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La Trobe Melbourne

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# Examinations Policy

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Foundation Studies &  
Diploma Programs

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## 1. Introduction

During examinations, students are expected to conduct themselves in an honest and ethical manner and in accordance with La Trobe Melbourne standards for the conduct of examinations. Any form of behavior that is in breach of these standards will be considered academic misconduct (refer to the Academic Integrity Policy).

## 2. Timetabling

The timetable will appear on the Student Portal website towards the end of the trimester.

### 2.1 Final Examination Grid Criteria

In order to create the best possible examination timetable, La Trobe Melbourne implements the following criteria to plot the grid:

- The timetable should allow a break of at least one and half (1.5) hours between examinations;
- Morning, afternoon or evening examination sessions are acceptable, however certain restrictions have been placed on evening sessions:
  1. Evening sessions will only be scheduled where available daytime space is limited
  2. Foundation Studies level examinations will not be scheduled in the evening
- An individual student will have no more than two (2) examinations in one day;
- Examinations will not be scheduled on Sundays or public holidays;

### 2.2 Official Examination Period

La Trobe Melbourne will schedule all end of semester examinations within the official examination period. The official examination period operates from Saturday, Week 12 to Saturday, Week 14.

## 3. Conduct of students during examinations

During examinations students are expected to conduct themselves in an honest and ethical manner in accordance with La Trobe Melbourne's standards for the conduct of examinations. Any form of behavior that is in breach of these standards will be considered academic misconduct.

### 3.1 Personal Belongings

All bags and other personal belongings, including coats and pencil cases, must be placed under the desk or chair, or at the back of the room, as directed by examination invigilators.

### 3.2 Seating

Students must sit at the desk number allocated to them and to which the examination invigilator directs them. A seating plan is available from the student portal at least one week prior to the commencement of the examination period. Once inside the examination room, students may not communicate with other students in any way. Students who are found to be communicating will be given a warning. If students communicate a second time, they will receive a notice of alleged academic misconduct, and the Academic Integrity Policy procedures will apply.

### **3.3 Student ID Cards**

Students must place their student ID card on their desk, where it can be clearly seen by the examination invigilator.

### **3.4 Mobile Phones**

All mobile phones must be turned off and placed in a bag under the student's desk. If a mobile phone is found in a student's possession during an examination, he/she may be charged with academic misconduct. Mobile phones are not acceptable in open book examinations. They cannot be used in place of a calculator or watch.

### **3.5 Stationery**

Students must supply all of their own pens, pencils, calculators, etc. Students are not permitted to borrow such materials from each other. For closed book exams, no additional paper must be brought into the examination.

### **3.6 Communication**

Once inside the examination room, students may not communicate with other students in any way. Students who are found to be communicating will be given a warning. If students communicate a second time, they will receive a notice of alleged academic misconduct, and the Academic Integrity Policy procedures will apply.

If a student needs to communicate with an examination invigilator, they must do so by raising their hand.

### **3.7 Authorised material and devices**

Students are permitted to take into the examination room writing materials to enable them to complete their examination, including pens and pencils and rulers. The dictionary clause outlines the conditions under which dictionaries can be taken into an examination room.

Students are also permitted to take into the examination room bottled water in a clear plastic container.

Student will also be permitted to take into the examination room any other materials approved for that examination.

### **3.8 Entering and Leaving an Examination Room**

Students are not permitted to enter or leave an examination room unless instructed by an examination invigilator. A student is not permitted to leave an examination room:

- In the first 30 minutes of the examination working time.
- In the last 15 minutes of the examination working time.

A student who arrives late but before 30 minutes of working time has elapsed will be permitted to undertake the examination. However, no additional working time will be allowed. Students will not be permitted to enter the examination room after this time.

If a student wishes to leave the examination room early, they must raise their hand to allow staff to collect their examination paper before leaving. Students will not be allowed to return to the examination room under any circumstances until the examination has finished and all papers have been collected.

### **3.9 Comply with Directions**

Students must comply with all directions given by the examination invigilator and all instructions outlined on the examination material or displayed in the examination room.

During reading time, unless specified on the examination paper, no writing is allowed. Any exam which is written on during reading time will be removed and a new exam issued at the start of writing time. A warning will be given.

When requested, students must complete an "Examination Attendance Slip" when instructed to do so by the examination invigilator.

No food or drink is allowed in the examination room with the exception of a bottle of water and throat lozenges.

Students who require a toilet break will be accompanied by an examination invigilator.

Students must allow examination invigilators to inspect any material taken into an examination room.

### **3.10 Open Book Examinations**

Some examinations are open book. This means additional material such as textbooks or class notes can be taken into the examination. The examination will clearly list the allowable materials. In addition, this information will be communicated to students in class prior to the examination and in the unit outline.

### **3.11 Dictionaries**

Dictionaries can only be brought into the examination room when an examination allows it. Dictionaries must be in book form, that is, electronic dictionaries are not allowed. The dictionary must be unmarked. All dictionaries will be checked by the examination invigilator. Any dictionary found to contain writing will be confiscated and not replaced. The student may be reported for academic misconduct.

### **3.12 Calculators**

Students may use a calculator in an examination only if its use is specifically authorised in the paper's instructions to candidates. Where the use of a calculator has been permitted, students may use any type of calculator. Other devices which are not primarily calculators but which have a calculator function are not permitted.

### **3.13 Removal of papers**

A student will not remove any examination material from the examination room at any point in time. All examination papers and materials must be handed to an examination invigilator before leaving the examination room.

### 3.14 Headwear

Students are not permitted to wear hats i.e. baseball caps during an examination.

## 4. Penalties

Students who are found to breach any of the above standards for examinations conduct may be found to have engaged in academic misconduct. Students who are found to have engaged in academic misconduct may have penalties applied as per those outlined in the La Trobe Melbourne Academic Integrity Policy.

## 5. Special Consideration and Deferred Assessment Policy

Special consideration and deferred assessments are only granted in exceptional circumstances. Please refer to the Special Consideration and Deferred Assessment Policy.

<b>Policy Title</b>	Examinations Policy	
<b>Policy Owners</b>	Academic Director	
<b>Contact Persons</b>	Jacqueline Tulk	
<b>Key Stakeholders</b>	Academic Staff Students	
<b>Approval Body</b>	Joint Management Committee	Agenda item 5 Approved on 31 August 2011
	LTM Executive Committee	February 17 2016
	La Trobe Melbourne Academic Board	December 1 2017
<b>Relevant Legislation</b>		
<b>Related Policies</b>	Assessment Policy Review of Marks Policy Student Grievance Policy Academic Integrity Policy Special Consideration and Deferred Assessment Policy	
<b>Related Guidelines</b>		
<b>File information</b>	<b>TBC</b>	<b>Version number</b> V2.1
<b>Date Effective</b>	21 January 2016	<b>Next Review Date</b> December 2018