/or date of an examination due to exceptional circumstances, will only be authorised by the Executive Dean, or delegate.

7. Students undertaking an examination must behave in a manner consistent with the University's [Code of Conduct for Students](#).
8. Students are not permitted to communicate with other students during the examination.
9. In the case of invigilated examinations, unless it is permitted in the course outline or as an approved variation, a student must not have anything that could provide an advantage to themselves. Examples include, but are not limited to:
  - a. mobile phones in invigilated face-to-face examinations
  - b. electronic devices, including watches, wearable devices and headphones, other than those devices needed for undertaking the examination
  - c. calculators
  - d. books, notes or other documents including dictionaries
  - e. other items listed on the relevant [Campus Central website](#).
10. Items that are allowed for use in the examination must not be enhanced or tampered with in a way that has the potential to provide an additional advantage to any student.
11. Head dress must not be worn during invigilated examinations, unless required for religious observances or medical reasons.

## **B. Invigilated online examinations**

12. All students must complete the Mandatory System Check and sit the Mandatory Training Quiz prior to each examination period to ensure system requirements are met and to gain familiarity with the process and software used. Students are responsible for ensuring that system requirements are met for all online examinations.
13. All students must participate in an online identity verification process at the beginning each examination. This will involve:
  - a. a clear photo being taken by the invigilation system of their student identification card, (or an alternative form of photographic identification such as a passport or driver's license)
  - b. a clear photo being taken by the invigilation system of the student sitting the examination, and
  - c. a clear short video recording of the examination room being made by the student at the time of the examination to ensure the room is free of prohibited items or other people.
14. If these conditions are not met the invigilator will flag this as an examination rule violation and will report a breach.
15. Recorded footage of the online examination will be made available to the University when required, in accordance with the [Privacy Policy](#) and the [Records Management Policy](#).
16. Students are responsible for knowing their examination times and are required to log in 10 minutes prior to the published start time to complete the identity verification process.

Students who log in after the published start time will not be allowed any additional time to complete the examination.

17. Reading time will be incorporated into the approved duration for the examination.
18. Students are not permitted to leave the view of the webcam, turn off their webcam, or turn off their microphone at any time during the examination.
19. Students who experience technical difficulties are permitted to call the IT Help Desk but must do so on speakerphone.
20. Students are not permitted to retain a copy of examination questions following completion of an online examination.

### **C. Invigilated face-to-face examinations**

21. It is recommended that students arrive at least 15 minutes prior to the published start time. Students who arrive up to 30 minutes after the published start time will be permitted to enter the examination room but will not be allowed any additional time to complete the examination.
22. Every student undertaking a face-to-face examination must complete the attendance slip provided.
23. All students must display on their desk:
  - a. their student identification card, or
  - b. an alternative form of photographic identification such as a passport or driver's license.
24. Students who have an approved Access Plan that includes provisions relating to face-to-face examinations must display a copy of the Access Plan on their desks.
25. Items that are allowed in the examination room must not be enhanced or tampered with in a way that has the potential to provide an additional advantage to any student.
26. The designated reading time is ten minutes, which commences at the published examination start time and is added to the examination time. An invigilator will announce when the reading time has elapsed, after which students may commence writing in the examination booklet. No further announcements to commence writing will be made
27. Course Coordinators may recommend additional reading time in the instructions on the examination paper. The additional reading time is included in the total exam time. If there are multiple examinations being held in one venue, the end of additional reading times will not be announced, to avoid disrupting other students.
28. During the designated reading time, students are not permitted to use a calculator or write in the examination booklets but may complete attendance slips, fill in details required on the front cover of examination booklets, and make notes on loose-leaf paper provided.

29. Students are not permitted to commence writing answers until instructed by an invigilator. All students must stop writing when instructed by an invigilator. At the end of the examination all students must remain seated until all examination booklets have been collected.
30. Students who arrive more than 30 minutes after the published start time will not be permitted to enter the examination room and will receive a zero mark for that examination.
31. Students are not permitted to leave the examination room during the first 30 minutes after the published starting time, or during the last ten minutes of any examination.
32. After the first 30 minutes of the examination, a student can request to leave the examination room for a short break. Approval must be given by an invigilator and the student will be supervised during their break.
33. Students intending to permanently leave the examination room must hand all examination booklets to the invigilator who will endorse the booklets as correctly identifying the student.
34. Students must not remove any examination question papers, examination booklets, scrap paper or attendance slips from the examination room.
35. The Academic Unit must retain examination answer books and attendance slips in confidential storage for a minimum of 12 months following the deadline for finalising results for the relevant study period. After 12 months, these documents should be disposed of in accordance with instructions from the University's Records Management Office.

#### **D. Breaches of examination procedures in invigilated examinations**

36. The invigilator will document and report breaches of examination procedures even if it cannot be demonstrated that the student gained an advantage as a result of the breach. The breach report will be provided to:
  - a. the relevant Course Coordinator in the case of academic misconduct matters, to be dealt with in accordance with the [Academic Integrity Procedure](#), or
  - b. the Executive Dean, or delegate, in the case of other misconduct matters, or
  - c. to all of the staff members listed above if the matter falls into both categories.
37. In the case of face-to-face examinations, any student disrupting an examination may be dismissed from the examination room at the discretion of the Invigilator in charge. If the Invigilator in charge determines that a breach of examination procedure has been committed the student will be informed that the breach will be reported.

### **Further Assistance**

[Exams and Results Enquiries](#)

[Student and Academic Services Policy Team](#)

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**Related Documentation:**

[Assessment Policy](#)

[Academic Integrity Procedure](#)

[Variations to Assessment Procedure](#)

[OUA examinations policy and procedures](#)

**Officer Responsible for Update and Review:** Registrar and Director: Student and Academic Services

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**History:** This Procedure supercedes equivalent content in the 2022 Assessment Policies and Procedures Manual.