
National Academy of Professional Studies (NAPS)

Examination Policy and Procedures

Related Documents	SS019 Student Code of Conduct A004 Assessment Policy A009 Student Academic Misconduct Policy and Procedure
HE Standards Framework 2015	1.3 Orientation and Progression 1.4 Learning Outcomes and Assessment 1.5 Qualifications and Certification 2.1 Facilities and Infrastructure 2.2 Diversity and Equity 3.1 Course Design 3.3 Learning Resources and Educational Support 5.1 Course Approval and Accreditation 5.2 Academic and Research Integrity 7.3 Information Management

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1. Policy Rationale

Examinations comprise an important and major type of assessment in every course. This is especially so for many 'professional' courses where accreditation bodies typically mandate that a major component of overall assessment consists of a formal supervised examination.

This policy serves a number of important purposes:

- achieve consistency in assessment across units of study in a particular course,
- ensure examinations reflect learning objectives as outlined in the course and unit documentation, and
- ensure that examinations are administered in a fair, equitable, efficient and appropriate way that validly test students' knowledge and understanding.

2. Overview and Application

This policy applies to all NAPS students and academic staff for all examinations conducted by NAPS.

All NAPS staff involved in the exam process are required to read, understand and appropriately execute this exam policy and procedures. They also need to be familiar with A009 Student Academic Misconduct Policy and Procedure.

Appendix A NAPS Guidelines for Examination Supervisors outlines their duties.

3. Procedure

4.1 Location of Examinations

Students will sit all of their formal examinations at the NAPS' campus or a facility approved by NAPS. All students in a particular unit will sit the exam in the same room at the same time, unless a student has an approved academic adjustment for a disability or other condition.

4.2 Timing of Examinations

Standard study periods

NAPS trimesters are typically 15 weeks including two exam weeks; one in week eight and one at the end of the trimester.

NAPS will aim to hold examinations during the week and not after 9pm, unless the unit is taught intensively, then an examination may need to be held on the weekend.

Non-standard study period examinations

The unit coordinator will advise the arrangements for examinations for units offered in non-standard study periods. They will aim to be held within two weeks after the end of the teaching weeks of the unit.

Supplementary examination period

NAPS will aim to schedule the supplementary examination period within two weeks after the end of the official examination week. Alternative examinations may be arranged on a case-by-case basis in consultation with the lecturer. Students wishing to arrange an alternative examination due to a medical condition or disability need to speak with NAPS Student Services.

4.3 Student Availability for Examinations

Students have a responsibility to make themselves available during the weeks scheduled for an examination, as well as for any other examinations scheduled in a particular unit outline.

Therefore, NAPS will require independently verified evidence before accepting any explanation for not being available to sit for an examination. Issues that can be rectified before the examination date, such as plans to go on a holiday or return home for a visit, will not be accepted as an excuse for missing a scheduled exam.

4.4 Examination Adjustments for Eligible Students

If a student faces exceptional circumstances, a medical condition or has a disability, they are eligible to apply for special exam conditions or accommodation. The student's request needs to be made at least three days before the examination and ideally as soon as the situation is known.

To apply, for an examination adjustment, students need to complete NAPS A004F Special Consideration Application Form and submit it to the Dean. The responsibility to prove the need for special conditions is with the student who needs to provide documentary evidence with their request. The Dean or Dean's nominee will decide whether to grant the request based on the information provided and their knowledge of the student.

4.5 Examination Venue Procedures

Powers of supervisors

Exam supervisors have full authority and power to supervise all aspects of the examination. They have the responsibility to follow the examination policy and procedures as set forth in this document.

If a student has an objection to a supervisor's decision, they can file a written complaint with the relevant Dean's office AFTER the examination. It is not appropriate for a student to engage the supervisor in an argument while the examination is in process.

A supervisor will require any person present in the examination room follow this process:

1. place their NAPS student ID as proof of identification to enter the examination room.
2. place identity card on the student's desk during the entire time of the examination.
 - where a student does not have proof of identity, they should report to the supervisor and attempt to have their identity validated, for example by comparing a smartphone photo with a valid student ID card photo. Alternatively, they may be given 48 hours to return to the Student Services Office and submit a valid ID. Students must also follow any other instructions as specified by the Examination Supervisor.

3. sign and check off an attendance list that will be available as students enter the Examination Venue. Students will also be required to show that they do not have in their possession any unauthorised material. Students are discouraged from bringing mobile phones and other electronic devices. If these are on their possession, such devices will have to be left with the Exam Supervisor to be returned at the conclusion of the examination.
4. answer any questions posed by the supervisor;
5. depart from the examination venue upon receiving notice from the supervisor that a student's behaviour or appearance is such as to disturb or distract any other candidate;
6. turn over to the supervisor any material which the supervisor considers to be unauthorised; and
7. comply with any other requests or direction the supervisor deems necessary to ensure the proper, fair and efficient conduct of the examination.

Conduct of candidates while in the examination

All students sitting for examinations should be reminded that NAPS Student Code of Conduct, and all conduct-related policies and procedures do apply to examinations.

NAPS expects high ethical standards of all of its students. Cheating on an examination is regarded as a very serious offense and will lead to serious penalties imposed and recorded on a student's record, including potential exclusion from the course of study.

NAPS A009 Student Academic Misconduct Policy and Procedure provides the procedures followed when cheating in an examination is suspected and provides details regarding penalties.

Entry to examination venue

Once students enter the examination room they should go immediately to a desk and display their identification. The exam supervisor determines who may come into or be allowed to remain in the room.

No one other than a student undertaking the exam, a NAPS lecturer for the unit being examined or another NAPS administrator approved by the supervisor should be allowed to remain in the room during the examination period which also includes the reading time.

Starting time and late arrival

The starting time for the examination is the beginning of the reading time. Students should be punctual in showing up on time for the exam. Any student arriving within the first 45 minutes of the exam will be allowed to sit for the exam. However, late arrival will not result in the student receiving any additional time.

Reading time

During reading time, students may make notes on the exam paper but must not open or commence writing in their exam booklet until the supervisor instructs them that they may open their booklets and commence writing.

Early departure from examination room

The supervisor will determine when students may depart from the examination room. As a general rule, no student may exit the exam room in the first 45 minutes after the reading time. No student may leave the exam room during the last fifteen minutes of the exam.

Conclusion of examination

At the conclusion of the exam, students must remain seated until their papers/booklets are collected or until such time as the exam supervisor indicates they may depart.

When nominated materials may be taken into an examination room

The exam supervisor will decide what materials, if any, may be allowed into the examination room. The lecturer for the unit being examined will have specified what materials a student may bring into the examination. These materials will be listed on the examination paper. For example, in a course in Business Law students may be allowed to bring in relevant legislation. The material should not include library books.

Use of dictionaries in examinations

No dictionaries will be allowed into the examination room, including bi-lingual dictionaries given NAPS language of instruction is English.

Use of personal electronic devices in examinations

Students will normally not be allowed to bring personal electronic devices into the examination room. The major exception is where the Lecturer in Charge of the unit being examined requires students to use a designated electronic device, such as a calculator. In these situations, students must provide their own approved electronic device. The device must be internally powered, silent and with all programable memory cleared. They must not have wireless capability connections with other devices. Calculators must be non-programmable and have volatile memory only and must have alpha facilities.

NAPS will not be responsible for the device's operation and students will use their devices at their own risk of failure or malfunction. Such a device failure or malfunction will not entitle a student to 'special consideration' or be considered grounds for granting a supplementary examination.

Once a device is allowed into the examination, a student must not take the device outside of the examination room, for example to go to the toilet.

In every case, the exam supervisor makes decisions in relation to use of personal electronic devices during the examination.

Student Illness during the examination

Should a student become ill during the examination, they may leave the room as long as they remain under supervision. They may later return to the examination room with their supervisor and continue with the exam, but will be granted no additional time. In cases where the student is so ill they cannot continue with the exam, the supervisor will note the details and make a report to the Dean of the relevant faculty and the Dean or the Dean's nominee will make a determination whether in the circumstances, a student should be granted a supplementary exam.

Interruption to examinations

In situations where an examination is interrupted (for example by a fire-alarm, bomb threat) NAPS Executive will make a determination regarding the appropriate steps to take and inform the Supervisor and students. These actions may include, inter alia:

Where the interruption is minor and lasting a short time, the examination period may be extended to compensate for the time missed.

If circumstances are such that the examination cannot continue, then NAPS Executive in consultation with the Lecturer in Charge, may make other arrangements, including, but not limited to the following:

- the interrupted exam may be declared null and void and a new exam rescheduled
- where the students have completed a substantial portion of the exam, the exam could be marked proportionately with allocated marks adjusted accordingly.
- In cases where it is not possible to schedule a new exam, the Executive in consultation with the Lecturer in Charge, may devise and administer an alternative assessment together with an appropriate due date.
- any other action as deemed appropriate by the Executive in consultation with the Lecturer in Charge.

4.6 Breach of Procedure

Any students breaching the provisions of this policy and procedure may be expelled from the exam venue by the exam supervisor. Any such breach will be recorded and reported to the Student Services Office who will in turn notify the relevant Dean.

4.7 Materials Left Outside Examination Room

Students are discouraged from bringing excess property and leaving it outside the exam room during the exam. Students leaving such property unsupervised must accept any risk that property may be damaged, interfered with or stolen.

4.8 Supplementary Examinations

Application due to illness or other extraordinary circumstance

In those extraordinary circumstances where a student is unable to sit for an exam through serious illness or other circumstances, the student must within five (5) working days from the exam date, lodge an application with the Student Services Office for a Supplementary Examination. The Application for a Supplementary Examination must be supported by appropriate evidence that NAPS may confirm with the medical practitioner or another provider.

Application due to 45%-49% grade on the exam

Once exam results are released, those students scoring between 45% and 49% on the examination and passed all other assessments in a unit will receive notification of their eligibility for a Supplementary Examination upon receipt (within five (5) working days) from the student of a written application for a Supplementary Examination.

NAPS Student Administration will publish a schedule of Supplementary Examinations prior to the Supplementary Exam date.

Students receiving the benefit of the Supplementary Examination will incur a fee of \$150 to cover administrative costs and processing.

Normally a student will be entitled to only a Supplementary Examination in one unit in a term. An exception may be made to allow Supplementary Examinations in two units in cases where the student would otherwise be eligible to graduate at the end of that term.

Failure to attend supplementary examination

Students will have only one opportunity to sit for a Supplementary Exam. No alternative dates or additional supplementary exams will be set.

Limits on exam deferrals

For each unit of study, a student is only able to be once granted the right to sit for an exam at a deferred date or undertake an alternative assessment for that unit. After the date has passed for the deferred exam or alternative assessment, the Dean will be required to submit a final mark for that student. Students will incur an administrative charge of \$150 to cover extra expenses involved in administering deferred examinations.

However, where a student has failed to sit for the deferred exam or undertake an alternative assessment, and where there are exceptional continuing circumstances, the Dean may, after consultation with the student:

- recommend to the Registrar that the student's enrolment in the unit be cancelled without academic penalty (but with financial liability); or
- make any other assessment accommodation(s), in light of the student's exceptional circumstances.

4.9 Re-marking of an Examination Paper

While examinations are moderated as part of NAPS assessment guidelines, a student who fails an examination may request a review of the examination paper and re-mark.

The grade will be changed only if an error (eg miscalculation or failure to add marks) is found. However, matters of academic judgment will not be sufficient grounds.

4. Staff Overview

Staff who have questions about any aspects of this policy should consult the relevant Dean or their supervisor.

5. Policy Review

NAPS will review this Examinations Policy and Procedures every three years. The review will be headed by the Dean and involve input from Deans, Course Convenors, Registrar and the Student Services Office. In addition, any staff member who wishes to make any comments about this policy may forward their suggestions to their supervisor.

6. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be required staff should contact the NAPS' Registrar. [NAPS](#)

Appendix A: NAPS Guidelines for Examination Supervisors

An examination supervisor is the person assigned to oversee and invigilate the conduct of formal examination during the scheduled examination period. These guidelines clarify the responsibilities and duties of NAPS examination supervisors to ensure the proper, fair and efficient conduct of an examination.

Duties Before Each Examination

1. collect the attendance sheets, examination papers, and answer booklets and from the academic office at least 20 minutes before the examination begins; and
2. place a number prominently on each desk.

Duties During Each Examination

1. check that all students have their student ID and that they place it on display during the exam. Any student attending the examination without photo identification must have their identity validated, such as through a smartphone photograph, which can be compared with a valid student ID or other official photographic evidence (such as a driver licence or passport) within 48 hours of the examination;
2. remind students that cheating on an examination is regarded as a very serious offense and will lead to serious penalties imposed and recorded on a student's record, including potential exclusion from the course of study;
3. ask students to ensure that all mobile devices are turned off and out of reach;
4. ask all students to write down their seat number and exam room number on the right-hand corner of their answer booklets;
5. ensure all students sign the attendance sheet under proper supervision;
6. warn students not to leave the examination room within the first 45 minutes or the last 10 minutes of the examination or their examination paper will be cancelled;
7. check that no student has access to any unauthorised material;
8. remind students not to begin writing or using a calculator in the reading time;
9. students are permitted to go to the bathroom if necessary, but only one student at a time;
10. ensure that silence is maintained throughout the examination and any essential conversation is conducted in subdued tones; and
11. do not allow any students to enter the examination room and participate if it is 45 minutes after the start of the exam; and
12. ensure the examination is run professionally by taking all reasonable steps necessary to achieve this outcome.

Duties After an Examination

1. ensure all exam papers and examination booklets (completed and blank) are accounted for;
2. sort exam papers and answer booklets in a numerically ascending order based on the students' identification numbers;
3. exam papers are separated from answer booklets;
4. deliver the examination papers, answer booklets and attendance sheets to the Dean's office; and
5. sign your name on the attendance sheet, write down the number of students attending the examination, and make any comments if necessary concerning the conduct and operation of the examination.

Actions to Prevent Cheating

Supervisors need to be vigilant about the possibility of cheating and be prepared to take action to minimise the possibility of it occurring. Constant and vigilant surveillance of the students during the examination is an essential responsibility of the supervisor.

Student cheating in exams has taken many forms in recent years including:

- substitution, where another person attempts an examination in the place of the student;
- notes or formulae written on calculator cases, on rulers, on clothing or parts of the body or written in dark or invisible ink on the surfaces of calculator cases;
- use of sophisticated computing devices (i.e. with internet connectivity) resembling calculators;
- copying or the passing of information between neighbouring students;
- attempted removal of 'confidential' exam papers; and
- use of notes or mobile devices to access unauthorised material while visiting the toilet.

As per A009 Student Academic Misconduct Policy and Procedure, the supervisor needs to:

1. take action so that all students involved in cheating immediately have their papers and communications retrieved and are quietly removed from the examination room to ensure minimum disruption of the other students still doing the examination;
2. ensure that you collect all evidence of cheating such as unauthorised written communication/notes passed, hard copy evidence of unauthorised electronic communication and/or a photo of any electronic devices used for the purpose of cheating;
3. write down your observations about the details of the unauthorised behaviour and the student numbers of those involved; and
4. provide the evidence to the Dean or his/her delegate as soon as the examination has finished.

See NAPS A009 Student Academic Misconduct Policy and Procedure for more details. [NAPS](#)