



Examination procedures for Academic Staff

Examinations & Results Section – Student Administration Australian Catholic University

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Examination Policy and Procedures

Examination policies and procedures are available [here](#).

Introduction

The Examinations & Results (E&R) Section is responsible for the managing of central and deferred/supplementary examinations in accordance with ACU policies and regulations.

E&R liaises with each of the University's Schools and organisational units including Facilities Management, ITCS, Student Services, and Libraries throughout the academic year. E&R is responsible for the management and distribution of student results.

This document has been developed to assist with the preparation and submission of materials required for central examinations.

If you have any queries or require clarification of the procedures in this document, please contact the E&R staff. Comprehensive information regarding all aspects of examinations is also available at [Examinations Information Page](#).

Contact Information

E&R Section Staff

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|------------------------|---|--|
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Examination Management System

Examination Management System (EMS) is accessible by ACU staff via the [Examinations Information Page](#) to:

- request, edit or view central and deferred/supplementary examination requests
- view examination timetables
- upload examination papers
- View student attendance

Requirements to access EMS are

- have valid ACU username and password and
- submit a [Primary Instructor Request Form](#) to Student Systems

EMS is available to accept a central examination request between **the Monday of Lecture Week 1 and the Friday of Lecture Week 3.**

IMPORTANT a separate examination request must be submitted for each 'CRN' within a unit, even if multiple units are requested to have a concurrent exam. Students are attached to the examination based on the 'CRN' not the unit code.

Submission of Exam Paper for Central Printing

Important dates associated with Central Examinations are available at the [Examinations Information Page](#).

If an examination paper is not submitted online by the due dates, the exam will automatically become the responsibility of the LIC. The LIC will need to make all necessary arrangements for printing of the paper/s and the delivery to the Area Supervisor at the Distribution Room – no later than the Friday of Study Week.

School-based examination arrangements made by LIC:

- Secure storage of master exam paper prior to printing
- Confirming printer availability
- Secure delivery of master exam paper to printer
- Collection of printed papers
- Confirmation that required quantity of exam papers per unit has been printed
- Secure delivery of papers, including master exam paper to the Area Supervisor
- Provision of at least 5 spare exam papers (for each exam venue) to the Area Supervisor

Examinations papers not received by the Friday of Study week will be deemed school-based examinations and will not be administered centrally. These examinations will remain on the published timetable and retain the room allocation; however, supervision and other requirements of the examination will be the responsibility of the School.

Examination Papers

LICs are responsible for the quality control of their exam papers. A second academic staff member (preferably from the same discipline) should proof-read the LICs exam papers thoroughly prior to uploading.

Examination Coversheet

LICs must provide the exam coversheet for each exam requested (main and deferred/supplementary examinations). The Exam Coversheets are downloaded from EMS.

Upload Exam Papers

Examination Papers with the coversheet must be uploaded to EMS by the due date. **A separate exam paper for main and deferred/supplementary must be submitted online for each campus.** LICs must provide accurate information for mandatory questions during the upload process.

Printing Exam Papers

Central examination papers will be printed as per the requirements below.

- a) Light/pastel pink A4 paper (Xerox “Pastel Pink” is the standard paper)
- b) Single-sided
- c) Portrait
- d) Stapled top left corner
- e) Number of copies = Number of students enrolled in the unit, plus 5 spare for main and 3 spare for deferred examinations for each exam venue scheduled

If the exam paper is to be a **‘write-on’ paper** (or **combination** of write-on and non-write-on), only the front page of the exam paper is printed on pink A4. The questions and response sections of the exam will be printed on white A4.

Publication of Past Exam Papers

Schools provide past examination papers to the Library. Please contact the Library for further information.

Examination Timetables

E&R will publish the Draft and Final Examination Timetables via the Examination Management System.

Comments regarding the draft exam timetable are to be submitted to examinations@acu.edu.au no later than one week after the Draft Exam Timetable is released. Please refer to Important Dates on the [Examinations Information for Staff webpage](#).

Examination Adjustments

Permanent Disability or Chronic Medical Condition

Education Inclusion Plans (EIP) are provided for students with disabilities to enable them to demonstrate their knowledge, skills and abilities on an equal basis with their peers who do not have disabilities. Exam adjustments are recommended by the Disability Advisers (DA) in the light of information provided by an appropriate professional practitioner.

LICs are reminded to check if their students have an Education Inclusion Plan. LICs must provide the necessary exam adjustments approved for the students’ examinations. LICs are responsible for providing the exam adjustments that are related to the format of exam paper (e.g. electronic copy on a USB, specified font, size or coloured paper and etc.). The special format exam paper must be submitted in person to the Distribution Room by the Friday of Study Week. Examinations will distribute a list of required formatted papers to all schools.

Lecturer in Charge (LIC) Availability during the Examinations

All LICs must be contactable throughout the exam as per the Examination Policy and Procedures – Staff.

LICs or the nominated alternative contact person must be available on the contact phone number provided on the exam request form for the duration of any exams for which they are responsible. LICs who have requested exams in a computer lab must be present at the time of the exam.

LICs attending an exam venue must announce themselves to the Principal Supervisor in the room.

Collection of Exam Papers for Marking

Lecturers may collect completed exam papers by contacting the Area Supervisor. Exam papers should be collected from the Examination Distribution Room at the times noted below and no later than two days following the exam.

- Exam papers can be collected during the 2 week exam block and the Monday proceeding the completion of the exams, or at a later time through agreement with examinations and the AskACU team leader on your campus
- Distribution rooms where papers are to be collected from are – 101.G.19, 220.1.14, 300.G.30, 420.2.63, 502.1.34 and 614.G.01
- Papers should not be collected between 7am and 8:30am, 9:30am and 10:45am, 11:15am and 12:15pm, 1:30pm and 2:45pm and 3:15 and 4:15 as these are peak distribution times (especially in Melbourne, North Sydney and Strathfield)
- You should allow at least 2 hours after your exam has been completed (4 hours in Melbourne) before visiting the distribution room, unless prior arrangements have been made
- Exams held on Friday: exams papers may be picked up on Friday afternoon at the times specified above or early Friday evening. If an LIC is opting to collect completed exams on Friday evenings, notification of this must be submitted (by emailing examinations@acu.edu.au) no later than close-of-business of the preceding Wednesday.

The LIC must present the ACU Staff ID to collect their papers. If a LIC is unable to collect their papers, a proxy from their School may collect the papers on their behalf. A written notice of nominating another staff as a proxy should be sent to E&R via email prior and the proxy must have the staff or photo ID.

Distribution Rooms

Permanent Examination Distribution Rooms have been established on Brisbane, Melbourne, North Sydney and Strathfield Campuses. Ballarat and Canberra use specially booked meeting venues. These venues and their extension numbers are as follows:

- Ballarat – 101.G.19, extension 5478
- Brisbane – 220.1.14, extension 6074
- Canberra – 300.G.30, extension 1249
- Melbourne – 420.2.63, extension 3227
- North Sydney – 502.1.34, extension 2416
- Strathfield – 614.G.01, extension 4738

Deferred Examinations/Supplementary Assessments

Detailed information regarding deferral of examinations can be found within the Student Portal. To apply to sit a deferred exam, students must complete the Deferred Exam application (DE) form available in Student Portal. Students must submit the DE form with supporting documentation, (e.g. medical certificate) attached, **within 5 calendar days of scheduled exam/s**. The supporting documentation must relate specifically to the day the exam is/was scheduled.

From Semester 1 2017 E&R will initiate the organisation and conduction of supplementary assessment written examinations for units hosting central examinations. The Lecturer in Change will have the option to request a central supplementary assessment which is to be held with the scheduled deferred examination.

School Based Examinations

School-based examinations are to be supervised by the LIC of the subject (or nominee). E&R does not provide supervisors for School-based exams.

School-based examinations held during the central examination period may be held outside of the existing central examination sessions.

In the event of a clash between a central examination and a School-based examination, the central examination will have priority and the School-based examination will need to be rescheduled.

The School is responsible for:

- a) setting and publishing an examination timetable
- b) ensuring that School-based examinations do not cause a timetable clash with central examinations
- c) organising examination venues
- d) word processing/formatting and quality checking of examination papers in accordance with the standard University format
- e) printing examination papers
- f) supply of examination materials, writing booklets and other stationery
- g) examination supervision (invigilation)
- h) appointment and payment to examination supervisors
- i) Provision of reasonable adjustments for any students with a disability as advised by the relevant Disability Adviser.

