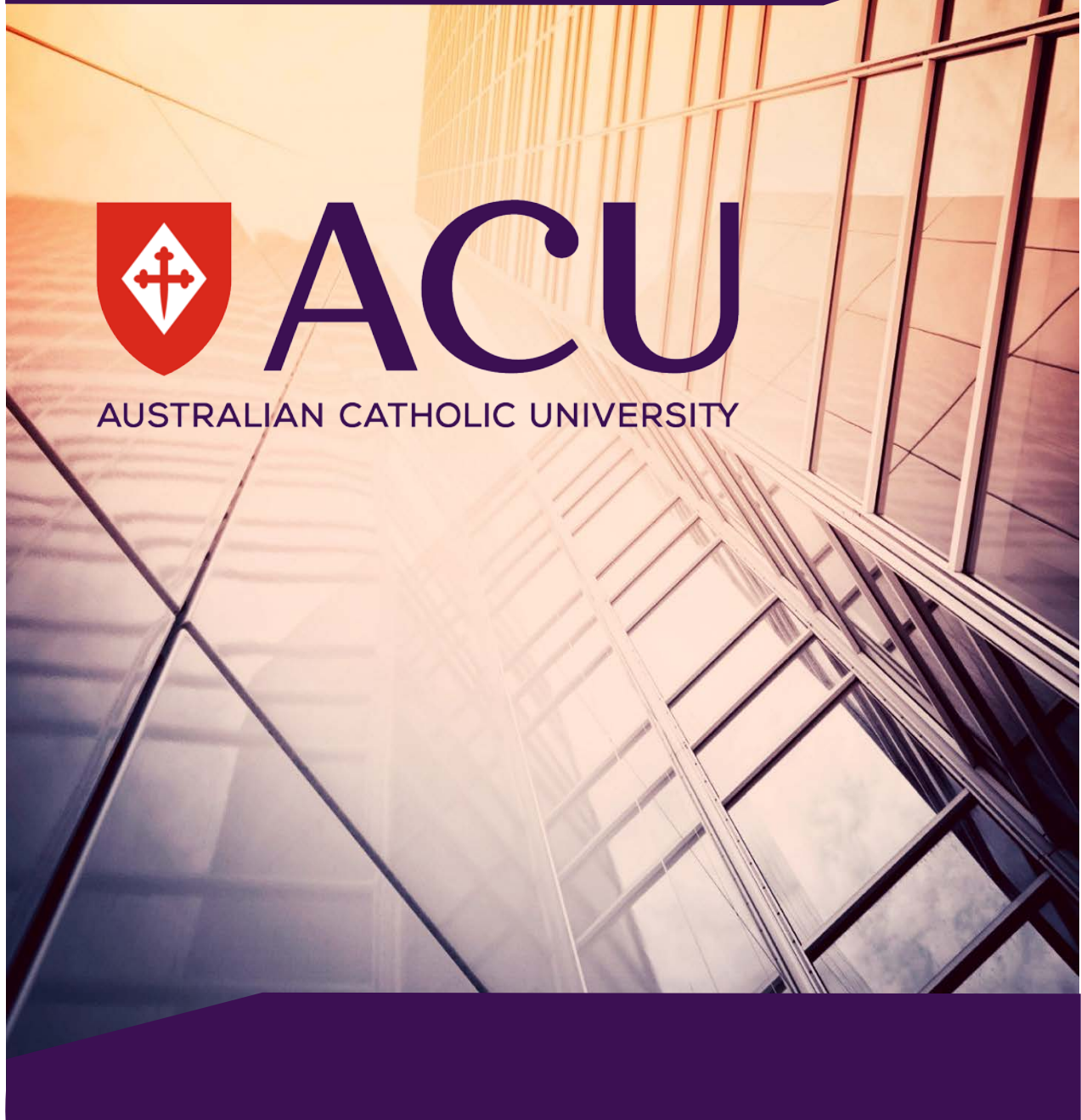


# Guide for Examination Supervisors



**Guide**  
**Guide for Examination Supervisors**  
**1100 Nudgee Road**  
**Banyo**  
**Queensland 4014**

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## Guide for Examination Supervisors

### **INTRODUCTION**

At the Australian Catholic University, central examinations are administered by the Examinations & Results (E&R) Section.

Examination and Results Section (E&R) is responsible for the planning and provision of central examinations according to University policies and procedures.

The Area and Assistant Area Supervisors are appointed by and responsible to the E&R Section. They are employed prior to and throughout the examination period and are responsible for the daily supervision of Examination Supervisors on each campus.

This handbook details the Australian Catholic University (ACU) examination procedures for Examinations Supervisors.

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 Guide for Examination Supervisors

## CONTACT DETAILS

Examinations Staff			
Coordinator	Katie Cooper		07 3623 <b>7138</b>
Administration Officer	Catherine Thompson		07 3623 <b>7137</b>
Administration Officer	Annyse Applegate		07 3623 <b>7133</b>
FAX			07 3623 7249
Email			acu.examinations@acu.edu.au
Distribution Rooms			
Ballarat	101.G.19		03 5336 <b>5478</b>
Brisbane	220.1.14		07 3861 <b>6074</b>
Canberra	300.G.30		02 6209 <b>1249</b>
Melbourne	420.2.63		03 9953 <b>3227</b>
North Sydney	502.1.34		02 9739 <b>2416</b>
Strathfield	614.G.01		02 9701 <b>4738</b>
Emergency Contact			
Emergency Services			<b>000</b>
ACU Emergency Line			<b>8888</b> (Internal ACU Phone) <b>1300 729 452</b> (External/mobile Phone)
Human Resources (HR)			
All Campuses	hr@acu.edu.au		07 3623 7272
Campus Addresses			
Ballarat	1200 Mair St, Ballarat	PO Box 650, Ballarat VIC 3353	03 5336 <b>5300</b>
Brisbane	1100 Nudgee Rd, Banyo	PO Box 456, Virginia QLD 4014	07 3623 <b>7100</b>
Canberra	223 Antill St, Watson	PO Box 256, Dickson ACT 2602	02 6209 <b>1100</b>
Melbourne	115 Victoria Parade, Fitzroy	Locked Bag 4115, Fitzroy MDC VIC 3065	03 9953 <b>3000</b>
North Sydney	40 Edward St, Nth Sydney	PO Box 968, North Sydney NSW 2059	02 9739 <b>2368</b>
Strathfield	25A Barker Rd, Strathfield	Locked Bag 2002, Strathfield NSW 2135	02 9701 <b>4000</b>

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## Guide for Examination Supervisors

### **EMPLOYMENT PROCESS AND CONDITIONS**

#### **Communication**

All correspondence with Examination Supervisors is electronically (via email). It is important that Examination Supervisors provide a current/correct email address to E&R. Exam Supervisors are required to check their email regularly, read all information and respond by the dates indicated. Individuals are always responsible for their personal email server delivery.

Examination supervision is casual employment and ACU does not guarantee regular shifts or ongoing employment from semester to semester.

New Examination Supervisors are employed as Assistant Supervisors in their first two semesters. New Examination Supervisors will always work with an experienced Principal Supervisor. In the third semester, the Assistant Supervisor may be asked to step up into a Principal Supervisor role for small groups as required.

The Area and Assistant Area Supervisors are your first point of contact regarding any and all information and questions during the examination block, including feedback on exam venues, questions regarding Supervision daily duties, etc. If you wish to contact Examinations & Results staff we prefer contact via email, [acu.examinations@acu.edu.au](mailto:acu.examinations@acu.edu.au) as we often require information such as changes to availability, etc., in writing.

#### **Roles of Examination Supervisors**

##### **AREA SUPERVISORS AND ASSISTANT AREA SUPERVISORS**

The Area Supervisor is responsible for the campus supervision of examinations. Area Supervisors undertake various duties under the direction of the E&R Section.

The Assistant Area Supervisor provides administrative support and works closely with the Area Supervisor to ensure the efficient and effective delivery of central examinations on each campus.

##### **PRINCIPAL AND ASSISTANT EXAMINATION SUPERVISORS**

Examination Supervisors are assigned as:

- Principal Supervisor
- Principal Supervisor (Special Adjustments)
- Principal Supervisor (Reader/Scribe)
- Assistant Supervisor
- Roving Supervisor (Rovers)

Examination sessions will normally have a Principal Supervisor and at least one Assistant Supervisor (this is determined by the number of students sitting the exam). Examinations with a small number of students may only have a Principal Supervisor. Where this occurs, a backup or relief Supervisor (Rover) will be available throughout the duration of the examination.

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## Guide for Examination Supervisors

The level of appointment for each session will be included in the roster emailed to Examination Supervisors.

### Information and Training Session

Information and training sessions are conducted in Semester 1 each year and all supervisors are expected to attend. If you fail to attend two or more sessions in a row you may become ineligible to hold the position of Principal Supervisor.

### Principal Supervisors / Principal Supervisors (Special Adjustments)

Principal Supervisors are responsible for an examination room. They are responsible for ensuring the following occurs:

- Collect examination materials from the Distribution Room.
- Make required announcements.
- Circulate around the examination venue and check for breaches of conduct.
- Complete the attendance list.
- Coordinate activities of Assistant Supervisors allocated to the examination room, ensuring ALL Supervisors continuously circulate around the room.
- Distribute additional material to students, as needed.
- Ensure all examination materials are correctly distributed in the examination room prior to admitting the students.
- Ensure examination room furniture is properly arranged.
- Ensure students bring only authorised material into the examination venue.
- Follow specific instructions as set out by the E&R Section regarding maintaining codes of conduct and regulations at all times throughout an examination.
- Collect Student Attendance slips and confirm students' identity.
- Liaise with the Area Supervisor and Roving Supervisors.
- Ensure all materials are collected at the end of the examination session.
- Complete the Supervisor Examination Report form at the completion of the session. **NB:** This form must be completed for **each and every** examination, including special adjustment examinations. Please report all incidents on this form, including students taking toilet breaks and students leaving the examination room for any reason (besides upon completing the examination), noting student ID number and time of incident. If a student leaves the room citing illness, the time they left the examination should always be recorded.
- Return and sign-in all examination materials to the Exam Distribution Room including:
  - Attendance list/s;
  - Completed examination papers;
  - Exam Pack Cover/Exam Script Receipt for general exams OR
  - Special Exam Pack Cover/Special Exam Script Receipt for special exams;
  - Student Attendance and Declaration slips;
  - Supervisor Examination Report form;

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- Principal Supervisors may be required to supervise one student, or a very small group of students, with special adjustments in a room separate from the main examination.

### Readers/Scribes

All Readers/Scribes must undertake a training session provided by an ACU Disability Adviser.

Readers/Scribes are required to meet with the relevant student 15 minutes before the commencement of the examination to receive any necessary instructions from the student regarding special adjustments during the examination, such as rest breaks.

NOTE: Special adjustments will be detailed on the Special Exam Pack Cover.

### Assistant / Roving Supervisors

Assistant Supervisors assist the Principal Supervisor to carry out the duties as described above.

Roving Supervisors (Rover) act as Assistants for an examination session. Rovers move between examination rooms, assisting Principal Supervisors, and carrying out any other duties as directed by the Area or Assistant Area Supervisor.

### Rosters

Draft rosters are made available electronically to Examination Supervisors approximately five weeks prior to the commencement of the examination period. Final rosters are sent out approximately two weeks before commencement of the examination period.

Supervisors will be rostered to a designated supervisor role for each examination session (e.g. Principal Supervisor, Assistant Supervisor, or Reader/Scribe, etc.). The roster will include the day, date, start time, exam duration, exam venue and role. Principal Supervisors are required to present to the Exam Distribution Room 30 minutes prior to the examination start time, or as indicated on the roster email.

### **ROSTER CONFIRMATION**

Examination Supervisors must complete/sign the offer of employment form and return it to E&R by email by the date indicated. E&R will send you an email with a link to your roster of shifts, you will need to view and accept your roster of shifts online through this link. Failure to accept your roster by the due date may result in your shifts being given away.

### **ROSTER CHANGE/CANCELLATIONS**

E&R Section must be notified of all changes/cancellations to rosters in writing for the accuracy of pay record to Human Resources (HR).

For any changes/cancellation of shift(s) prior to the commencement of the exam period, you will need to contact E&R immediately. For any changes due to unforeseen circumstances during the exam period,

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the Area Supervisor must be contacted immediately. The Area Supervisor will notify E&R of the changes.

Examination Supervisors must bear in mind that roster changes and cancellations at short notice are extremely hard to cover.

Examination Supervisors may not swap rostered examination sessions or positions without approval.

### **TIME RECORD**

Principal Examination Supervisors will scan into and out of each exam session at the Exam Distribution Room. All Examination Supervisors are required to sign for each exam session on the Supervisor Sign-In Sheet.

ACU pays casual professional staff members a minimum of 3 hours each day. The amount of time claimed for an examination session is time worked.

Time record data will be sent to HR from E&R by the cut-off date/time (advised by HR) during the examination period. Pay Office timelines are outlined in Appendix 8 Pay Schedule 2020.

### **PAYMENTS**

All staff payments are made through the University payroll system by HR and are issued on a fortnightly basis. Payment is on a Wednesday by electronic funds transfer only. These payments are made to the financial institution nominated by the Examination Supervisor on the contract of employment.

HR also emails pay slips to the nominated email address on the contract of employment. An examination supervisor who works at another section of the University may have access to Staff Connect, these supervisors will not be sent an email, as they are able to view their payment online via Staff Connect.

Superannuation at ACU is normally paid into UniSuper. Enquiries about superannuation can be made to the Superannuation Officer at Human Resources (HR details provided in Contact Details above).

### **BREAK PERIODS**

Examination Supervisors must not work more than **five consecutive hours without a mandatory break of at least 30 minutes**. NOTE: Break periods, including breaks between examination sessions, are unpaid.

Supervisors are not to take breaks during examinations (unless ill or requiring a toilet break).

Food and hot drinks may not be consumed in examination rooms.

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### **EXAMINATION PROCESS AND REQUIREMENTS**

#### **Prior to the Examination**

##### **EXAMINATION SUPERVISOR BRIEFING AND MATERIALS COLLECTION**

On the day of the examination, all Examination Supervisors must report to the Area Supervisor at the Exam Distribution Room at least 30 minutes prior to the start time of the examination unless otherwise instructed. The Principal Supervisor collects the Examination Material Box and the Supervisor Box for their scheduled exam.

The following examination materials and documents should be contained in the box:

- Exam Pack Cover/Exam Script Receipt/Attendance List for General Examinations
- Special Exam Pack Cover/Special Exam Script Receipt for Special Examinations
- Student Attendance slips
- Student Declaration slips
- Supervisor Examination Report forms & Toilet Attendance Records (purple)
- Sufficient number of writing booklets and Multiple-Choice Answer Sheets (if required) for an examination
- The number of examination papers required plus five spare papers for each examination

Examination Supervisors will receive any additional instructions from the Area Supervisor and proceed to the allocated examination room.

##### **ARRIVAL AT THE EXAMINATION ROOM**

Principal Examination Supervisors must arrive at the examination room at least 15 minutes before the scheduled start time for an examination.

**The Principal Supervisor is responsible for ensuring:**

- The examination venue is correctly setup and any equipment is functioning
- All Examination Supervisors are familiar with examination procedures and know the section of the room and the special duties they are responsible for.
- Exam signage is clearly displayed inside the room at the entry point; students should attend examinations in the rooms shown on their Personal Examination Timetable.
- Where more than one examination is to be conducted in a single room, ensure the tables are arranged appropriately.

##### **EXAMINATION MATERIALS**

The following items are placed on the required number of student tables in the examination room:

- An examination paper (face up);
- Student Attendance Slips

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- Examination writing booklet/s if required as specified on the Exam Pack Cover and/or Exam Paper Coversheet. Additional writing booklets may be provided to students on request. Multiple writing booklets should be placed on students' desks only when required by the student;
- True/False & Multiple-Choice Answer Sheet if required
- Other examination materials as specified by the Exam Pack Cover provided by the University.

### **INFORMATION TO BE DISPLAYED TO STUDENTS**

An exam information template is provided in the Exam Supervisor folder saved on the desktop of the PC in the room. Fill in all fields in the template with the information for the exam.

The below information should be written on the whiteboard if the electronic template provided is not able to be displayed on the venue PC.

- Day and date
- Unit code and title of each examination
- Start and finish times of the examination(s)
- Time – listing at 15 minute intervals (where there is no clock in the room, or where the clock is not clearly visible from some/all areas of the room)
- “Students are not allowed to leave the venue in the first 30 minutes of the exam or the last 10 minutes of the exam.”

**NB.** For Special Adjustment exams please do not write the student name on the whiteboard. You are only to display the Student ID number.

### **ADMISSION TO EXAMINATION ROOM**

Students may be admitted to the examination room up to 15 minutes prior to the scheduled examination commencement time. A student, on entering an examination room, is required to proceed immediately to the place they are directed to by an Examination Supervisor and the student may not leave that place except with the permission or direction of an Examination Supervisor.

Students must be advised all bags, folders, books, notes, hats and caps (except religious headdress shown on the photo of ACU Student ID) must be left in the designated area. Wallets and pencil cases may be left under the students' chair. Most lecture halls and rooms are marked as 'No Food or Drink to be consumed;' however, **during examinations, students may bring ONE reusable or clear plastic water bottle with [the label removed](#).**

Mobile telephones must be switched off and placed face down on the floor. Examination Supervisors will confiscate any active mobile telephones detected in an examination room.

All watches must be removed and placed on the floor face down under the student's desk.

A valid photo identification card must be displayed prominently on the desk during the examination.

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### **AUTHORITY TO ENTER EXAMINATION ROOMS**

No persons other than students, Examination Supervisors, or Lecturers in Charge may enter or remain in an examination room during an examination or during the period of 45 minutes immediately preceding or immediately following an examination session except with the permission of an Examination Supervisor.

Lecturers in Charge should acknowledge the Examination Supervisors need to maintain examination integrity and must follow the Examination Supervisor's directions.

A person, whether a student or not, who is permitted to enter or leave an examination room must comply with all conditions on which such permission is given.

### **LATE ADMISSION/NON ATTENDANCE**

Times listed on the examination timetable are starting times, that is, the time at which students may commence writing, as per the instructions on the front of the examination paper. Students who arrive more than **30 minutes after the start time** of an examination will not be admitted to the examination room.

For example, if an exam has a start time of 8:00am, the latest possible time a student can enter the room will be 8:30am.

If **only one student is expected** at an examination room (this may be the case with a special adjustment examination) **and the student has not arrived on time**, the Examination Supervisor will wait in the examination room for 30 minutes [grace period] in the event the student was delayed on the way to the examination. If the student presents before the 30-minute grace period expires, they will not be given any additional time to make-up for lateness. If the student has not arrived before the grace period has lapsed, the examination will be regarded as cancelled. Details are to be included in the Supervisor's Examination Report form. Where the student presents for the examination more than 30 minutes after the scheduled start time, the student is to be referred to the AskACU Student Centre immediately.

### **MATERIALS SUPPLIED BY STUDENTS**

Students must supply their own writing instruments (pens, pencils, ink, eraser, white-out, and ruler). Students may take into the examination any prescribed material specified on the cover sheet of the examination paper. Allowable materials shall be subject to checking by an Examination Supervisor and/or the LIC.

Except where stated on the examination paper cover sheet, students shall not take into the examination room any:

- Blotting paper
- Dictionary (with the exception of bilingual word-to-word dictionaries)
- Electronic devices of any description (phones and watches to be placed under desks)
- Reference materials
- Writing paper

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Students may occasionally present to the examination room with material/s they believe the lecturer has allowed them to bring into the room. If the materials are not identified on the examination paper cover sheet, the student must place the item under their chair while the Examination Supervisor contacts the Area Supervisor who will contact the LIC for confirmation the item/s may be used in the examination.

### **ENTRY CHECK**

All materials taken into an examination room shall be subject to checking as follows:

- A visual check for unauthorised material will commence when students enter the examination room. Students may take a wallet into the examination room provided it is placed on the floor under the student's chair. Items such as brief cases, attaché cases, laptop computers, electronic organisers, shopping bags and other personal effects must be left in the area designated for this purpose by the Principal Supervisor. The University accepts no responsibility for items left in this designated area.
- Once students are seated, the Principal Supervisor will advise students their examination materials will be checked and will ask them to check they have not brought into the examination room any unauthorised material and if they have, to raise their hand so that it can be collected before the examination commences.
- Checking for unauthorised material and remove them from students.
- Where unauthorised material is suspected of being used to gain an advantage in the examination, the matter will be investigated according to the University's Academic Regulations, Assessment Policy, Academic Honesty Policy and Student Statute 10 Student Conduct and Discipline. The Area Supervisor is to implement the examination protocol for misconduct as described in Examination Misconduct.
- Bilingual dictionaries (word-to-word only) taken into examination rooms by students **MUST** be checked by the Examination Supervisors to ensure notations have not been made to the dictionary, and there are no unauthorised materials concealed.

### **DELAYED START OF EXAMINATION**

If, for any reason, the preparation of the examination room has not been completed in the prescribed time, students must not be admitted until the room is prepared. The commencing and concluding times of the examination are to be adjusted accordingly. The Principal Supervisor is to notify the Area Supervisor of the reason for the delayed start, the affected examination(s) and the resultant start and finish times of the examination. **This information must be included in the Supervisor Examination Report form.**

Late arrival of students to the examination room is NOT an authorised reason for delaying the commencement of an examination, unless advised by the central exams team.

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### **ATTENDANCE AT THE WRONG EXAMINATION ROOM**

A student who presents at the wrong examination room may be allowed to leave unsupervised for the correct room provided he/she has not seen an examination paper. If the student has seen an examination paper, but not commenced writing, he/she is to be escorted by an Examination Supervisor to the correct room.

If the student has commenced writing, and they are in the correct examination, but incorrect room, they may remain in the room to complete the examination if there is an available space.

### **IMPORTANT**

**All instances of student attendance at the wrong examination room are to be noted in the Supervisor Examination Report form with the student's number and name recorded.**

### **CONFIRMATION OF STUDENTS' IDENTITY**

Supervisors must carefully check the ID card to:

- Ensure the name on the ACU card or photo ID is consistent with the name on the Student Attendance slip.
- Ensure the photograph corresponds with the appearance of the student undertaking the examination.
- Examination Supervisors sort the Student Attendance slips into alphabetical order (by surname) for each examination and match them with the names on the attendance list, marking 'A' for absent or 'P' for present in the corresponding column next to each student's name.
- If a student's name does not appear on the attendance list, add their name and student number to the bottom of the list. This information is also to be included in the Supervisor's Examination Report form.
- If a student presents without an ACU card but presents with official photo id (passport, age card or driver's license) –if identity is verified no further action required.
- If a student presents without an ACU card or an official photo id – the student should be scanned in the ID Scanner – if identity verified no further action required
- If a student presents without an ACU card or official photo id – the student should be scanned in the ID Scanner – if they cannot be identified in the scanner – the student must complete a Declaration Slip. An Examination Hold will be placed on their result by the Student Administration team.
- **Where a student has not been able to provide enough proof of identity, the student must complete 'Student Attendance Slip and Declaration Slip' and this must be reported in the Supervisor's Exam Report form.**

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## Guide

Guide for Examination Supervisors

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### EXAMINATION ANNOUNCEMENTS

All instructions and announcements concerning the examination are to be made prior to the start of examination by the Principal Supervisor. Announcements should be made as concisely and loudly as possible (microphones are available in larger venues such as auditoriums). Remember, some students are from non-English speaking backgrounds, so speak clearly. **NOTE** – if two or more exams are being conducted in one room, the examinations must commence at the same time.

Corrections to the content of the examination paper must be made by an Academic staff member where possible, who will be able to answer any queries students may have regarding the corrections. The Area Supervisor is to ensure that all rooms have been advised of the correction(s) if the examination is being held across more than one room.

A laminated announcement sheet is provided to Examination Supervisors for consistency of announcements. **All** announcements **must** be read to students by the Principal Supervisor.

### REQUESTS FOR SILENCE

Students should be instructed there is to be no talking in the examination room.

The Principal Supervisor will instruct students of the following:

- **Turn off** all watch alarms, pagers, mobile phones and any other personal electronic equipment. Do not switch them to silent mode; they must be turned **completely OFF**.
- All watches and phones to be placed face down under the student's desk.
- Place your ACU card on the desk/table now; identification **MUST** remain on the desk.
- No food is allowed except water in a reusable bottle or clear plastic bottle with the label removed.
- Electronic dictionaries are **NOT** permitted in the room.
- Bilingual dictionaries - word to word hard copy only, are permitted but must be checked by an Examination Supervisor.
- Pencil cases and any and all other personal items **MUST** be placed on the floor.
- **DO NOT** talk or communicate in any way with any other students during the exam.
- Hats and/or hoods (with the exception of religious headdress) are **NOT** to be worn in the examination room.
- All students **MUST** follow any and all instructions given to them by Examination Supervisors, discussions will not be entered into, and students should quietly follow the instructions given.
- Any and all suspected misconduct or breaches will be recorded and reported.
- Students may **NOT** leave during first 30 minutes of writing time and/or last 10 minutes of the exam.
- If you complete your exam early, and are allowed to leave, you must leave the room and surrounding area quietly; please do not disturb the other students.
- Raise your hand if you need to speak to an Examination Supervisor, or go to the toilet.
- Students should alert an Examination Supervisor if they have writing on their hands, arms, or legs.
- *If Multiple Choice Answer Sheets are used – please demonstrate how they are used and how the students need to complete the form.*

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### **MISCONDUCT DECLARATION**

The Principal Supervisor must also read the following statement to students prior to the commencement of the examination:

“University Regulations require me to inform you that: Misconduct in examinations involving cheating or collusion between students is considered a serious offence and may result in the student being expelled from the examination room. The circumstances will be reported to the Discipline Committee. You **MUST** ensure your mobile phone is **SWITCHED OFF**, not on silent and placed on the floor under your desk. If you are found with an active mobile phone, it will be considered examination misconduct and you will be reported. Mobile telephones detected in the examination room will be confiscated and may be retrieved after the examination from the Examination Area Supervisor.”

### **USE OF PERSONAL ELECTRONIC DEVICES IN EXAMINATIONS**

Personal electronic devices may not be brought into or used in an examination room except with the prior approval of the Lecturer in Charge. Such approval must clearly identify the category of electronic device allowed in the specific examination. Electronic devices which can be approved are restricted to those which are hand-held, internally powered, silent and not capable of wireless communication with other electronic devices.

Calculators and other electronic devices approved for use in an examination must have any programmable memory cleared prior to being brought into the examination room. Non-programmable calculators, where allowed, must have volatile memory only and must not have alpha facilities. For a very small group of Mathematics Exams, the use of Computer, Algebra System (CAS) Calculators have been approved by the E&R Coordinator, and this is indicated on the Examination Pack Coversheet. The nominated LIC is to check the devices to reduce the impact of potential misconduct.

If this device is not identified on the Examination Coversheet, then it has not been approved. In this instance the student should place the device either under their chair or hand it to the supervisor until the exam has completed.

Any approved electronic device brought into an examination room will be inspected by the Examination Supervisor and/or authorised staff member.

If there is any confusion the Principle Supervisor should contact the Area Supervisor and if required the Area Supervisor will contact E&R for clarification.

A student using an authorised electronic device in an examination is responsible for its operation. Any failure or malfunction of the device will not constitute grounds for a deferred examination or other special arrangements.

### **SMART WATCHES**

Smart Watches are an unauthorised electronic device and are not permitted in an exam room. All students shall be instructed to remove their watches (smart or otherwise) and place them under their chair (as they would do for their wallets) or placed in a designated area assigned by the Principle Supervisor.

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## Guide for Examination Supervisors

### MOBILE TELEPHONES

Mobile telephones must be switched off and placed face down on the floor. Examination Supervisors will confiscate active mobile telephones detected in the examination room.

### STUDENT ATTENDANCE AND STUDENT DECLARATION SLIPS

A valid ACU card or alternative photo identification (only Driver's License, Passport or Proof of Age Card accepted) **must** be brought into each examination (ID must be current, not expired). Prior to the commencement of examination, students are instructed to complete their attendance forms and leave them, with their photo ID card, on the top right-hand corner of their desks for collection during the examination.

The Principal Supervisor must read the following statement to students:

*"Please fill in and sign the Attendance Slip, place it with your ACU or ID card at the top right-hand corner of your desk. If you do not have your photo ID card, please raise your hand and a Supervisor will see you shortly."*

**Where a student has not been able to provide sufficient proof of identity, the student must complete 'Student Declaration Slip' and this must be reported in the Supervisor's Exam Report form.**

### ANSWER BOOKLETS

Students are required to complete the front cover of the examination writing booklet/s, the cover of the examination paper, and/or the True/False & Multiple-Choice Answer Sheet (if applicable) at the beginning of the exam. The Principal Supervisor must make the following announcement to students:

*"Students are instructed any notes made during the exam must be surrendered and submitted as part of your exam paper. You are not to make any notes on your person, for example on your hands, during the examination as this may be deemed as misconduct. Please complete the front cover of your answer booklet and, if you have one, please complete the personal details on your multiple-choice answer sheets now."*

## During the Examination – Responsibilities of Supervisors

### Examination Supervisors must

- Devote their attention to the continuous supervision of students.
- Be vigilant in detecting unauthorised materials and breaches within the examination room.
- Move among the students at intervals without disturbing them.
- Not congregate, or partake in any other activity such as reading, whilst an examination is in progress.
- Supervise from behind when supervising **computer-based examinations**, so that the computer screen can be seen. Examination Supervisors are advised to be vigilant for internet browser windows or multiple windows that are open on the computer.
- Not talk during examinations unless it is necessary for the proper conduct of the examination. If conversation is required, the voice should be in **as low as possible** and at a distance from students.

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- Ensure that students are not left unattended at any time and are not disturbed by outside noise.
- Strictly apply the rules governing student conduct in examinations.
- Report infringements immediately to the Area Supervisor.
- Maintain complete control of the examination room and adhere to the directions described in this handbook. Students are required under the University Examination Policy to observe any instruction given by an Examination Supervisor for the proper conduct of an examination.
- Keep moving and watching the students, do not sit down.
- If you do not need to talk to a student, do not.

### **GENERAL PROVISION**

Any student who leaves the examination room during examination time without a Supervisor will not be permitted to re-enter the room.

If an Examination Supervisor considers a student's behaviour, dress or appearance is such as to disturb or distract any other student, the Examination Supervisor may require the student to leave the examination room or may allow the student to remain in the examination room subject to such conditions as the Examination Supervisor may determine. Hats and caps are not permitted to be taken into an exam room (with the exception of religious headdress).

No examination materials whatsoever may be taken from the examination room during a temporary absence. Any material that is taken from the room is automatically void. No extra time, under any circumstances, will be granted to any student who has left the examination room.

### **DURING THE FIRST 30 MINUTES**

Except in the case of illness, students will not be permitted to leave the examination room during the first 30 minutes of exam writing time.

### **AFTER THE FIRST 30 MINUTES**

Students who leave the examination room temporarily after the first 30 minutes of the examination must be kept under constant supervision until they return to the examination room.

### **QUESTIONS REGARDING THE CONTENT OF THE EXAMINATION PAPER**

Examination Supervisors are **never** to attempt to answer student's questions about examination content. If a student has a query about the content of the examination paper and the LIC is no longer available in the exam room to answer the question/s, the Principal Supervisor is to report the query to the Area Supervisor, and students are to be instructed to continue with the examination until an announcement is made.

The Area Supervisor will immediately contact the Lecturer in Charge (LIC) or alternative contact person and seek an answer or the attendance of the LIC to respond to the query in person. The response will be made as an announcement to all students sitting the exam, including those students who may be located in other examination rooms or special adjustment examinations.

Where the Area Supervisor is unable to contact the LIC (or alternative contact person), Examinations will be advised and will attempt to contact the Head of School. Where no suitable respondent can be

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located to clarify the content of the examination paper, students are to be instructed to attempt the question to the best of their ability. This incident must always be noted on the Supervisor's Examination Report form.

### **STUDENT RESPONSES ON ACU WRITING BOOKLETS**

Students who are required to use ACU writing booklets for their examination must begin new questions on a separate page, as identified on Item 5 of the ACU writing booklet, unless otherwise specified on the examination paper. Students should be instructed to write their name and student number on each writing booklet at the beginning of the examination.

Students may request additional writing booklets during the course of the examination. Students should be reminded to fill in their names and student number when given additional booklets.

**NOTE:** All booklets must be collected at the end of the examination. Any pages torn out of booklets by students must also be collected and returned with the writing booklet. Examination Supervisors must ensure the student's name is written on all additional booklets and any loose pages/notes.

### **STUDENT RESPONSES ON ACU TRUE/FALSE & MULTIPLE-CHOICE ANSWER SHEETS**

The ACU True/False & Multiple-Choice Answer Sheets may be used for answering multiple choice questions. Students are encouraged to use pencils on these sheets as pen marks cannot be corrected and may not be marked by automatic marking machines. Students should be instructed to fill in their name and student number on the answer sheet at the beginning of the examination, leaving out the 'S' part of their student number.

### **COLLECTION OF EXAMINATION SLIPS**

Shortly after the commencement of examination (or when all students are seated) the Student Attendance Slips are collected. **Student Attendance Slips must be given to the Principal Supervisor in the first 30 minutes of the examination.** Examination Supervisors must undertake collection of the slips as quietly as possible and with minimal disturbance to students.

### **EARLY COMPLETION OF THE EXAMINATION**

Students who complete their examination early and wish to leave the examination should raise a hand and remain seated until an Examination Supervisor has collected all papers relevant to the examination. They must then leave as quietly as possible so as not to disturb continuing students.

A student who has left an examination room without remaining under supervision will not be allowed to re-enter the examination room.

### **TOILET BREAK**

If a student wishes to go to the toilet, they must raise a hand to get the attention of an Examination Supervisor. The Principal Supervisor will arrange for an Examination Supervisor from the room or the Roving Supervisor to accompany the student. Toilet breaks are to be recorded with the student's name, ID number and the times on the 'Supervisor Exam Report Form & Toilet Attendance Record.' If a

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student is taking a long time in the toilet, the Examination Supervisor or Rover are permitted to call out to ensure the student is okay.

### **ILLNESS DURING AN EXAMINATION**

If a student becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed to the student to complete the examination. In this circumstance the student may submit an application for special consideration as per the Assessment Policy and Assessment Procedures.

If the student decides to continue the examination, the Examination Supervisor may make a decision to move the student to an alternative location, to reduce disruption to other students. The time required for the move will be added to the student's allocated examination time. The time the student was ill will not be added, only the time required to set up the move.

If a student cannot continue with the examinations the supervisor will note this and report the matter to E&R. All of the details, outlining the time and student identification is to be written on the Examination Supervisor's Report. Where a student becomes ill and is unable to continue the examination, the student may submit an application for a Special Consideration.

Should the student require medical aid, the Principle Supervisor will notify the Area Supervisor who will proceed immediately to the student.

The Principle Supervisor will ensure the Student is not left alone and request the assistance of an Assistant Supervisor, Roving Supervisor or University Staff member to stay with the student so the Principle Supervisor can seek out the Area Supervisor (if non-life threatening) or locate the nearest phone and call switch (Dial 8888) for assistance.

In a suspected life-threatening emergency - the Principle Supervisor should immediately

- Ring the ACU Emergency Line on **8888** (from any internal ACU phone) or **1300 729 452** (from an external/mobile phone)

The Supervisor should remain calm and clearly inform the switchboard operator of:

- The location and type of emergency
- Their name and location
- The nearest cross street

The switchboard operator will locate appropriate assistance. A staff member will be sent to the designated area and will accompany the student to the nearest suitable first aid station.

### **STAFF/SUPERVISOR REQUIRING MEDICAL AID**

If a Supervisor becomes ill the Principle Supervisor will move the ill Supervisor from the exam room or to the back of the room (if possible), ensure the supervisor is safe and contact the Area Supervisor for assistance. The Area Supervisor will assess the situation and organise assistance via the switchboard (as

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per the emergency process advised above) if required or send the supervisor home and organise/ensure the exam is adequately supervised.

If the ill/injured supervisor requires urgent medical attention the Principle Supervisor will contact the switchboard for assistance prior to contacting the Area Supervisor.

If a supervisor discovers any persons outside the exam requiring medical aid they should, where possible, ensure the person is not left alone, locate the nearest internal phone and dial 8888 for the switchboard. The Supervisor must give clear instructions to the switch operator regarding the location of the ill/injured person and the state of the illness. The switchboard operator will locate appropriate assistance. A staff member will be sent to the designated area and will accompany the person to the nearest suitable first aid station.

### End of the Examination

#### IMPORTANT

**Students must remain seated and are not permitted to leave the examination room until all materials have been collected.**

### ANNOUNCEMENTS TO STUDENTS

10 minutes before the end of writing time, the Principal Supervisor is to make the following announcement:

*“Students taking the examination in [Name of Subject] have 10 minutes in which to finish the paper. Students sitting this examination may not leave the room until you have been instructed to leave.”*

At the conclusion of the time allowed for the examination, the Principal Supervisor is to make the following announcement:

*“Stop writing (pause). Pens down (ensure all writing has ceased). Check that your name and/or student number are written on all writing booklets and any other material to be marked. If not, please attend to the matter now, but do not open your examination booklets or add anything to your answers. Please note that any booklet or answer sheet removed from this room is automatically void. Place your question paper and any other examination material to be submitted for marking, including your writing booklet and answer sheets if provided and leave them face up on your desk. Please remain seated and do not talk until advised you may leave.  
You may now leave the exam. Please remember to take all your personal belongings with you when you leave.”*

Examination Supervisors must ensure that materials - including all examination papers, writing booklets, answer sheets, scrap paper and unused materials - are collected before students leave the examination room. When collecting examination papers, it is essential that:

- Examination Supervisors check that the student has written their student number on EVERY item collected.

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- If True/False & Multiple-Choice Answer Sheet was used for an examination, the student ID number MUST be written on this answer sheet.
- Students may not leave the venue until the Examination Supervisors have checked the student ID number is on all writing booklets and /or answer sheets.

An answer booklet bearing the student number and other details must be collected for each student even if the student did not attempt to answer any questions.

When all examination materials have been collected the Principal Supervisor will give students permission to leave the examination room.

### **RETURNING EXAMINATION MATERIALS TO THE DISTRIBUTION ROOM**

At the conclusion of the examination after all students have left the room the Principal Supervisor must:

- Sort examination materials into alphabetical order by students' surnames. This can also be done during the examination, provided the noise associated with shuffling papers does not disturb any student.
- Check names/ student numbers on the collected examination papers against the names on the attendance list to ensure all students' examination materials have been collected.

**NOTE: The count of examination papers collected must equal the count of students present. Complete a Supervisor's Examination Report form for the examination session.**

- Place all materials in the Examination Box (with the report on top), fill in the number of papers counted on the Exam Script Receipt and return to the Distribution Room.
- Sign the Exam Script Receipt to signify that all papers have been returned.

### **SUPERVISOR'S EXAM REPORT**

The Principal Supervisor is to complete the Supervisor's Exam Report form for each examination session. A report is to be fully completed for every examination, including special adjustment examinations.

Examples of incidents to be reported include, but are not limited to:

- All scheduled students attended the examination.
- The examination room was not set up correctly.
- The wrong examination paper was received.
- There were errors or unclear instructions in the examination paper. (NB: The report plus a copy of an examination paper containing errors or other documentation should be submitted to E&R by the Area Supervisor).
- A student presented at the wrong examination room – Student number should be supplied on the report.
- A student misbehaved – Student number should be supplied on the report.
- There was a breach of examination rules - Student number should be supplied on the report.
- The examination was interrupted – noise, equipment malfunction, etc.

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- A group of students arrived late - Student numbers should be supplied.
- Where the Principal Supervisors believes any other matter should be reported.

### **RETURN OF EXAMINATION PAPERS TO LECTURERS FOR MARKING**

Lecturers can collect exam papers from the Exam Distribution Room **or from the exam venue with prior approval**. Lecturers are emailed with details of where and when they can do so.

If a lecturer has approval to collect the exam papers from the venue this information will have been passed on from the EDR staff to the principal Supervisor.

The lecturer is to be identified against the name provided by the EDR, they are to count all materials and sign the Exam Script Receipt. If the lecturer refuses to count the papers but wishes to take them, not this on the Exam Script Receipt.

### **Special Adjustment Examinations**

All University Examination policies and procedures attached in this Handbook apply to all students undertaking examinations, including those students that are eligible for special adjustment examinations.

Examination Supervisors cannot, under any circumstances, enquire about or discuss the reasons for a student's eligibility for a special adjustment examination or the nature of a student's medical condition.

Where a student requires specialist assistance during an examination, the E&R Section will advise the Area Supervisor and Principal Supervisor of the nature and type of assistance to be provided. This information is to be treated with the utmost confidentiality at all times.

### **TYPE OF EXAM ADJUSTMENTS APPROVED FOR CENTRAL EXAMINATIONS**

- Supervision
  - A small break-out room (no more than 10 students)
  - Separate room
- Personal assistance
  - Reader/Scribe
  - Reader/Scribe – student may write part of the exam at their own discretion
  - Reader/Scribe – not required for multiple choice
- Venue detail
  - Seating at front of room
  - Seating at rear of room
  - Seating close to exit
  - Venue to be well lit
  - Natural lighting only
- Extra time
  - Extra writing time

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- ▶ Rest breaks
- Exam format
  - ▶ Specified font/size/paper colour
  - ▶ Enlarged by photocopy A4 to A3
  - ▶ Electronic copy saved to a USB stick (please refer Exam Adjustments requiring a PC for more information)
- Response format
  - ▶ PC USB stick with hard copy printout signed off by the student
  - ▶ Hard copy on specified coloured paper
- Permitted materials
  - ▶ Food/Drink/Medication
  - ▶ Blood monitoring equipment
  - ▶ Materials approved by lecturer
- Others
  - ▶ Permission to adjust posture/stretch/stand/ walk around the room
  - ▶ Frequent visits to a toilet may be required
  - ▶ Ergonomic Chair with or without arms
  - ▶ Ergonomic Keyboard
  - ▶ PC loaded with specialist software
  - ▶ Lectern
  - ▶ Back support/cushion
  - ▶ Bookstand/holder
  - ▶ Magnifying glass/visual aid

### **EXAM ADJUSTMENTS REQUIRING A PC**

Individual (or small groups of) students may on occasion be given permission to undertake examinations in a computer laboratory or in a separate room with a computer provided. Such approval is notified in writing to the student by the E&R Section. These students will have their examination materials packaged separately.

- **Electronic copy of examination paper on a USB**

The student records response in the electronic copy of exam paper provided on a USB. The saved examination is printed and signed off by the student.
- **Softcopy response on a USB**

The student's responses are saved onto a USB, printed and signed off by the student. A hard copy of the exam paper will be provided.

#### *Saving and Printing the Examination Completed on a Computer*

1. The Examination Supervisor is to ensure the examination is saved to a USB.

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2. The student and the Examination Supervisor take the USB to the campus Area Supervisor in the Distribution Room. NB the student is not to enter the Exam Distribution Room but wait outside while the Area Supervisor organises the printing of the saved exam for the student to sign.
3. The Area Supervisor will print the student's examination response paper.
4. **IT IS ESSENTIAL** the student signs and dates the printed copy of the examination response paper.

In case the examination doesn't save properly, or the USB is faulty, the examination should also be saved in the student's 'My Documents' folder.

The student will then be required to log in to their account in the AskACU Hub and delete the examination from their folder. They should be assisted by AskACU staff when doing so.

The printed exam response paper and all other examination materials (excluding the USB) are to be enclosed in an envelope marked with the student's name, student number, date, and examination unit code. This is to be placed with other students' examination materials for the examination to be returned to the LIC.

### **READERS/SCRIBES**

Readers/Scribes should be present in the examination room 15 minutes prior to the start time of the examination room to meet with the student.

Please refer to [Appendix 2: Scribes and Readers Guidelines](#) for detailed information about acting as a Reader/Scribe for examinations.

### **COMPUTER EXAMINATIONS (STANDARD LEO EXAMS)**

The process for supervising standard, LEO computer exams follows the same protocols and procedures as standard exams, with the exception of the following:

- The LIC/s is always present for these exams and is responsible for organising and setting up these exams on the computers.
- There are no hardcopy exam papers, but the Exam Pack Coversheet is provided for the exam and should be included with the materials collected from the Distribution Room. If not, then the Area Supervisor will advise the Principal Supervisor that the Exam Pack Coversheet will be provided by the LIC to the Examination Venue before the commencement of the exam.
- All supervisors are to monitor the computer exams and ensure students are not flicking between the exam screen and other screens/web pages. It is suggested that the Principal Supervisor checks with the LIC at the beginning of the exam, for directions on how the computer exam is to appear and relay this info to Assistant Supervisors.
- Under no circumstances are supervisors required to set up computer-based exams for each/any computer. This is the responsibility of the School and LIC. Supervisors are to visually monitor the computer screens to reduce potential misconduct.

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### Examination Misconduct

The primary duty of Examination Supervisors is to prevent students (cheating) in examinations. Some examples of cheating are:

- Notes written on pages from an examination booklet have been taken into the room and placed in the student's writing booklet.
- Adjacent students exchanging notes papers or speaking.
- Data is concealed on the student's person or belongings - small sheets of paper, on the inside of clothing, on pencil cases, and calculator cases.
- A diversion in another part of the room may have been arranged to make some form of cheating possible.
- A student consults material previously placed in the toilet area.
- A student obtains answers for his/her own examination by reading from an adjacent student's paper.
- Pens containing information; suspect pens may be confiscated for inspection, if necessary; students may be given a replacement pen. The student will be contacted and allowed to pick up the pen at the Exam Distribution Room, if no material for a misconduct case is found on or in the pen. Student's name and student number should be written on envelope and the pen should be placed within the envelope.

### DEALING WITH SUSPECTED MISCONDUCT

Where cheating or collusion is suspected, the Examination Supervisor should discretely observe the student for a period of time. The Examination Supervisor should make a note of the student's name and/or student number and inform other Examination Supervisors working in the room, then contact the Area Supervisor who will contact E&R. The Area Supervisor and/or Assistant Area Supervisor will attend the examination room to assess the situation.

In all cases of identified or suspected malpractice the **Examination Supervisor must not approach the student/s alone**. A second Examination Supervisor or the Area Supervisor must be in attendance.

Examination Supervisor/s must not enter into arguments with students who are being questioned and should endeavour to avoid a disturbance in the exam room. Care should be taken at all times to ensure any approach to a student is handled as quietly and discretely as possible.

An Examination Supervisor need not give a student a reason for any direction given to the student in an examination room.

**Under no circumstances may an Examination Supervisor physically touch or handle the student or the student's property without the student's consent.**

### SUSPICION OF COLLUSION

If it is suspected that students are acting in collusion, the Examination Supervisor will make a note of the students' names and student numbers. If practicable, the Examination Supervisor should instruct one or more students to sit in another place in the room.

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### **SUSPICION OF CHEATING**

If it is suspected that a student is using unauthorised notes or other materials which are concealed in clothing or in some other way on their person, the student may be approached in the following manner:

**Examination Supervisor should state:**

*"I have reason to believe you are using unauthorised materials in this exam. Have you brought any unauthorised materials into this exam?"*

**If the student denies bringing in unauthorised material or refuses to answer, the Examination Supervisor then says:**

*"I have reason to believe you are using unauthorised materials in this exam. This will be recorded in the examination report which will be provided to your Head of School. You will be contacted by the University in due course."*

If the student admits to bringing in unauthorised material, the student may be escorted from the examination room to another private location. Where a student is required to, or elects to, leave the examination room they must leave all examination material on their desk. The student is to be asked to provide a written statement explaining their actions.

If the student refuses to leave the examination room, Examination Supervisors are not to enter into an argument with the student. **The student may be allowed to continue work.** At this time the student is to be given the opportunity to provide a written statement following the conclusion of the examination.

### **EXPULSION FROM THE EXAMINATION ROOM**

An Examination Supervisor may immediately expel from the examination room any student who commits an infringement of ACU Examination Policy and Procedures.

### **REPORTING EXAMINATION MISCONDUCT**

Immediately following the completion of the exam in question, the Principal Supervisor, any other Examination Supervisor involved in or witness to the incident, and the Area Supervisor will each complete a separate Supervisor Examination Report form.

These reports should state the student's name/s, student number, time of the incident, and include a detailed description of the incident and of the action taken. The students' completed exam and examination materials including writing booklets are to be kept aside in a separate envelope. All other materials including the student's written statement (if supplied), Student/s Attendance slip/s are to be scanned and recorded in an incident report in Databee and emailed to E&R to follow up with the School and LIC. Once scanned the reports are enclosed in a sealed envelope, kept separate from other students' examinations.

### **Interruption of Examinations**

Interruptions include power failure, earthquake, bomb threat, fire alarms etc.

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### **EXPECTED INTERRUPTIONS**

Prior to the start of examination, the Principal Supervisor is to advise students as follows:

- The nature of the expected interruption.
- There must be no breach of examination security by talking between students or with other parties.
- Generally, no extension in time will be granted; as the examination time will have been adjusted to cover the time of the planned interruption.

In cases where an examination has commenced and the Principal Supervisor believes the interruption will be prolonged, the Principal Supervisor is to contact the Area Supervisor who will liaise with the E&R Section for advice on terminating the examination.

### **UNEXPECTED INTERRUPTIONS**

In the case of unexpected interruptions:

- Examination Supervisors should advise students to remain seated and wait for further instructions. Students may not leave the examination room unless advised to do so.
- The Principal Supervisor should obtain advice from the Area Supervisor who will liaise with E&R.
- When the interruption passes (e.g. alarm is silenced), students are to continue with the examination.
- A decision regarding additional time for the examination will be advised by the Area Supervisor who will liaise with E&R.

### **EMERGENCY EVACUATION PROCEDURES**

In the case of emergency evacuation of the building:

- Examination Supervisors are to follow directions given by an authorised officer of the University or the Emergency Services.
- Examination Supervisors are to advise the students to turn their examination papers face down on their desks, leave **all** examination materials on their desks and leave the room quietly and in an orderly manner.
- All Examination Supervisors and students must assemble at the Campus Evacuation Assembly Points.
- As soon as possible, the Area Supervisor is to contact the E&R Section to receive instructions regarding the continuation of the examination.
- Additional time **MAY** be granted to complete the examination **OR** the examination **MAY** be declared void and rescheduled at a later date. Examination Supervisors will be informed as soon as a decision has been made.

The Principal Supervisor must supply the Area Supervisor with a report indicating the time and length of the interruption, the examination/s involved, and all other relevant information. If students continue to work throughout the interruption, this must also be noted in the Supervisor's Examination Report form.

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### APPENDICES

#### Appendix 1

#### Guidelines for the use of Personal Computers in Examinations

ACU provides examination adjustments for students with disabilities if their disability may impede their examination performance. Students who wish to request approval to use a Personal Computer (PC) in exams should follow the University's procedure for requesting examination adjustments, including meeting with the Disability Adviser to undertake a comprehensive assessment and a review of documentation verifying the student's disability.

The following provides some guidelines about the use of PCs for approved students in ACU examinations.

#### THE VENUE

The University will provide the student with access to a PC in a similar environment to all other examinations; that is, a room that meets all the criteria necessary to ensure the comfort of the students in relation to room temperature, lighting, ventilation and quietness. The student and the Examination Supervisor must have use of the room for the duration of the examination.

The room will contain a PC and a suitable ergonomic chair for the student with sufficient adjoining desk-space to allow for the laying out of exam papers and other approved material.

#### THE STUDENTS

1. The student will only be allowed to enter the room 15 minutes before the examination.
2. The Examination Supervisor will provide the student all the standard advice in relation to:
  - a) approved materials definition;
  - b) timetable advice and warnings;
  - c) access to lecturers for any queries regarding the questions on the paper;
  - d) Ensuring the student regularly saves their response throughout the examination.

#### THE EXAMINATION SUPERVISOR

Students sitting examinations with adjustments requiring the use of a PC (other than a networked PC in a PC lab), will use USBs. Information is stored directly to the USB and the student's 'My Document's folder on the computer.

It is essential that time is allowed prior to the commencement of the examination to set up the USB (this will be minimal). Time used to set up is not part of the examination duration. All PCs in use for examinations should automatically load the USB as hardware.

The Examination Supervisor will:

1. **Prior to the examination:**
  - a) Ensure the student powers up the PC;

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- b) If a log in is required, the student logs onto the computer using their personal log in, and ensures the PC is performing correctly.
  - c) Ensure the student opens a Microsoft Word (or other appropriate) document and names it with the title of the examination. This will ensure the Auto Save facility in MS Word activates.
  - d) Have the student set the Auto Save facility for five-minute intervals.
- 2. During the examination:**
- a) The Examination Supervisor should carry out the normal duties of a Supervisor devoting their whole attention to the continuous supervision of the student.
  - b) In particular, the Examination Supervisor must ensure that the student only works on the nominated exam response file and does not access any other application, file or any other unauthorised materials.
- 3. End of the examination:**
- a) The Examination Supervisor will request that the student saves their exam response to the USB stick AND to the computer hard drive (Save to My Documents).
  - b) The Examination Supervisor will ensure the student safely removes the USB stick from the computer (See Section 4 below).
  - c) The PC is to be shut down.
  - d) The Principle Examination Supervisor will escort the student to the Exam Distribution Room to print a hard copy of the student's document.
  - e) The printed copy is to be provided to the student who must sign and number each page to confirm it is a complete and accurate copy of the work produced.
  - f) The printed copy and the USB will then remain in the Exam Distribution Room with the Area Supervisor and be returned to the Lecturer in Charge when the collect the exam papers.
  - g) The file on the PC hard drive should be deleted once a satisfactory printed copy has been produced. This can be done in the AskACU Hub or the PC Lab. The student will be required to log in from a AskACU Hub or PC Lab computer and delete the file from their 'My Documents' folder. The Area Supervisor or Assistant Area Supervisor can assist the Principle Supervisor with this process if required.

**Procedure for Removal of USB's at conclusion of examination**

- a) On the right-hand bottom of the screen there will be an icon to "Safely Remove Hardware." Right click on the icon.



- b) Screen will say "Select Safety Hardware" (looks like a USB stick with a green arrow).
- c) You will be asked which item you want to remove.
- d) If there is more than one option, highlight each item (one at a time) and then click properties. In location look for "Cruzer Mini," "Cruzer Micro," "Mass Storage," or something that identifies with the USB stick you are using.
- e) When you have determined which item to remove, click STOP. A screen appears to confirm the hardware (USB) device to be stopped. Select device again and click "OK."

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- f) Wait until you get a screen message that says it is safe to remove the hardware. Note that if your USB stick has a light, wait until the light disappears BEFORE removing the USB stick.
- g) The USB stick can now be taken to the Exam Distribution Room for the printing of the exam.

The printed and signed copy of the exam and the cleared USB is returned to the Supervisor and delivered to the Area Supervisor to be collected by the Lecturer in Charge with the examination papers. The USB is returned to the Lecturer in Charge.

## Appendix 2 Scribes and Readers Guidelines

### INTRODUCTION

The conduct of examinations on each campus is the responsibility of the Area Supervisors appointed by and responsible through the Coordinator, Examinations and Results (E&R) Section, to the Academic Registrar. The number of supervisors assigned to a particular examination room is the responsibility of the E&R Section.

ACU provides examination adjustments for students with disabilities if their disability may impact on their examination performance. A wide range of adjustments can be provided, including extra time, rest breaks, exam papers in alternate formats, and the use of Readers/Scribes.

Occasionally, only a Reader will be required for a student. The duties of a Reader are to read aloud at the student's request. As they are straightforward and self-explanatory, the Reader's duties will not be further considered in this document.

This document provides guidelines about the duties and responsibilities of Scribes in examinations at ACU. The guidelines provide information on the definition of a Scribe, the students who may require Scribes, the process for requesting and employing Scribes, selection principles and duties of Scribes, and how to conduct examinations using Scribes.

These guidelines are intended for:

- Students;
- Scribes;
- E&R staff, including Examination Supervisors;
- Other Academic staff that may employ Readers or Scribes for examinations during the semester.

### WHAT IS A SCRIBE?

#### Definition

In these guidelines, a Scribe is a person employed to write for a student in an examination. The writing may be done by hand. In the following guidelines, the term "scribing" refers to the tasks involved in committing to text the dictated responses of the student.

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### **SCRIBING AND NOTE TAKING**

In assessment and examination settings, the process of scribing should not be regarded simply as note taking.

With scribing; there is no pre-existing structure for the Scribe or the student to follow. Both structure and content must be developed and communicated in a way that enables the student's understanding and knowledge to be expressed clearly and accurately. When this is done, the Scribe can then transfer the knowledge of the student onto paper. It is not the Scribe's function to structure, analyse or plan during the scribing process.

Another distinguishing feature of scribing is the added performance pressures that examinations place on the student and the Scribe. Scribing requires thoughts and ideas to be structured and organised during the examination. Scribes must allow these processes to occur so that the students can demonstrate their knowledge and understanding of a topic as well as they can.

### **WHICH STUDENTS MAY NEED A SCRIBE?**

Students with permanent disabilities and medical conditions, as well as those with recently acquired temporary disabilities, may find a Scribe an appropriate method for completing written examinations. Students who wish to request approval to use a Scribe in examinations should follow the University's procedure for requesting examination adjustments, including meeting with a Disability Adviser to undertake a comprehensive assessment and a review of documentation verifying the student's disability.

### **STUDENTS WITH TEMPORARY DISABILITIES AND INJURIES**

Scribes are often used for students who injure themselves through sporting and other activities. The range of injuries here includes wrist sprains, shoulder dislocations, arm, hand, and finger fractures, and occasionally finger and hand wounds.

Students with temporary impairments will need information and guidelines on how to use a Scribe effectively. They may be extremely anxious about doing an exam in this very different way and may feel that they do not have control of the examination process and/or have not considered some of the central difficulties that scribing entails. These guidelines will enable such students to make basic preparations very quickly and increase their feelings of confidence.

### **DUTIES OF SCRIBES**

- Write the text down exactly as spoken by the student. Do not write any other text or any interpretation of the verbal delivery.
- Do not engage in conversation with the student unless it relates to the verbal delivery by the student (e.g. the Scribe asks the student to repeat something he/she did not hear well).
- Read aloud as requested by the student.

### **PREPARATION:**

Scribes should be well-rested, healthy and well. Unless necessary, a Scribe should be used only once per day to minimise fatigue.

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### **WRITING SPEED & LEGIBILITY:**

Scribes are required to write down information quickly for long periods of time. If the student has to continually stop and wait for the Scribe, the flow of ideas and continuity of expression will suffer considerably. The development of arguments and ideas in essay answers need to be coherent and logical and this can suffer if Scribes are slow in writing down what is communicated to them. Although writing speed is important, Scribes must also be able to write clearly and neatly. As Scribes are writing down spoken information, there is a temptation to sacrifice legibility in favour of getting everything down. While the content is of course the priority, the clarity and legibility of the handwriting need to be maintained.

### **ACCURACY & INTERPERSONAL SKILLS:**

Accuracy of transcription is important. The Scribe must not reword, restructure, fill out, or in any way augment what is dictated. Of course, accurate spelling is also important and is an essential skill for a good Scribe. Scribes should have good interpersonal skills. They need to maintain good communication with the student. The Scribe must gain the confidence of the student quickly; otherwise the pressure of exams can mar the performance of both the student and the Scribe.

### **DURING THE EXAMINATION**

As already mentioned, in situations such as examinations, scribing becomes a complex process of writing down and presenting on paper information that exists only in a very imperfect form in someone else's head. The information must be recalled, structured, and presented in a coherent and accurate representation of a person's knowledge on a particular topic. The following points should be considered.

#### **BEFORE STARTING THE EXAMINATION**

- Both the students and Scribes should be at the exam venue at least 15 minutes before the exam time. It is particularly important that Scribes be there well beforehand so that students are not wondering if their Scribes will be punctual.
- If students intend to do some writing during the examination, they should inform the Scribe that this will be the case so there is no need for explanation during the examination time. Those students who can write a little may want to make some notes or sketch an outline during the exam. Just because students cannot write for hours does not mean they can't write at all during an exam.
- If Scribes are right-handed, they should be seated on the right-hand side of students and to the left if they are left-handed. They should sit quite close together so that the students can read over what the Scribe is writing.

#### **DURING THE EXAMINATION**

- Students should maintain good dictation practices during the exam, e.g. punctuation, enunciation, paragraphing, and clarity of sentence structure.

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- When students can't think of a particular word, they should substitute another word or leave a space shown by for example ... (a dotted line). This will indicate where they will need to return if they have time at the end of the exam.
- Students should speak at a pace that allows the Scribe to write at a comfortable pace rather than rushing. Students may feel sometimes that points occur too quickly to be fully expressed. When this happens Scribes can be asked to jot down notes. Each point can then be developed in turn. This "note taking" procedure can be used throughout the examination.
- Students should always develop a rough plan for answering questions that require more than just a paragraph or two. For short to medium length responses perhaps just a few points will be needed in a plan. For an essay-type answer a more detailed plan will be required. In general, the longer the response the more planning notes will be needed.
- Once a plan for a long essay question has been mapped out, it can be used as a guide for the student in dictating and structuring an answer. The points in the plan may be incorporated as headings in the essay.
- Students should use a heading system that helps develop structure and clarity in long-essay answers.
- If students want text to be crossed out, they should let the Scribe know how they want this to be done, e.g. (-----).
- Students should try to remain as relaxed as possible during the exam. It is also important that they maintain a positive attitude and remember that they are in complete control of the scribing process.
- Students should watch everything that is being written down by the Scribe.
- Where long technical terms are used throughout the exam, abbreviations should initially be indicated and then used to refer to the particular term, e.g. socio-economic status = SES.

### **FINAL POINTS TO REMEMBER**

- Each answer sheet should be headed "Written by Scribe" to ensure that the person marking the paper knows that it has been written by a Scribe.
- Students should check back for spaces that have left blank to be filled in at the end of the exam.
- The students should always read through the whole exam paper before finishing the exam. Even if Scribes are merely ticking boxes in, for example, a multiple-choice exam, students need to check that they are in agreement with all responses. Students using Scribes must remember that they are fully responsible for what is finally delivered to the examiners.
- It is always good for students to thank Scribes for their assistance. They may be needed again next semester.
- Scribes should take into the exam spare pens, pencils, rubbers, etc. where required.
- Students should provide any special equipment that the scribes may need, e.g. calculator, compass, ruler.

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- Students may need to take a drink (a small bottle of mineral water) or throat lozenges into the exam. They will need to speak for a long period and something to soothe the throat may be required.

### Acknowledgements

ACU acknowledges permission to include material from the following:  
Edwards, M. (undated). The Scribing Manual. University of Western Australia.

### Appendix 3 Examination policy – relevant excerpt

#### 1. Policy Statement

The purpose of this Policy and the associated procedures is to achieve coordinated and consistent examination practices across Australian Catholic University (ACU).

#### 2. Policy Scope

This policy applies to all central and School-based examinations at ACU, and to all staff and students.

#### 3. Definitions

Terms used in this policy and the associated procedures are consistent with the *ACU Glossary of Terms*. In addition, the following words and expressions in this policy have the meanings listed below:

**Central examination** means any examination administered by the Examinations and Results (E&R) Section.

**School-based examination** means any examination administered by a School, Faculty or other academic organisational unit.

**Examination adjustment** means a change to examination conditions that take account of an ongoing medical or personal condition.

**Special examination adjustments** mean a change to examination conditions that account for a temporary disability or acute medical condition.

#### 4. Timing of Examinations

##### 4.1 Standard study periods

There will be a designated, maximum three-week examination period at the end of the first and second semesters for the conduct of central examinations.

##### 4.2 Non-standard study period examinations

Examinations for units offered in non-standard study periods will be arranged and conducted by the relevant School.

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### *4.3 Deferred examination periods*

There will be a deferred examination period not less than two weeks after the end of the central examination periods for the first and second semesters.

### *4.4 Examination sessions*

Examinations may be held within the period 8 am to 8 pm Monday to Friday (including public holidays) and 8 am to 5 pm Saturdays throughout the examination periods.

## ***10. Examination Supervision***

10.1 Examination supervisors are responsible for the conduct of examinations and for ensuring compliance with this policy. A student must comply with all directions given by the examination supervisor and the supervisor's decision is final.

10.2 A supervisor may require any person in the examination room to:

1. confirm their identity and eligibility to be in the examination room through provision of an ACU Card;
2. show that they are not in possession of any unauthorised device or material as specified in section 11.3 of this policy, or the Academic Honesty Policy;
3. answer any question relating to their behaviour whilst under examination supervision;
4. leave an examination room if a supervisor considers that a candidate's behaviour is such as to disturb or distract any other candidate;
5. surrender any device or material, which the supervisor considers to be unauthorised, for the duration of the exam; and/or
6. comply with any direction that the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

## ***11. The Examination***

### *11.1 Conduct of candidates*

11.1.1 A candidate must comply with the Academic Regulations, the Academic Integrity and Misconduct Policy and Student Conduct and Discipline Policy.

11.1.2 Candidates are subject to the provisions of the Dealing with Instances of Falsified, Fraudulent or Misleading Documentation Policy.

11.1.3 Candidates must carry and produce their ACU Card on demand at each examination. It must be displayed prominently on the desk during the examination. In cases where student does not have their ACU Card, ACU will implement other identity checking processes.

11.1.4 Candidates will have their attendance recorded at every examination.

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### *11.2 Examination conditions*

#### *11.2.1 Entry to Examination Room*

11.2.1.1 A person other than the supervisor, or other authorised person, may not enter or remain in an examination room during an examination, or during the period of 45 minutes immediately preceding or immediately following an examination session, without the permission of E&R.

11.2.1.2 A candidate, on entering an examination room, must proceed to the place to which that candidate is directed by the supervisor. A candidate must not leave that place without permission or direction from a supervisor.

11.2.1.3 A person, whether a candidate or not, who is permitted to enter or leave an examination room must comply with conditions as outlined by the supervisor.

#### **11.2.2 Starting time**

11.2.2.1 The time listed on the examination timetable is the time when the examination commences. Candidates must not commence writing until the supervisor has given permission.

#### **11.2.3 Late arrival**

11.2.3.1 Candidates who arrive within the first 30 minutes after the start of an examination will be permitted to undertake that examination but will not be allowed additional time.

11.2.3.2 Candidates who arrive later than 30 minutes after the start of an examination will not be permitted to undertake that examination.

#### **11.2.4 Early departure from examination rooms**

11.2.4.1 Except in the circumstance provided for in Section 11.2.5, a candidate must not leave the examination room until 30 minutes after the commencement of, or during the final 10 minutes of an examination.

11.2.4.2 Candidates who wish to leave the examination room prior to the scheduled finish time (and within the times specified above) must adhere to instructions provided by the supervisor.

#### **11.2.5 Illness during examination**

11.2.5.1 If a candidate becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the candidate to complete the examination. In this circumstance the candidate may submit an application for special consideration as per the *Assessment Policy and Assessment Procedures*.

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11.2.5.2 If the candidate decides to continue the examination, the Examination Supervisor may make a decision to move the student to an alternative location, to reduce disruption to other students. The time required for the move will be added to the student's allocated examination time.

11.2.5.3 If the candidate cannot continue with the examination, the supervisor will note this and report the matter to E&R.

11.2.5.4 If a candidate becomes ill during an examination and is unable to continue the examination, the candidate may submit an application for a Deferred Examination. If a Deferred Examination is granted the original sitting of the examination will not be marked.

### 11.2.6 Conclusion of examination

11.2.6.1 At the conclusion of the examination all candidates must maintain examination conditions until all papers have been collected and the supervisor has given students permission to leave the examination room.

## 11.3 Materials in examinations

### 11.3.1 Nominated materials permitted in examinations

11.3.1.1 Where specified books or other materials (restricted open book examinations) are permitted to be taken into an examination, such materials will be limited to those specifically approved by the Lecturer in Charge and such materials will be listed on the examination paper cover sheet.

11.3.1.2 Where an examination is designated 'open book', the relevant text book and allowable materials may be taken into the examination.

11.3.1.3 The supervisor or other authorised person will inspect any such materials to ensure that they comply with the approved list provided by the Lecturer in Charge and do not contain any unauthorised materials.

11.3.1.4 The use of e-books is not permitted in any examination.

### 11.3.2 Use of dictionaries in examinations

11.3.2.1 English language dictionaries are not acceptable in an examination room.

11.3.2.2 A student may take a standard English/foreign language dictionary (bilingual dictionary) in printed, not electronic format, into an examination in any unit. Specialist dictionaries, for example medical dictionaries, are not permitted.

11.3.2.3 The dictionary must not contain any notations or any additional material and must be presented to the supervisor for inspection.

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11.3.2.4 Students will be refused permission to use dictionaries that contain notations or additional materials.

### 11.3.3 Use of personal electronic devices in examinations

11.3.3.1 Personal electronic devices may not be brought into or used in an examination room except with the prior approval of the Lecturer in Charge. Such approval must clearly identify the category of electronic device allowed in the specific examination.

11.3.3.2 Electronic devices which can be approved are restricted to those which are hand-held, internally powered, silent and not capable of wireless communication with other electronic devices.

11.3.3.3 Calculators and other electronic devices approved for use in an examination must have any programmable memory cleared prior to being brought into the examination room. Non-programmable calculators, where allowed, must have volatile memory only and must not have alpha facilities

11.3.3.4 A candidate using an authorised electronic device in an examination is responsible for its operation. Any failure or malfunction of the device will not constitute grounds for a deferred examination or other special arrangements.

### 11.3.4 Mobile telephones

11.3.4.1 Mobile telephones must not be used in an examination room. If a mobile telephone is brought into an examination room, it must be switched off and placed face down on the floor under the candidate's desk. Non-compliance will result in the mobile telephone being confiscated by the Examination Supervisor.

### 11.3.5 Materials left outside examination room

11.3.5.1 The University accepts no responsibility for the security of any materials left outside an examination room.

## 11.4 Availability of Lecturer in Charge

### 11.4.1 Paper-based examinations

11.4.1.1 The Lecturer in Charge of a unit, or alternative contact as approved by Head of School or equivalent, must be contactable during the whole of the examination to answer any questions which may arise regarding the examination paper. E&R staff or examination supervisors must not make a determination regarding the content of an examination paper.

### 11.4.2 Computer-based examinations

11.4.2.1 In addition to Section 11.4.1, the Lecturer in Charge must be present for at least 15 minutes at the beginning of a computer-based examination to set and deliver the required password for/to students and to ensure the examination commences appropriately

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11.4.2.2 Lecturers in Charge must provide students sitting a computer-based examination, and the examination supervisor(s) with written information equivalent to that provided on the cover sheet of a paper-based examination.

### ***13. Examinations adjustments for students with disabilities or medical conditions***

#### ***13.1 Permanent disability and/or chronic medical condition***

13.1.1. Adjustments to the examination conditions for students with a permanent disability and/or chronic medical condition will be incorporated in Education Inclusion Plans developed by Disability Services.

### ***14. Collection of Examination Papers***

14.1 Lecturers in Charge, or nominee, must collect students' examination scripts in person from the designated location, within 2 working days of the examination date consistent with Section 9 of the *Examination Procedures for Staff*.

### ***17. Breach of Policy***

#### ***17.1 Expulsion from examination room***

17.1.1 An Examination supervisor may expel any candidate from the examination room, where that candidate is believed to be in breach of this policy.

#### ***17.2 Report and investigation***

17.2.1 An Examination Supervisor must report any alleged breach of this policy to the National Manager, TE&R, who will refer the matter to the relevant authority.

17.2.2 Any alleged breach of the examination conditions in Section 11 will be referred to the Academic Registrar who may:

- issue a formal warning; or
- refer the matter to the Designated Officer for resolution in accordance with the Student Conduct and Discipline Policy.

17.2.3 In cases of alleged cheating the matter will be referred to the Head of School responsible for the unit and must be investigated and resolved in accordance with the Academic Integrity and Misconduct Policy.

17.2.4 In cases of alleged falsified documentation the matter will be referred to the Academic Registrar and must be investigated and resolved in accordance with the Policy on Dealing with Instances of Falsified, Fraudulent or Misleading Documentation.

17.2.5 In all other cases the matter will be referred to the Designated Officer and must be investigated and resolved in accordance with the Student Conduct and Discipline Policy

### ***18. Roles and Responsibilities***

#### ***18.1 Student responsibilities***

18.1.1 Students are required to be available to undertake examinations throughout the periods designated for central examinations, including supplementary examinations and deferred examinations, as published in the common academic calendar.

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18.1.2 Students are required to be available to undertake School based examinations at the dates and times specified in the relevant unit outlines.

18.1.3 Students are required to familiarise themselves with the provisions of this policy and the related policies as listed.

### *18.2 Staff responsibilities*

18.2.1 Staff responsibilities relating to examinations are detailed in the Procedures for Examinations– Staff.

## **Appendix 4 - Examination procedures – relevant excerpt**

### *7. Verification of Identity*

7.1 Where a student does not present a current ACU Card, the following other official photo identification will be accepted:

1. Drivers' licence;
2. Proof of age card;
3. International student identity card;

7.2 Where a student's identification cannot be confirmed through the use of official photo identification E&R Section will verify identity, as per the Supervisors Handbook.

7.3 An examination and transcript hold will be placed on the student record until identification can be confirmed.

### *8. Availability of Lecturer in Charge*

8.1 In addition to the availability requirements outlined in to Section 11.4 of the Examinations Policy the following requirements apply:

1. Lecturers in Charge who will be absent from their normal telephone number on the date(s) of their examination(s) will provide the E&R Section with written advice of an alternative contact number in advance.
2. In exceptional circumstances and with the approval of the Head of School or equivalent, Lecturers in Charge may provide the contact details for an alternative contact person who will assume responsibility for the examination in the event that the Lecturer in Charge is not available to answer queries regarding the examination paper. The alternative contact person must be an academic staff member who is familiar with the subject matter to be examined and with the content of the examination paper.
3. The Head of School or equivalent will be contacted if neither the Lecturer in Charge nor alternative contact is available.

### *9. Collection of Examination Answer Papers*

9.1 Examination answer papers must be collected in person and will not be sent through the internal mail or posted to off-campus addresses.

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9.2 Where the Lecturer in Charge is unable to collect the examination answer papers, they may nominate an alternative person to collect them on their behalf. Photo identification may be required.

9.3 Arrangements must be made by the School to ensure collection and marking is undertaken in a timely manner.

### ***11. Roles and Responsibilities***

#### ***11.1 Student Responsibilities***

Student responsibilities relating to examinations are detailed in the Examinations Policy

#### ***11.2 Staff Responsibilities***

11.2.1 The Academic Registrar is responsible for the implementation of the Examinations Policy and these procedures.

11.2.2 E&R Section are responsible for the organisation and conduct of central examinations including the communication of the examination timetable, printing and delivery of examination papers, subject to Section 4 of the Examinations Policy.

11.2.3 Schools are responsible for the organisation and conduct of School-based examinations including quality control and checking of content prior to the printing of examination papers.

11.2.4 Schools are responsible for the provision of accurate, correctly formatted reliable and timely assessment data each semester pertaining to examinations.

11.2.5 The Examination Supervisor is responsible for the conduct of examinations consistent with Section 10 of the Examination Policy.

11.2.6 Disability Services are responsible for notifying E&R, Schools and lecturers in charge of any examination adjustment requirements for students with disabilities as per Section 13 of the Examinations Policy.

11.2.7 The Library is responsible for collection and publication of past examination papers.

### **Appendix 5 Academic Honesty Policy**

The Academic Integrity and Misconduct Policy sets out the University's principles and commitment to academic integrity and provides frameworks for both the promotion of academic integrity among students and staff and for dealing with instances of alleged academic misconduct.

The policy can be found online at;

[https://handbook.acu.edu.au/handbooks/handbook\\_2020/policies\\_and\\_general\\_information/academic\\_integrity\\_and\\_misconduct\\_-\\_policy\\_and\\_procedures/academic\\_integrity\\_and\\_misconduct\\_policy](https://handbook.acu.edu.au/handbooks/handbook_2020/policies_and_general_information/academic_integrity_and_misconduct_-_policy_and_procedures/academic_integrity_and_misconduct_policy)

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### Appendix 6 Student Statute 10 Student Conduct and Discipline

#### 4. Policy Objectives

The objectives of this Policy are to:

- Promote the principle of mutual respect by informing students of behaviour which the University considers appropriate;
- Discourage inappropriate behaviour which the University defines as misconduct;
- Provide a framework and procedurally fair practices for dealing with possible cases of misconduct;
- Provide for the imposition and enforcement of penalties for proven misconduct.

#### **IN THIS POLICY:**

Misconduct includes, but is not limited to, conduct or behaviour by a student or of a group of persons which includes a student that:

- impairs the reasonable freedom of others to pursue their studies, research, duties, community engagement and other University activities and to participate in the life of the University;
- hinders the pursuit of academic excellence by circumvention of academic standards and proper procedures in relation to teaching and learning, assessment or research;
- interferes with, or causes damage to, or loss of, or obstructs the use of, any facilities, information or property owned or controlled by the University, or owned or controlled by any person or organisation in relation to a University activity;
- misleadingly misrepresents any matter pertaining to that student and/or their status as a student; amounts to, causes or contributes to a breach of the policies, regulations, rules or procedures of the University, or of a body where the student is undertaking research, fieldwork, clinical, practical or professional experience, education, assessment, community engagement or other legitimate University activity;
- constitutes a failure to comply with a lawful direction given by a person authorised by the University to ensure the safety of any person, the preservation of any property or the maintenance of good order within the University or under this Policy or any other University policy, regulation, rule or procedure;
- encourages, persuades or incites any other person to engage in conduct or behaviour constituting misconduct;
- is disorderly or detrimental to the interests or reputation of the University;
- Hinders actions initiated under this Policy or adversely affects persons in any way associated with the conduct of investigations, determination of cases or imposition or implementation of penalties under this Policy.

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### Appendix 7 Code of Conduct for all staff

The staff code of conduct can be found at the following web address;

[https://policies.acu.edu.au/\\_data/assets/pdf\\_file/0018/19125/HR5228\\_Code\\_of\\_Conduct\\_-\\_A4\\_PDFversion\\_V5.2\\_MER.pdf](https://policies.acu.edu.au/_data/assets/pdf_file/0018/19125/HR5228_Code_of_Conduct_-_A4_PDFversion_V5.2_MER.pdf)

### Appendix 8 Pay Schedule 2020

The pay schedule is set by the University and cannot be altered. Payments will be made directly into your bank account as listed on your employment contact.

Semester 1 Examination period worked	Scheduled to be paid into bank the week ending:
Information Training Session TBC	TBC
1 <sup>st</sup> Week of Exam (1 to 5 June)	21 June 2020
2 <sup>nd</sup> Week of Exam (8 to 12 June)	5 July 2020
Deferred Exams (13 to 17 July)	2 August 2020
Semester 2 Examination period worked	
1 <sup>st</sup> Week of Exam (2 to 6 November)	22 November 2020
2 <sup>nd</sup> Week of Exam (9 to 13 November)	6 December 2020
Deferred Exams (14 to 18 December)	17 January 2021

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