SCOPE

This schedule applies to centrally-managed examinations at the University of Melbourne.

1. Arrival and departure

1.1. The scheduled examination commencement time is the start of writing time. Students should arrive at the examination room at least 15 minutes before the commencement time if reading time is 15 minutes and at least 30 minutes before the commencement time if reading time is 30 minutes. Examination supervisors must ensure students are admitted to the venue prior to the commencement of reading time.

1.2. Students will not be admitted to the examination room more than 30 minutes after the commencement time of the examination, except under section 2.

1.3. Students may not leave the examination within the first 30 minutes of the commencement time of the examination, or within the final 15 minutes of the examination.

2. Late arrivals

2.1. Students arriving late to the examination may be admitted if their lateness was due to factors outside their control (such as unexpected transport delays occurring on the day of the examination) and if no student has already left the examination. The examination supervisor will seek advice from the Examinations Unit on whether the event can be independently verified (for example, website information about accidents or train delays) before deciding whether to admit the student late.

2.2. Students arriving late due to factors outside their control, and who are admitted to the examination, will not be given extra time to complete the examination.

2.3. Students arriving late due to factors outside their control, and who are admitted to the examination but believe their performance is significantly impaired by the circumstances, may submit an application for special consideration within three days of the examination if they wish to seek an opportunity to re-sit via an alternative examination. (Refer to the Special Consideration Procedure for more details.)

2.4. Students arriving late due to factors outside their control, and who are unable to be admitted to the examination, may submit an application for special consideration within three days of the examination if they wish to seek an opportunity to sit an alternative examination. (Refer to the Special Consideration Procedure for more details.) Student centres and subject coordinators should not offer/agree to supervise exams for individual students in these circumstances.

3. Seating

3.1. Students will be assigned a seat number for centrally organised examinations. The seat number will appear on the student’s personalised examination timetable approximately three working days before the examination date. Seat numbers will also be posted at the examination venue on the day of the examination. Students must sit in their allocated seat.

4. Reading time

4.1. Reading time will take place before the scheduled examination commencement time. For examinations with 15 minutes reading time, students will be admitted into the examination room 15 minutes before the scheduled examination commencement time. For examinations with 30 minutes reading time, students will be admitted into the examination room 30 minutes before the scheduled examination commencement time.

4.2. Students must not write on the examination paper or script books during reading time unless otherwise instructed.
4.3. Once reading time has commenced, students must not communicate with other students in any way. Students should raise their hands if they wish to communicate with examination supervisors.

5. During the exam

5.1. Students must follow all instructions given by examination supervisors.

5.2. Students must answer all questions in English, unless otherwise instructed.

6. Authorised material

6.1. In addition to those items listed in Regulation 11.1.A3 - Examination Rules and Supervision, Management and Supervision, Part B – Examination Rules, students may bring into the examination room a clear bottle of water, pharmacy medications, and any other items in accordance with approved alternative examination arrangements, such as ergonomic supports, heat packs, diabetes testing kits, and technology customised to individual needs, eg. Braille note computer. Food may only be brought into the examination room if it is needed for medical reasons. For security reasons, small items listed above must be carried into the exam in a clear plastic bag.

6.2. Mobile phones, iPads, laptops and other electronic devices, wallets and purses, may be brought into the examination room and placed beneath the student’s desk. All electronic devices (including mobile phones) must be switched off and remain under the student’s desk until they leave the exam venue. Electronic devices cannot be taken to the bathroom.

6.3. Items specifically indicated on the examination cover sheet and academic materials permitted for use during the examination may also be brought into the examination room. These items may be specific (eg. a particular brand and model of calculator; a particular edition of a dictionary), or general (eg. any calculator; any dictionary).

6.4. Where an examination has been nominated as open book, the following are authorised materials: hard copy textbooks and course notes, and any other materials specified by the subject coordinator and indicated on the examination cover sheet. Electronic devices are not authorised materials unless specifically permitted by the subject coordinator.

7. Unauthorised material

7.1. No unauthorised materials may be taken into the examination venue. Under Statute 13.1 - Student Discipline it is considered an academic offence to take into an examination any material or item not allowed under the instructions for that examination, whether or not it is with the intention of using it to gain an advantage. Examination supervisors will check examination desks for unauthorised materials and, if found, will ask the student to place them on the floor. Examination supervisors will confiscate improperly used unauthorised materials. Any items which have been confiscated will, in most instances, be returned to the student at the conclusion of the examination. However, the University reserves the right to retain any confiscated items for a further period of time if it considers that such item(s) may be relevant in proceedings relating to academic misconduct. Cases of alleged academic misconduct will be reported by the examination supervisor to the Examinations Unit and the faculty.

7.2. The following are deemed to be unauthorised materials: textbooks, course notes and other study materials (unless the examination is OPEN BOOK); calculators unless authorised by the examiner; music players and electronic devices not covered elsewhere in this schedule; pencil cases; notes of any kind including those written on rulers, calculators or calculator covers, on the student’s body or anywhere else; periodic tables and formula sheets; blank paper; and any other item or material that may cause disruption or provide students with an unfair advantage.

7.3. Bags and personal possessions (other than mobile phones, other small electronic devices, wallets and purses) must be deposited at the location designated by the examination supervisor. Personal possessions are left at the students’ own risk and the University is unable to provide reimbursement for any items that lost or damaged during exams.
8. **Dictionaries**

8.1. Students may bring into the examination room dictionaries as authorised by the subject coordinator on the examination cover sheet. Where particular editions or electronic dictionaries are precluded this must be specified.

8.2. Dictionaries not specified on the cover sheet must be accompanied by the written authorisation of the subject coordinator, or the subject coordinator must be present at the examination venue to verbally authorise use of each dictionary.

8.3. It is the responsibility of the student to ensure that their dictionary is approved by the subject coordinator for use in each particular examination. Dictionaries may not contain notes or annotations of any kind.

9. **Calculators**

9.1. Students may bring into the examination room authorised calculators only, as specified on the examination cover sheet. Calculators not specified on the cover sheet must be accompanied by the written authorisation of the subject coordinator, or an official sticker signifying departmental authorisation, or the subject coordinator must be present at the examination venue to verbally authorise use of each calculator.

10. **Attendance and identification of students at examinations**

10.1. Students must enter their personal details on and sign the Examination Attendance Form that is distributed with their examination paper and collected by an examination supervisor shortly after the start of writing time.

10.2. Students must display their photo identification card on their examination desk for the duration of the examination. If students do not have their photo identification with them they should identify themselves to an examination supervisor prior to the commencement of writing time.

10.3. Students who have lost their identification card must bring an alternative form of photo identification together with a copy of their statement of enrolment. The identification must be displayed on the examination desk for the duration of the examination. A student’s online statement of enrolment may be checked at the examination venue.

10.4. Students attending an examination without photo ID will be asked to report to the examination supervisor at the end of the examination in order to have their identity validated against the image stored in the student system. The subject coordinator will be informed if the images do not match.

10.5. If the examination supervisor is unsure whether the student attending the examination matches the photograph on their identification card they will ask the student to produce a second form of identification. If unavailable, the examination supervisor will follow the process in section 10.4 above.

10.6. The Provost will provide information to staff and students on how to manage cases of unverified identity.

11. **Examination papers and documents**

11.1. Examination papers must indicate whether it is permitted for the paper to be removed from the examination venue and whether the paper must be stored in the University library for reference. Papers that are specified as ‘not to be removed’ must not be removed from the examination venue and remain the property of the University.

11.2. Any corrections to examination papers that are known before the commencement of the examination will be announced to students during reading time.

11.3. Any errors discovered after the commencement of the examination will not result in any examination paper or question being reissued. In such cases, subject coordinators will adjust the criteria applied and the marks for the examination within the limits of the assessment details issued at the commencement of teaching.
11.4. Staff involved in handling examination papers are responsible for ensuring proper handling and storage so that no unauthorised access to electronic or hard copies occurs.

11.5. Students must record their student number on the front of the examination script book. Students should not record their name anywhere on the examination script book in order to aid anonymity.

11.6. All examination script books, comments, marks or calculations of marks, and documents relating to examination script books remain the property of the University.

11.7. Students may access their own script books, comments and documents relating to the examination script book through the subject coordinator. Students must apply to view their scripts books before the end of the second week of first semester in the case of examinations in the preceding second and summer semesters, and before the end of the second week of the second semester in the case of examinations in the preceding first semester and winter recess.

11.8. Subject coordinators must retain all examination script books and other associated materials, including marking guidelines and criteria, for six months from the publication of results or, where there is an appeal, six months after finalisation of the appeal. After this time, documents will be disposed of as confidential waste.

REVIEW

This schedule is to be reviewed by 28 February 2015.

VERSION HISTORY

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