

ASSESSMENT POLICY AND PROCEDURE (HIGHER EDUCATION COURSEWORK)

(Applies to assessment related to Terms 1 and 2, 2018)



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1 PURPOSE

1.1 This policy and procedure sets out:

- a) governing principles and processes staff are to apply when designing, implementing and reviewing assessment, assessing the work of students, and making decisions relating to student assessment, and
- b) processes for students to follow and the support available to them regarding assessment in coursework units.

2 SCOPE

2.1 This document applies to:

- a) assessment of assessable work undertaken by students enrolled in enabling, undergraduate and postgraduate coursework units offered by CQUniversity, and
- b) students, staff, and people contracted by or in partnership with CQUniversity who are responsible for assessment-related activities, including teaching and administration.

2.2 This document does not apply to:

- a) assessment of honours or higher degree theses
- b) assessment in vocational education and training (VET) courses or units, English language courses¹ and short courses (professional development), or
- c) assessment undertaken by CQUniversity students in courses or units at other education institutions (e.g. cross-institutional study, outbound mobility study arrangements).

2.3 The term 'examination' (or 'exam') in this document refers to a supervised (invigilated) formal exam. Exams are managed by the Student Governance Centre. Occasionally invigilated exams are managed by a school. Tests managed by schools are not exams.

3 POLICY STATEMENT

3.1 Assessment must meet the standards required under the [Australian Qualifications Framework](#) and tertiary education legislation², specifically the [Higher Education Standards Framework \(Threshold Standards\) 2015](#).

3.2 Assessment must meet the University's standards in this policy and procedure, those in all CQUniversity assessment-related policies, including the [Learning, Teaching and Assessment Framework Policy](#), and relevant external professional accreditation standards.

3.3 Assessment must aim to enable students to achieve the academic standards expected by the University and its community including employers and the professions.

3.4 Assessment must achieve its intended purpose and be a valid, reliable basis for evaluating student achievement, performance or other competency.

3.5 Assessment practice and decision-making must aim to be fair, equitable, consistent and transparent.

3.6 Assessment tasks must align with learning goals, learning activities and learning outcomes, and provide evidence of a student's achievement of the learning outcomes stated in the unit profile required for every unit of a course.

3.7 Students must be provided with a clear statement of academic expectations for each assessment task they are required to complete.

3.8 Students must be given timely, constructive feedback on their work to support their progress toward achieving the learning outcomes for their unit and course.

¹ English language courses include English language intensive courses for overseas students (ELICOS).

² *Tertiary Education Quality and Standards Agency Act 2011*.

- 3.9 The total assessment workload required of students must be proportionate to the unit's weighting.
- 3.10 Assessment practices must aim to be inclusive, catering for individual and group diversity, and support students with a disability. Reasonable adjustment to assessment must be consistent with the [Disability Policy](#) and [Disability Support Procedure – Students](#).
- 3.11 Adjustments to assessment to support students with a disability or those impacted by exceptional circumstances must be implemented in a way that is equitable and maintains the University's academic standards.
- 3.12 Assessment must be moderated in accordance with the [Moderation of Assessment Procedure](#) to maintain academic standards across the University and comparability of results between students.
- 3.13 Grades and results must be applied consistently in accordance with this policy and procedure, the [Grades and Results Policy](#) and with reference to assessment criteria published in the unit profile.

4 PROCEDURE: ASSESSMENT PRACTICE

Assessment design and practice

- 4.1 Assessment design and practice must enable students to demonstrate their achievement of course and unit learning outcomes.
- 4.2 Assessment must be designed and implemented to enable all students an equal opportunity to access and fully participate in learning and assessment, regardless of student's background, in a way that maintains the University's academic standards, including course accreditation requirements.
- 4.3 Assessment methods must be consistent with the learning outcomes being assessed, be capable of confirming that all specified learning outcomes are achieved, and the grades awarded reflect the level of student attainment.
- 4.4 Assessment design and practice must aim to educate and promote the values and practice of academic integrity³, and to discourage any form of academic dishonesty, intended or otherwise, such as plagiarism, cheating or collusion.
- 4.5 Quality assurance of assessment design and practice will be maintained through the academic governance cycle of course and unit approval, enhancement and review, and through moderation of assessment.

Assessment tasks

- 4.6 Each assessment task is aligned with one or more of the relevant learning outcomes and graduate attributes of the unit and course.
- 4.7 Learning outcomes for a course must be consistent with the course (qualification) level and field of education, informed by national and international comparators, and encompass discipline-related and generic outcomes, including:
 - a) specific knowledge and skills and their application that characterise the fields of education or disciplines involved
 - b) generic skills and their application in the context of the field/s of education or disciplines involved
 - c) knowledge and skills required for employment and further study related to the course of study, including those required to be eligible to seek registration to practise where applicable, and
 - d) skills in independent and critical thinking suitable for life-long learning.
- 4.8 A clear statement of the unit learning outcomes and their relationship to assessment tasks must be included in the unit profile.

³ 'Academic integrity' as defined in the [Tertiary Education Quality and Standards Agency](#) Guidance Note: Academic Integrity (dated 19 August 2016).

- 4.9 The same learning outcome is not assessed more than twice in a unit.
- 4.10 The criteria against which all student assessment will be measured are clearly stated in the unit profile with the following details:
- a) assessment task weightings
 - b) pass/fail components
 - c) specified passing criteria in terms of minimum performance standards or marks
 - d) due dates and dates for return of work to students
 - e) exam conditions (open/closed book, materials, etc.)
 - f) assessment specifications (maximum length, presentation format, etc.) and any penalties for not complying with the specifications
 - g) required reference style to be used for all assessment tasks, and
 - h) details on how assigned group work and/or peer assessment will operate.
- 4.11 Where students are required to cooperate and collaborate to complete assessment tasks, such as groupwork, students must be given clear guidance on expected ethical academic practice.
- 4.12 Assessment of student groupwork tasks must include some component of individual assessment.
- 4.13 The combined assessment for the unit must be appropriate to the level of the course (e.g. undergraduate, postgraduate) and proportionate to the number of credit points.
- 4.14 The total amount of time students are allocated for other learning activities must be considered when planning assessment tasks. The sum of class contact time, personal study, and time to complete all assessments must not exceed the notional student workload as defined in the [Higher Education Qualifications Policy and Procedure](#).
- 4.15 Wherever possible, students must have an opportunity to practise or experience each type of assessment task that is used in the final (summative) assessment for the unit, and assessment tasks will cover a range of tasks that collectively test unit learning outcomes.
- 4.16 Work-integrated learning assessment tasks in a unit will be designed and assessed in accordance with this policy and procedure, and managed in accordance with the [Work-Integrated Learning Policy and Procedure](#). Information that must be communicated to students about work-integrated learning (e.g. work placements) in the unit profile and promotional material is specified in the Work-Integrated Learning Policy and Procedure.
- 4.17 Compulsory or other requirements that preclude specific assessment adjustments (e.g. extensions of time for assessment, deferred exams, non-attendance) must be stated in the unit profile.
- 4.18 Student participation in learning activities (e.g. residential school, work placements) may only be compulsory if student achievement of learning outcomes in a unit substantially depends on student attendance or is a professional accreditation requirement. Any compulsory attendance requirements must be stated in the unit profile.
- 4.19 Where a unit's assessment includes an exam, only one exam of no more than three hours may be scheduled.
- 4.20 An exam cannot constitute more than 70 percent of the assessment marks for the unit.
- 4.21 Exams must not include multiple choice questions, unless their use is requested, educationally defensible and approved. The Education Committee will decide each request.⁴
- 4.22 In addition to an exam, a unit may include a mid-term in-class test, which is managed by the relevant school.

⁴ Reference: Academic Board resolution (24 March 2014) that no multiple choice questions be used in any exams after Term 2, 2014.

Adjusting assessment

- 4.23 Adjustments to the nature and scope of any assessment tasks must not be made after the unit profile is published, unless it is:
- necessary to maintain the integrity of assessment
 - negotiated assessment as an approved element of the assessment design, or
 - due to unforeseen circumstances.
- 4.24 Any such adjustments require approval by the Pro Vice-Chancellor (Learning and Teaching) or equivalent manager.
- 4.25 If the nature and scope of an assessment task is adjusted after the unit profile is published and this will impact on the student cohort in a unit, the adjustment will also require:
- the relevant Course Committee's recommendation
 - communication by email, or other form of writing, to all students enrolled in the unit in time for them to prepare for the change so they are not disadvantaged, and
 - communication to staff with assessment responsibilities.
- 4.26 Reasonable adjustments to the standard conditions or format of assessment tasks (e.g. timing, physical environment, use of assistive technology) may be made to minimise the adverse impact of a student's disability or other exceptional circumstances on the student's learning or assessment. For details, see [reasonable adjustments to assessment](#).
- 4.27 Where assessment is designed to be negotiated with students, as a group or on an individual basis, the process must be described in the unit profile. Affected staff and students must be notified in writing (e.g. email) by a specified date of any negotiated change.
- 4.28 Adjustments to assessment that are made to minimise disadvantage to individual students must ensure equivalency of workloads, learning outcomes, and inherent requirements⁵ of the unit with the original assessment task and meet course accreditation requirements.

Timing assessment

- 4.29 Assessment deadlines are timed to take account of other academic demands on student time wherever possible (e.g. other assessments in the unit, requirements of other units).
- 4.30 Students are given reasonable time to submit an assessment task, taking into consideration availability of materials and reference texts and practical or technical difficulties likely to be/that may be encountered.
- 4.31 Due dates for summative assessment tasks cannot be earlier than the last day for enrolling.

Marking assessment

- 4.32 Units are graded or non-graded.
- 4.33 Graded units are marked on the basis of student academic performance in a unit against a range of numerical marks that equate to a particular grade. Graded units may also contain non-graded (pass/fail) assessment tasks within the unit's overall assessment structure.
- 4.34 Non-graded units are marked on a pass/fail basis.
- 4.35 A criterion-referenced approach is used for assessing all assessment tasks, including exams.

⁵ 'Inherent requirements' as defined in the [Disability Policy](#). The inherent requirements for each course are published in the 'Inherent Requirements' document on the [Learning and Teaching StaffNet website](#) (staff access only).

- 4.36 Students who fail a single assessment in a pass/fail unit or a pass/fail component in a graded unit will be deemed to have failed that unit, unless the unit profile includes provision for students to re-attempt a failed assessment task and the student passes the re-attempted assessment.
- 4.37 Assessment tasks other than exams must be marked according to the published assessment criteria (e.g. descriptors of standards to be achieved, grade descriptors, marking guides and weightings of criteria, as appropriate), including referencing, provided to students in the unit profile.
- 4.38 Marks must not be awarded for student attendance only. If attendance is a required component of a unit (e.g. for professional accreditation), this requirement must be clearly stated in the unit profile. Attendance will be recorded but no marks will be allocated (i.e. attendance is an ungraded component).⁶
- 4.39 Student participation may only contribute to an assessment task or be marked as assessment if the participation is assessed against explicit criteria related to the unit learning outcomes and/or graduate attributes, and the participation assessment criteria are stated in the unit profile. No more than 10% of marks in a unit may be allocated for student participation.⁷
- 4.40 Reasonable adjustments will have no impact on how a student's assessment is marked/graded and cannot change the weighting on any assessment task.
- 4.41 A student's mark for a supplementary assessment task (including exam) will be entered against the original failed assessment task in the learning management system⁸ and added to the student's other assessment scores/marks for the unit. A revised overall mark is recalculated using the percentage weightings stated in the unit profile to decide if a student has passed or failed based on the same criteria, weightings and requirements applied to the original assessments.
- 4.42 Negative marking will not be used to deduct marks for errors or mistakes, with the exception of behavioural or professional conduct assessment criteria.
- 4.43 Numerical marks for individual assessments must be included as part of the feedback to students on assessments. Similarly, where marks are used to compute the overall percentage, with appropriate weightings stated in the unit profile, the overall percentage will be made available to students through the learning management system at certification of grades.
- 4.44 If students are required to achieve a minimum passing result for an assessment task to pass the unit, the minimum mark or performance requirement must be clearly stated in the unit profile.
- 4.45 Academic decisions, particularly those with potentially adverse implications for student progress (e.g. failure to satisfy academic standards), must be supported by documented evidence. Any documents additional to comments on an assignment or exam script must be retained in the relevant information system or student file.

Marking assessment re-attempts

- 4.46 Units may include a provision allowing students who receive a fail mark for an assessment task/s (excluding exams) an opportunity to re-attempt the assessment task/s, fully or partially, if the details of how this will be implemented are:
- a) approved by the Deputy Dean (Learning and Teaching), and
 - b) stated clearly in the unit profile.
- 4.47 The Unit Coordinator (or nominee) will identify and inform students who are eligible for an opportunity to re-attempt an assessment task. The decision to allow students an assessment re-attempt must be applied to all students whose circumstances satisfy the associated assessment requirements stated in the unit profile.
- 4.48 Students must have made a reasonable attempt to complete the assessment task initially to be eligible for an opportunity to re-attempt the assessment task.

⁶ Section 4.38 takes effect from the start of Term 2, 2018.

⁷ Section 4.39 takes effect from the start of Term 2, 2018.

⁸ The learning management system used is Moodle 'Gradebook'.

- 4.49 Unless the unit profile states otherwise, students allowed to re-attempt an assessment task will be given one opportunity only to re-attempt the assessment.
- 4.50 Students allowed to re-attempt an assessment task must re-attempt/resubmit the assessment within seven consecutive days after receiving a mark for the initial assessment. The Unit Coordinator (or nominee) may extend this timeline if necessary to enable the assessment to occur or if a student provides evidence of exceptional circumstances preventing them from meeting the timeline.
- 4.51 Students may achieve a mark of no more than 50% or the pass mark specified in the unit profile for the re-attempted assessment task.
- 4.52 The mark achieved for the re-attempted assessment task will be recorded as the final mark (along with a note indicating the initial mark and the reason for the change).
- 4.53 Re-attempted assessment must be marked without reference to the marks a student has achieved for the unit overall.

Assessment feedback

- 4.54 Students must receive feedback on assessment tasks allowing time for students to benefit from the feedback and to receive academic support before the next assessment task must be submitted. Ideally, students will be given initial feedback before census date.
- 4.55 Feedback related to the assessment criteria may be provided individually or to a group. Students undertaking group assessment will also be given individual feedback. Feedback must also be sufficiently detailed to identify strengths and deficiencies, and suggest how performance can be improved without discouraging self-reliance in learning and assessment.
- 4.56 A brief summary (e.g. report, video, audio) must be provided to a student cohort of their overall exam performance or as feedback (e.g. a brief report outlining where the student cohort excelled/underperformed in an exam and what was required for a satisfactory performance). This may be provided to students via the unit Moodle site or other means.
- 4.57 Feedback to students includes access to their own work, including copies of exam scripts and other relevant assessment material.
- 4.58 Staff and student feedback on assessment tasks must be considered for possible incorporation into learning and teaching strategies and future assessments, including annual unit and course enhancement reports.
- 4.59 Students undertaking work placements, or similar work-integrated learning, must receive regular and constructive feedback about their performance from the Unit Coordinator and/or designated placement supervisor in the placement setting. Details of work-integrated learning requirements are in the [Work-Integrated Learning Policy and Procedure](#).
- 4.60 Students can discuss their result or mark with the Unit Coordinator following feedback to prepare further assessment tasks.
- 4.61 Where early or formative assessment or review indicates that students are at risk of failing a unit, Unit Coordinators must refer students as early as practicable to appropriate academic or other support services. Any such referral must be documented.

Grades and results

- 4.62 The grades and interim results used to record student academic achievement or other assessment-related outcomes, and the rules for calculating a student's grade point average, are in the [Grades and Results Policy](#).
- 4.63 The [Moderation of Assessment Procedure](#) is applied to ensure comparability of assessment results within and across campuses/teaching sites and delivery modes.

- 4.64 Marks and/or grades for assessments released to students before certification of grades are provisional, and are subject to moderation and confirmation through Education Committee assessment meetings.
- 4.65 No exam marks will be released until after moderation and certification of grades.
- 4.66 Final grades will be published on the certification of grades date each term.
- 4.67 Unless otherwise stated in this document, the normal range of grades and results are applicable to student assessment in accordance with the [Grades and Results Policy](#).
- 4.68 Grades and results and associated conditions and procedures applicable to particular assessment types (e.g. supplementary assessment, deferred exams) are stated in relevant sections of this document.
- 4.69 Deferred and supplementary assessment (including exam) marks and final grades must be finalised by the deferred/supplementary assessment release date each term (see [Appendix A](#) for administrative details).
- 4.70 Student requests for a review of a grade for a unit is managed in accordance with the [Review of Grade Procedure](#).

5 PROCEDURE: ASSESSMENT MANAGEMENT

Reasonable adjustments to assessment

- 5.1 A student's ability to prepare for or complete assessment tasks, meet assessment timelines or attend assessment activities may be adversely affected by disability, illness, injury, medical or mental health condition or exceptional circumstances beyond the student's control.
- 5.2 Where possible, the University will make reasonable adjustment to a student's assessment to enable them to fulfil their course and unit requirements without compromising the integrity of assessment or course accreditation requirements. Students must still meet the inherent requirements of their course and units.
- 5.3 Where approved, reasonable adjustments are made to the standard conditions or format of assessment including exams (e.g. timing, physical environment, use of assistive technology). In exceptional circumstances, an alternative assessment task (special assessment) may be considered as an option to minimise student disadvantage.
- 5.4 Reasonable adjustments for students impacted by a disability, illness, injury, medical or mental health condition or exceptional circumstances and undertaking compulsory work-integrated learning (particularly work placements) are decided by the relevant school. Read this document in conjunction with the [Work-Integrated Learning Policy and Procedure](#).

Adjustments to assessment for students with a disability

- 5.5 Reasonable adjustments for students with a disability, illness, injury, medical or mental health condition may be granted based on [acceptable reasons](#) as stated in section [5.16](#) below.
- 5.6 Reasonable adjustments are made in accordance with the [Disability Policy](#) and [Disability Support Procedure – Students](#) to meet legal obligations under the [Disability Standards for Education 2005](#) to ensure students can participate in learning and assessment experiences on the same basis as students without disability.
- 5.7 As defined in the [Disability Policy](#), disability may be permanent, temporary (short- or long-term), episodic or unforeseen; therefore, a student's need for support, the period of time support is needed, and the adjustment/s to their assessment are based on individual needs and may vary over time.
- 5.8 To receive support, students can register with the Inclusion and Accessibility Service when they enrol or at any time during their studies. As part of this process, students must submit an [Inclusion and Accessibility Student Registration Form](#), which includes a treating health professional report to be completed by relevant health professionals. Additional medical documents can be attached. This information is stored confidentially and only accessible by Inclusion and Accessibility staff.

- 5.9 The Inclusion and Accessibility Student Registration Form is available to students from the [Accessibility website](#). For more information, students may email the Inclusion and Accessibility Service on accessibility@cqu.edu.au.
- 5.10 Based on all information provided and consultation with the student, Disability Advisers work collaboratively with relevant staff to ensure that reasonable adjustments can be put in place to support the student. This includes seeking confirmation of learning and teaching adjustments to assessments from relevant Deputy Deans (Learning and Teaching) and teaching staff.
- 5.11 Registered students receive an individualised Accessibility Plan which lists the reasonable adjustments the University will put in place and key responsibility areas. Students retain a copy of their Accessibility Plan and are encouraged to provide a copy to their lecturers. With the student's permission an Accessibility Plan can also be made available to relevant teaching staff via the electronic learning system. Accessibility Plans are reviewed annually or as required.
- 5.12 Subject to approval, reasonable adjustments in assessment may include but are not limited to:
- a) learning or assessment material provided in alternative formats
 - b) limited time extension for submitting one or more individual assessment tasks (excluding exams)
 - c) modified arrangements for compulsory learning activities (e.g. residential schools)
 - d) deferred exams
 - e) flexible conduct or supervision arrangements in an exam (e.g. additional time, provision of a scribe or reader at exams, assistive technology, rest breaks)
 - f) change of exam centre
 - g) special assessment (i.e. an alternative assessment task).
- 5.13 Students with a disability, illness, injury, medical or mental health condition who do not wish to register for support with the Inclusion and Accessibility Service cannot receive an Accessibility Plan, but may contact the relevant Unit Coordinator directly.

Adjustments to assessment for students impacted by exceptional circumstances

- 5.14 Reasonable adjustments for students impacted by exceptional circumstances beyond their control may be granted based on [acceptable reasons](#) as stated in sections [5.16](#) and [5.17](#) below.
- 5.15 Subject to approval, reasonable adjustments to assessment may include:
- a) limited time extension for submitting one or more individual assessment tasks (excluding exams)
 - b) alternative arrangements for compulsory attendance at learning activities (e.g. residential schools)
 - c) deferred exams
 - d) change of exam centre
 - e) special assessment (i.e. alternative assessment task).

Acceptable reasons for adjusting assessment

- 5.16 Students may request an adjustment to their assessment if their ability to prepare for, complete, submit or attend assessment was or will be significantly impacted by exceptional circumstances beyond their control due to:
- a) **disability** as defined in the [Disability Policy](#) (for advice contact the Inclusion and Accessibility Service)
 - b) **medical or health-related condition** (e.g. serious or debilitating illness or injury; hospitalisation; giving or recently given birth; mental health illness or condition) (for advice contact the Inclusion and Accessibility Service)
 - c) **hardship or trauma** (e.g. recent victim of crime, serious accident or other critical incident; sudden loss of income, employment or accommodation; severe disruption to domestic arrangements or family relationship breakdown)

- d) **compassionate circumstances** (e.g. death of a family member or close friend; severe disruption to domestic arrangements or family relationship breakdown; unexpected carer responsibilities; life-threatening illness of a family member; severe financial difficulty)
- e) **unavoidable commitment** that by its nature cannot be rescheduled (e.g. primary carer responsibilities, jury service, approved activities away from campus or normal residence such as study overseas or work placements; cultural or religious obligations; state, national, international or other commitments requiring the student's participation including those stated in [5.17](#) below).
- 5.17 Reasonable and equitable adjustment will be considered for the following students in recognition of the unique nature of their commitments that can adversely impact on assessment:
- a) recognised elite athletes, coaches or performers with state, national or international commitments (e.g. travel, training, competition, performance)
- b) paid or volunteer members of the Australian military, police, and emergency services with travel, training, service, emergency response and/or other commitments related to their role.
- 5.18 Details of flexible arrangements and support available for elite student athletes, coaches and performers are in the [Elite Athlete, Coach and Performer Policy and Procedure](#).

Reasons not accepted for adjusting assessment

- 5.19 The following circumstances are not acceptable reasons for adjusting assessment:
- a) circumstances that students could be expected to meet in the normal course of their study, work, family or social life (normal risk), including but not limited to:
- predictable or usual work, family, social, cultural, religious, recreational, personal or other commitments or occasions such as birthdays, holidays, weddings, celebrations or similar
 - normal or minor tensions or anxiety commonly associated with study, family and social relationships or adjusting to and balancing the demands of study with other commitments
 - predictable or usual demands of employment (in themselves or as a consequence of promotion), including periods of pressure and brief absences from the student's normal residence
 - predictable or usual demands of local or social sport, clubs (including CQUniversity clubs) or similar groups
 - normal or minor financial pressures.
- b) circumstances that are reasonably within the student's ability to control (e.g. mistaken reliance on draft timetable exam dates; misreading assessment due dates, attendance requirements or exam timetables made available to students; insufficient planning to meet assessment due dates or attend exams at the scheduled time).

Requesting adjustments to assessment or withdrawal from a unit

- 5.20 Students who request an [extension of time for assessment](#) (other than an exam), a [deferred exam](#) or an [alternative exam centre or arrangement](#) must follow the relevant procedure in this document.
- 5.21 Students who request alternative arrangements for compulsory participation in learning activities (e.g. residential schools) must submit their request and provide [acceptable reasons](#) in writing (e.g. email) with [supporting documents](#) directly to the Unit Coordinator. All such requests will be decided by the Deputy Dean (Learning and Teaching) or equivalent manager.
- 5.22 Submitting a request for adjustment to assessment does not guarantee approval; therefore, students must submit their request as soon as they become aware of the circumstances impacting on their assessment. Late requests may not allow sufficient time to make the requested adjustment.
- 5.23 Students cannot request special assessment. In exceptional circumstances, the University may grant an alternative assessment task in accordance with the [special assessment](#) section.

- 5.24 Students whose circumstances prevent them from completing assessment or other requirements of their unit may be eligible to withdraw from the unit without academic penalty and/or financial liability. In this case, students must request withdrawal in accordance with the [Removal of Financial Liability Due to Special Circumstances Policy and Procedure](#).
- 5.25 If students are prevented from submitting a request and supporting documents personally due to exceptional circumstances, an immediate family member or guardian, Unit Coordinator or other appropriate person may submit the request on the student's behalf.

Supporting documents for requesting adjustments to assessment

- 5.26 Student requests must be supported by relevant documentary evidence as stated below. Requests and supporting documents must be written in English (or a certified translation).
- 5.27 The University may request students or those named in supporting documents to clarify or verify the authenticity of the information provided. Requests based on false information or documents will not be granted and may be regarded as misconduct and managed accordingly.
- 5.28 Documents required for requests based on a **disability, medical or health-related condition**:
- a) a medical certificate or official letter signed by a registered medical or other appropriate registered healthcare practitioner, which includes the following:
 - patient's name
 - name, address and phone number of the medical or healthcare practitioner
 - date on which the consultation/examination took place
 - date on which the certificate or official letter was issued
 - date/s the patient is or was unfit for attendance/to participate in relevant activities, or
 - b) an Accessibility Plan (for students registered with the Inclusion and Accessibility Service) with a recommendation for adjustment to learning or assessment based on the impact of the student's condition on their ability to prepare, attend or complete learning or assessment. Recommendations are based on advice from treating health professionals and decided by the Deputy Dean (Learning and Teaching) before Accessibility Plans are sent to students.
- 5.29 Documents required for requests based on **hardship or trauma, compassionate circumstances, unavoidable commitments or other reasons involving exceptional circumstances**:
- a) a [Statutory Declaration form](#) signed by the student clearly stating the exceptional circumstances and how they impacted on the student's assessment, and
 - b) a document with sufficient, relevant evidence from an independent person confirming details of the student's circumstances. Examples of appropriate documents include but are not limited to those listed below:
 - registered medical/healthcare practitioner certificate (as stated in section [5.28](#) in above)
 - a carer's certificate from a registered medical practitioner (i.e. the patient's treating doctor) if the student is caring for a patient with a disability, an illness or injury, or other health or medical condition (for advice contact the Inclusion and Accessibility Service)
 - copy of an accident report by police or an emergency service authority; vehicle breakdown service report; an insurance claim
 - death notice or certificate (if culturally appropriate); a funeral notice or letter from a funeral director or from a community elder or religious leader
 - letter or written statement from a counsellor, social worker, medical/health-care practitioner, relevant authority, community elder or religious leader, an appropriate CQUniversity staff member or other independent person able to confirm the student's circumstances or commitments
 - letter from a relevant authority confirming the dates and details of an unavoidable commitment (e.g. Australian Defence Force, police or emergency service organisation, employer, recognised elite sporting or performance organisation; a court summons; jury service notice).

Factors considered in deciding adjustments to assessment

- 5.30 Factors considered in deciding adjustments to assessment include but are not limited to:
- a) the student's circumstances and the disadvantage or impact caused by these circumstances on the student's assessment
 - b) if appropriate supporting documents and information have been submitted to support the request, the date received and, if applicable, reasons given for submitting the request outside specified timelines
 - c) if the documents and information includes relevant, sufficient details to make an informed decision
 - d) whether the request is reasonable and equitable, including if University policies and procedures allow it
 - e) if the student has the potential to achieve a passing grade and any required minimum mark specified in the unit profile if an adjustment is granted
 - f) the history and frequency of similar requests
 - g) any other factors considered relevant.
- 5.31 Granting students an adjustment to their assessment is considered a significant concession. Such requests may not be granted if a history of repeated requests reasonably indicates that a student may be seeking unfair advantage.

Extensions of time for assessment

Requesting an extension of time for assessment

- 5.32 Students who are unable to submit completed assessment tasks (other than exams) by the specified due date may request an extension of time based on [acceptable reasons](#) involving disability or exceptional circumstances beyond the student's control. The [reasons not accepted](#) for requesting an extension are also set out.
- 5.33 Students requiring an extension to an assessment due date must submit their request in writing through the Assessment Extension System, accessed via the unit Moodle site. The request must state the reasons for the extension and include the required [supporting documents](#).
- 5.34 To be considered for an extension without academic penalty, the request and supporting documents must be submitted **before or on** the assessment due date, unless the student demonstrates sound reasons for submitting a late request. Students who make a request by phone must follow-up immediately with a written request and the supporting documents as stated above.
- 5.35 Submitting a request does not guarantee an extension will be granted. Therefore, students must make all reasonable efforts to submit the assessment task by or as soon as possible after the due date, where possible. To receive a decision before the assessment due date, students must submit their request as early as possible before that time.
- 5.36 International students attending a deferred assessment activity (e.g. in-class test managed by the school) in Australia are responsible for ensuring they hold a valid visa in accordance with [Department of Home Affairs](#) requirements.

Extension time limits and conditions

- 5.37 Extensions may be granted for up to a maximum of four weeks after the original due date, if the student provides acceptable reasons for requesting the extensions and the required supporting information. Students requiring longer are advised to apply for withdrawal without academic and financial penalty.
- 5.38 The Unit Coordinator may grant an extension for up to a maximum of 14 consecutive days. In exceptional circumstances only, the relevant Deputy Dean (Learning and Teaching) or equivalent manager may grant an extension beyond 14 consecutive days up to the maximum period allowed (see [deciding requests for extensions of time](#)).

- 5.39 Students undertaking units with major assessment tasks (e.g. end-of-unit 'take home' papers used instead of an exam, in-class tests) may request an extension, which requires approval of the Deputy Dean (Learning and Teaching) or equivalent manager. Such tasks will also be subject to section [5.43](#) below.
- 5.40 Students undertaking a work-integrated learning activity (e.g. work placement, practicum) who are granted an extension for a medical or health-related reason may be removed from the activity until a medical clearance has been approved (see the [Work-Integrated Learning Policy and Procedure](#)).

Late extension requests and late penalties

- 5.41 Students may submit an extension without academic penalty request up to five consecutive days after the assessment due date. The student may be granted the request if they demonstrate sound reasons for not requesting the extension before or on the due date, otherwise a penalty may be applied.
- 5.42 If a student does not submit an extension request or does not demonstrate sound reasons for a late request, a penalty of five percent of the total available marks for the assessment will be deducted for each full or part calendar day the assessment task is overdue.
- 5.43 For some assessments, it may not be appropriate to apply a late penalty. Such assessments will receive a mark of zero if not completed **by or on** the specified date. Examples are:
- weekly online tests worth a small proportion of the unit mark
 - online quizzes where answers are released to students on completion
 - professional assessment tasks, where the intention is to create an authentic assessment that has an absolute submission date
 - take-home papers that are assessed during a defined time period
 - pass/fail assessment tasks.
- 5.44 Where no late submission is allowed for assessment tasks, this must be stated in the assessment task description in the unit profile so this is clear to students undertaking the unit.

Deciding requests for extensions of time

- 5.45 The Deputy Dean (Learning and Teaching) or equivalent manager is responsible for deciding whether or not to grant extension requests and apply late penalties, and may delegate this authority to other staff (e.g. Unit Coordinators).
- 5.46 Assessment extension requests and late penalties will be decided with reference to relevant provisions for [adjustments to assessment for students with a disability](#) and [adjustments to assessment for students impacted by exceptional circumstances](#) sections in this document.
- 5.47 Within five working days of receiving a request, the Unit Coordinator will inform the student of the decision, i.e. one of the following:
- the requested extension period is approved in full or for a lesser specified duration
 - the request is not approved, and the student is asked to submit further documents/information for consideration, or
 - the request is not approved, the late penalty to be applied (if any), and reasons for the decision.
- 5.48 Decision-makers must record their decisions, including any late penalties and reasons for not approving requests, in the relevant information system or file.

Requesting a review of an extension request decision

- 5.49 Students whose extension request was not granted may request the decision be reviewed by a more senior decision-maker, e.g. Deputy Dean (Learning and Teaching) or equivalent manager or Dean of School. Students may request this review if they reasonably believe the decision process was flawed and unfair.

- 5.50 Students must clearly state the reason/s for their request; it is not sufficient to claim the decision process was flawed and unfair without giving reasons to substantiate the claim.
- 5.51 A decision will be reviewed only if the student requested an extension in accordance with this policy and procedure, and the student requests the review in writing to the Deputy Dean (Learning and Teaching) or equivalent manager within five working days of receiving the decision.
- 5.52 Students dissatisfied with the outcome of this review may be eligible to appeal in accordance with the [Academic Appeals Policy and Procedure](#).

Deferred exams

Requesting a deferred exam

- 5.53 Students who are unable to attend a scheduled exam may request a deferred exam based on [acceptable reasons](#) involving disability or exceptional circumstances beyond the student's control. The [reasons not accepted](#) for requesting a deferred exam are also set out. Submitting a request does not guarantee a deferred exam will be granted.
- 5.54 Students requesting a deferred exam must submit their request in writing online via MyCentre within the timelines stated below. The request must state the reasons for requesting the deferred exam and include the required [supporting documents](#).
- 5.55 Students requesting more than one deferred exam in a term must submit a separate request for each exam online via MyCentre including the required relevant supporting documents.
- 5.56 Requests based on a disability, medical or health-related condition must include a medical/healthcare practitioner's certificate (as stated in [supporting documents](#)) and must be dated **on or before** the scheduled exam date. Only in exceptional circumstances will retrospective medical or health-related certificates be accepted.
- 5.57 Students who begin a scheduled exam and are adversely impacted or unable to continue due to illness or disability may be eligible for but do not need to request a deferred exam (see [student illness before or during exams](#) for more information).
- 5.58 International students attending a deferred exam at an exam centre in Australia are responsible for ensuring they hold a valid visa in accordance with [Department of Home Affairs](#) requirements. Students may contact the Examinations Section for advice regarding an alternative exam centre. Exam centre changes must be finalised two weeks before the exam period begins.

Deferred exam request timelines and conditions

- 5.59 Requests for a deferred exam must be submitted **before or up to** five working days after the student's scheduled exam date.
- 5.60 Requests will be considered as soon as possible, however, students are not guaranteed a decision before the scheduled exam date.
- 5.61 Students who have requested a deferred exam, but then attend the scheduled exam, will have their deferred exam request declined or revoked.
- 5.62 Requests submitted after the required timeline may be considered by the Deputy Dean (Learning and Teaching) or equivalent manager only if the student demonstrates exceptional circumstances that justify late submission.

Deciding deferred exam requests

- 5.63 The relevant Deputy Dean (Learning and Teaching) or equivalent manager is responsible for deciding deferred exam requests.

- 5.64 The decision-maker may decide each request unconditionally or on terms and conditions they consider appropriate in the circumstances with reference to relevant provisions in the [adjustments to assessment for students with a disability](#) and [adjustments to assessment for students impacted by exceptional circumstances](#).
- 5.65 A decision regarding the request must be made within 10 working days after certification of exam results or as soon as possible afterwards.
- 5.66 If circumstances delay the decision beyond the above timelines, the relevant Deputy Dean (Learning and Teaching) or equivalent manager must notify the student promptly and indicate the expected date of the decision.
- 5.67 Decision-makers must record their decisions, including reasons for not approving requests, in the relevant information system or file.
- 5.68 Students whose request is assessed and supporting documents are not compliant with this policy and procedure will be asked to submit additional documentation within five working days from the date the additional information is requested.
- 5.69 Decisions regarding deferred exams by the relevant Deputy Dean (Learning and Teaching) or equivalent manager cannot be appealed except to the Academic Appeals Committee in accordance with the [Academic Appeals Policy and Procedure](#).

Implementing deferred exams

- 5.70 The Student Governance Centre will manage any deferred exams during the scheduled deferred exam period.
- 5.71 Students granted a deferred exam held during the scheduled deferred exam period must attend the deferred exam on the scheduled date.
- 5.72 Only in exceptional circumstances will the relevant Deputy Dean (Learning and Teaching) or equivalent manager consider granting a student another opportunity for assessment if the student was granted but did not attend a deferred exam.
- 5.73 Students unable to undertake the deferred exam may be eligible for removal of financial liability and for withdrawal without academic penalty in accordance with the [Removal of Financial Liability Due to Special Circumstances Policy and Procedure](#).
- 5.74 Students can apply for removal of financial liability and for withdrawal without academic penalty in special circumstances by completing the relevant withdrawal forms, available on the [Contacts and Forms website](#).
- 5.75 Students whose grades/results are not finalised within 10 working days after certification of grades and who are deemed eligible for a deferred exam, must attend the exam at a time and place as arranged by the Deputy Dean (Learning and Teaching) or equivalent manager.
- 5.76 Deferred exams will be marked in accordance the [marking assessment](#) section, after which students will receive a result or grade in accordance with the [Grades and Results Policy](#).

Special assessment

- 5.77 In exceptional circumstances, the Pro Vice-Chancellor (Learning and Teaching) may decide that an alternative assessment task (i.e. special assessment) will be offered to or conducted for a student or group of students to achieve a valid and reliable assessment or to ensure students are not disadvantaged.
- 5.78 Students cannot request special assessment. However, the Unit Coordinator may recommend a student be granted special assessment based on [acceptable reasons](#) for adjusting assessment and no other options are available to enable the student to complete the unit. Students may be required to provide [supporting documents](#) as evidence of their circumstances.
- 5.79 A special assessment task must be demonstrably similar to the initial assessment.

- 5.80 Criteria for a special assessment task will be provided in writing to affected staff and students and must be consistent with the criteria applied to the initial assessment.
- 5.81 Special assessment tasks will be marked in accordance with the [marking assessment](#) section, after which students will receive a result or grade in accordance with the [Grades and Results Policy](#).

Supplementary assessment

Supplementary assessment interim results

- 5.82 Supplementary assessment is used to resolve doubt about a student's academic performance and whether the student has attained the learning outcomes for the unit to receive a passing grade.
- 5.83 The decision to assign a supplementary assessment (SA) or supplementary exam (SE) interim result, which allows a student to complete a further assessment, is made by the Education Committee via assessment meetings. Students cannot request a supplementary assessment or exam.
- 5.84 Supplementary assessment may not be available for students undertaking units with work-integrated learning components (e.g. work placements, clinical placements/practicums).
- 5.85 An SA or SE result is assigned only if all the criteria below are met, i.e. the student has:
- achieved at least 44.5% of the total marks available for the unit overall (i.e. 45% when this mark is rounded to the nearest integer), and
 - submitted all assessment specified in the unit profile for the unit (including any exam) and has made a reasonable attempt to address the assessment criteria, and
 - achieved a mark of at least 49.5% (i.e. 50% when this mark is rounded to the nearest integer), or the minimum mark specified in the unit profile, for every assessment task or exam for the unit except one, and
 - the potential to achieve a passing grade and any required minimum mark as specified in the unit profile by completing a similar single assessment task or similar exam.
- 5.86 An SA result is assigned if all the above criteria are met and the student passed the final exam for the unit or the unit is wholly assessed by assessment tasks (i.e. does not include an exam).
- 5.87 Students are awarded a final grade of Fail (F) if all the above criteria are not met or the students fail any non-graded (pass/fail) component of the unit.
- 5.88 Students whose grades/results are not finalised within 10 working days after certification of grades and who are deemed eligible for a supplementary exam must attend the exam at a time and place as arranged by the Deputy Dean (Learning and Teaching) or equivalent manager.

Implementing supplementary assessment

- 5.89 The Unit Coordinator (or delegate) will decide the learning outcomes and provide a supplementary assessment task or exam paper/requirements appropriate to assess the student's ability to demonstrate their attainment of the learning outcomes for the unit.
- 5.90 The assessment tasks (including exams) in a unit must not be the same or similar as the supplementary assessment tasks/exams used in the unit in the same term to ensure students are not completing the same assessment.
- 5.91 Schools will manage supplementary assessment tasks, including any in-class tests, outside the scheduled supplementary exam period. The Student Governance Centre will manage any supplementary exams during the scheduled supplementary exam period.
- 5.92 Students who are granted a supplementary assessment task or exam cannot defer this assessment or exam. Only in demonstrated exceptional circumstances based on supporting documents will a deferral be considered, and will be subject to approval by the relevant Deputy Dean (Learning and Teaching).

- 5.93 Students unable to undertake the supplementary assessment may be eligible for removal of financial liability and for withdrawal without academic penalty in accordance with the [Removal of Financial Liability Due to Special Circumstances Policy and Procedure](#).
- 5.94 Students can apply for removal of financial liability and for withdrawal without academic penalty in special circumstances by completing the relevant withdrawal forms, available on the [Contacts and Forms website](#).
- 5.95 Grades resulting from supplementary assessment will be based on the revised overall mark for the unit, recalculated in accordance with section 4.41 in [marking assessment](#).
- 5.96 Students who pass the unit after completing a supplementary assessment task or exam will be awarded a Pass (P) grade, which cannot later be converted to a higher grade. Students who do not pass will be awarded a Fail (F) grade.

Exam attendance

Attendance at designated exam centres

- 5.97 Exams may be held at CQUniversity campuses or at external exam centres.
- 5.98 On-campus students (defined by their attendance mode) must attend exams at their campus of enrolment, unless otherwise approved. Students may request a change of exam centre as stated below.
- 5.99 Students select an exam centre via MyCentre. Students unable to access MyCentre must contact the Student Advice Team to allocate an exam centre.
- 5.100 Students with a residential address more than 150 km from an exam centre must nominate a new centre by submitting a completed [Create an Exam Centre Nomination Form](#), available on the [Examination and Assessment website](#).
- 5.101 Students must ensure their exam centre is correct in their personalised exam schedule in MyCentre and finalise any changes to their exam centre selection six weeks before the exam period begins.
- 5.102 International students, who hold a scholarship with conditions requiring them to attend exams at their campus of enrolment, are not allowed to change their exam centre.

Alternative exam centre or arrangement

- 5.103 Students with a disability who require support to undertake an exam or are unable to attend an exam centre may request alternative arrangements in advance. To ensure these arrangements can be implemented in time to provide support, students must contact the Examinations Section or Inclusion and Accessibility Service as early as possible in the term. Such arrangements must be finalised two weeks before the exam period begins.
- 5.104 Students who are unable to attend a scheduled exam at their designated exam centre due to disability or exceptional circumstances beyond the students' control (e.g. unavoidable commitments) may apply to attend an exam at the scheduled time at another university or established CQUniversity external exam centre (see [acceptable reasons](#) for adjusting assessment).
- 5.105 Students who request to attend a scheduled exam at a different location must apply in writing via the [Examinations Enquiry eForm](#) available on the [CQUni Handbook website](#). Students must submit their request six weeks before the scheduled exam period begins, and will be required to provide [supporting documents](#).
- 5.106 In exceptional circumstances, the Examinations Section will endeavour to change exam centre selections outside this deadline. However, all changes must be finalised 14 consecutive days before the scheduled exam period begins.

Attendance during scheduled exam periods

- 5.107 Students must attend their exam at the scheduled date and time unless otherwise approved, or if they believe they are not well enough to attend the exam as stated in the [student illness before or during exams](#) section.
- 5.108 Students are responsible for knowing the University's exam periods, published in the [Academic Calendar](#), and the final exam timetable so they can attend their exams at the specified time. Students who attend marriage or any other ceremonies, vacations, personal, family, social or other similar occasions that coincide with exam periods will not be granted a deferred exam.
- 5.109 Draft and final exam timetables are published on the CQUniversity [Exams and Timetable website](#) for staff, and in students' personalised exam schedules in MyCentre.
- 5.110 Students must check their personalised exam timetable in MyCentre and read all information given regarding their exams. Students are responsible for knowing the date, time and location of their exams.
- 5.111 Students requiring any change to exam arrangements in their Accessibility Plan (see [adjustments to assessment for students with a disability](#)) can contact the Inclusion and Accessibility Service from week six up to 14 days before the scheduled exam period begins.
- 5.112 Students who have requested late enrolment changes and are unaware of their exam eligibility must contact the Examinations Section no later than two weeks before the exam period begins.
- 5.113 Students will not be considered for a deferred exam if they mistakenly rely on draft exam timetable dates and times, misread an exam timetable, or miss an exam by arriving more than 30 minutes after the scheduled standard exam start time due to factors reasonably within their control.
- 5.114 Students who are unable to attend a standard exam at the scheduled date and time due to disability or exceptional circumstances beyond the student's control may apply for a deferred exam in accordance with the [deferred exams](#) section. Students will be required to provide supporting documents.

Disruption to exams

- 5.115 The University may be unable to hold or continue an exam due to unforeseen or exceptional circumstances (e.g. destructive weather event or damage, fire alarm). In this case, the University will notify affected students and staff as soon as possible of any changes taken to minimise the potential impact.
- 5.116 The Exam Invigilator must notify the Deputy Director, Student Governance and the Pro Vice-Chancellor (Learning and Teaching) immediately of any significant disruption to an exam to consider any action needed to ensure students are not disadvantaged.
- 5.117 If an exam cannot be held at the scheduled date, time and location, where possible the exam will be rescheduled during the same exam period and location using a different exam paper.
- 5.118 If an exam cannot be held in the same exam period, the exam will be rescheduled to the deferred exam period at the same location, where possible, using a different exam paper.
- 5.119 Changes to scheduled exam times as stated above must not be made unless approved by the relevant Deputy Dean (Learning and Teaching) or equivalent manager.

Exam room entry and exit rules

- 5.120 Students must have current photo identification (e.g. CQUniversity student identification card, driver's license or passport card) to enter an exam room. Students with no photo identification must report to Campus Reception/Administration Building or equivalent to be certified as a current student before they will be allowed to enter an exam room.
- 5.121 Students are deemed and recorded as having attended an exam if they enter an exam room. Students who enter an exam room and have made an error in the scheduled date, time and location of their exam are allowed to leave without being recorded as having attended the exam.

- 5.122 Students are not allowed to attend an exam other than at the scheduled date, time and location without prior approval from the Deputy Director, Student Governance. Invigilators must contact the Examinations Section immediately or advise the student to do so.
- 5.123 Students are given an attendee card at each exam, which they must retain as evidence of exam attendance.
- 5.124 Students must arrive at the exam room 30 minutes before the exam start time to allow for 15 minutes settling-in time and 15 minutes perusal time. All exams are structured using the following timelines.

Exam timelines

Exam opening time	Scheduled exam opening time	Students may enter exam room
Settling-in period	15 minutes	
Perusal time	15 minutes	
Exam start time	At end of perusal time	Students begin writing exam
Late arrivals up to 30 minutes after exam start time	Students may enter the exam room up to 30 minutes after exam start time. They must report to the Invigilator and provide a reason for being late. The Invigilator records the details in an incident report.	
Arrivals later than 30 minutes after exam start time	Students who arrive later than 30 minutes after the exam start time are <u>not</u> allowed to enter the exam room. The Invigilator records in an incident report details of students disallowed late entry to the exam room.	

- 5.125 In normal circumstances, students may not leave the exam room until 60 minutes after the exam start time. Students who need to leave early due to illness must report this to the Invigilator who records the details in an incident report. If possible, the student co-signs the incident report.

Materials allowed or restricted in exams

- 5.126 In an exam, all students are allowed to use one hardcopy unannotated concise direct-translation bilingual dictionary that is not a photocopy. 'Unannotated' means that the dictionary does not contain any handwritten or typed notes. However, students are not given extra time to use dictionaries in exams.
- 5.127 Any other type of dictionary or material that is allowed must be specified by the Unit Coordinator in the unit profile and in the exam instructions.
- 5.128 The following dictionaries are not allowed:
- standard English dictionaries or thesauruses
 - translation dictionaries with extensive interpretation or advanced level translation dictionaries (unless specifically authorised by the Unit Coordinator in the exam instructions)
 - annotated dictionaries of any kind
 - electronic dictionaries of any kind
 - translation dictionaries in a language relevant to a student's enrolment in a foreign language unit/course.
- 5.129 Unless allowed in the unit profile and specified in the exam instructions, a student must not take any item into the exam room that could advantage them or any other student. Examples include but are not limited to:
- dictionaries other than one hardcopy unannotated concise direct-translation bilingual dictionary (see section [5.126](#) above)
 - books or e-books
 - calculators

- d) mobile phones, android devices, MP3 devices, tablets, e-readers, computers, personal digital assistants (PDAs), multi-function watches or other electronic devices capable of circumventing the exam process.
- 5.130 If the Unit Coordinator allows students to use a calculator in the exam, the calculator:
- a) must be hand-held, silent, non-communicable and internally powered
 - b) may be checked by the examiners and invigilators
 - c) cannot be used during perusal time.
- 5.131 Students are allowed to bring the following items into an exam room, and must keep possession of them:
- a) basic writing materials and other authorised materials included in the exam instructions on the exam paper's front page
 - b) photo identification
 - c) plain drinking water in a clear, non-labelled container
 - d) required medications.
- 5.132 For students who require additional support during the exam, refer to [adjustments to assessment for students with a disability](#) for information.
- 5.133 Students are given one sheet of rough paper with other prescribed materials in an exam, and are given more rough paper on request. The Invigilator collects and accounts for all used rough paper and other exam materials at the end of an exam. Rough paper is not marked by the assessor.

Student conduct during exams

- 5.134 Students must follow the Invigilator's instructions at all times, including instructions to surrender unauthorised materials for an exam's duration. Failure to follow these instructions will be noted and may be regarded as misconduct and managed accordingly.
- 5.135 During perusal time, students are not allowed to use a calculator or write in exam booklets, but may:
- a) complete attendance cards
 - b) fill in the details required on the front cover of exam booklets
 - c) write notes on rough paper supplied
 - d) in an open book exam, read an authorised textbook or other allowed material.
- 5.136 Students must not begin writing answers until instructed by the Invigilator.
- 5.137 Students must stop writing when instructed by the Invigilator.
- 5.138 At the end of an exam, students must remain seated until all exam booklets have been collected.
- 5.139 Students must raise their hand if they need the Invigilator's assistance for any reason, including illness or to request permission to leave an exam room.
- 5.140 Students must write clearly and legibly in English.
- 5.141 Students must not:
- a) keep mobile phones or other unauthorised material (e.g. bags, books, notes and electronic devices, in their possession.) These must be stored at the student's risk in an area designated by the Invigilator.
 - b) eat or smoke
 - c) wear headwear unless it has religious or cultural relevance
 - d) breach exam security by talking, looking at other students or their written materials, passing notes or communicating in any way with other students
 - e) lend or borrow any authorised exam materials to other students in an exam room.

- 5.142 Before leaving an exam room, students must:
- complete the front of their exam answer booklets and write their name and student number on all exam materials to be submitted for marking, and
 - retain their attendee card as proof of exam attendance.
- 5.143 Students caught in an exam possessing or using materials or devices not authorised in the exam instructions or allowed by this policy will have the materials or devices confiscated. Students will be reported for suspected academic misconduct and dealt with according to the [Academic Misconduct Procedure](#).

Student illness before or during exams

- 5.144 Students who are ill before an exam must contact Learning and Teaching Services staff for advice on the preferred course of action, if medically possible.
- 5.145 Students who become ill during an exam due to the sudden onset or worsening of a disability, medical or health-related condition and are adversely impacted or unable to continue must notify the Invigilator, and should seek immediate medical attention. Students may later be asked to provide supporting documents (e.g. medical certificate) as evidence of their illness or condition.
- 5.146 In these situations, students are recorded as having attended the exam. The Invigilator outlines the details in an incident report and submits it to the Unit Coordinator with the student's exam script.
- 5.147 Students who leave an exam room without notifying the Invigilator of the condition or illness will not be considered for a deferred exam.
- 5.148 Deferred exams for students who were adversely impacted by a condition or illness during an exam will be considered only on the basis of the Invigilator's report documenting the incident, which should be co-signed by the student, where possible (see [deferred exams](#)).
- 5.149 University staff may contact individual students for additional information (e.g. supporting document such as a medical certificate) as evidence of the reported illness or condition to assist in deciding whether the student is given an opportunity to attend a deferred exam.
- 5.150 Students who become ill during an exam do not need to apply for a deferred exam. The Deputy Dean (Learning and Teaching) or equivalent manager will decide these cases based on the Invigilator's report and any additional information/supporting documents. Students will be notified of the decision.

Access to exam scripts

- 5.151 An exam script is a student's written response under exam conditions to a formal assessment. Students can view their exam scripts, but must submit a written request (e.g. email) to the relevant School Administration Office.
- 5.152 Students may view only their own exam script or a legible copy. CQUniversity reserves the right to supply a legible copy of the exam script for viewing in place of the original.
- 5.153 If the request to view an exam script is required for a review of grade, students and staff must follow the timelines in the [Review of Grade Procedure](#).
- 5.154 Viewing scripts or copies of scripts must be directly supervised by a CQUniversity or partner organisation staff member at the student's campus of enrolment. For online students (including those studying offshore) who are not close to a regional or metropolitan campus, the Unit Coordinator (or Dean of School's nominee) will assist the student by phone, electronic means, or other agreed means, in lieu of the student viewing the script.
- 5.155 When viewing an exam script, only the student and a CQUniversity or partner organisation staff member assigned to the viewing can be present. The marking of an exam script/copy is not discussed at this time.

- 5.156 When viewing an exam script, the student may take notes separately, but must not write on or deface the exam script/copy.

Access to past exam papers

- 5.157 Individual exam papers must not be released to students or taken by students from the exam room at the end of an exam. Access to past exam papers is available only to staff and students.
- 5.158 Past exam papers are published as online study resources. Students can access a maximum of three consecutive past exam papers for each unit by accessing the [CQUni Handbook](#), selecting the relevant unit then selecting the Assessment Overview tab.

Reviews and appeals

- 5.159 A student may apply for a review of a grade in accordance with the [Review of Grade Procedure](#).
- 5.160 Students may appeal against academic decisions in accordance with the [Academic Appeals Policy and Procedure](#).

6 RESPONSIBILITIES

Compliance, monitoring and review

- 6.1 Staff and students enrolled in award units are responsible for being informed on and following policy and procedure relating to assessment.
- 6.2 Schools are responsible for ensuring this policy and procedure is implemented, for monitoring compliance, maintaining academic standards, and reviewing data on grades and student success to assure quality in academic standards.
- 6.3 Academic staff are responsible for ensuring unit work is designed and student achievement is assessed in line with this policy and procedure, and other related documents.
- 6.4 Academic Board and subordinate committees, in conjunction with the Pro Vice-Chancellor (Learning and Teaching), are responsible for reviewing assessment practice and the effectiveness of this policy and procedure in maintaining the quality of learning and teaching, through course and unit review processes, student evaluations and data relating to appeals and complaints.

Reporting

- 6.5 Schools provide internal reports on student success rates in units, retention, course completions, student evaluations, appeals and complaints to Academic Board and relevant CQUniversity managers.
- 6.6 CQUniversity provides statistical and other reports relating to assessment data to the Commonwealth [Department of Education and Training](#) as required under legislation and funding agreements.

Records management

- 6.7 Staff must manage assessment-related records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 6.8 University records relating to assessment administration and decision-making must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Completed assessment must be retained as specified below:

Completed assessment	Minimum retention period
Exam scripts and any other forms of assessment submitted by students (in any format) <u>not</u> subject to review or appeal	Nine months after certification of grades or until last action, whichever is later
Exam scripts and any other forms of assessment submitted by students (in any format) subject to review or appeal	Five years after certification of grades or until the review or appeal or last action is finalised, whichever is later

7 DEFINITIONS

7.1 Terms not defined in this document may be in the University's [glossary](#).

8 RELATED LEGISLATION AND DOCUMENTS

[Academic Appeals Committee Terms of Reference](#)

[Academic Appeals Policy and Procedure](#)

[Academic Misconduct Procedure](#)

[Application for Removal of Financial Liability Due to Special Circumstances Form](#) (see the Contacts and Forms website)

[Application for Withdrawal Without Academic Penalty in Special Circumstances Form](#) (see the Contacts and Forms website)

[Australian Qualifications Framework](#)

[Create an Exam Centre Nomination Form](#) (see the Examination and Assessment website)

[Disability Policy](#)

[Disability Standards for Education 2005 \(Cwlth\)](#)

[Disability Support Procedure – Students](#)

[Education Services for Overseas Students Act 2000 \(Cwlth\)](#)

[Elite Athlete, Coach and Performer Policy and Procedure](#)

[Examination Enquiry eForm](#) (see the CQUni Handbook CQUniversity eForms website)

[Grades and Results Policy](#)

[Higher Education Qualifications Policy and Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cwlth\)](#)

[Inherent Requirements at CQUniversity](#) (see the Learning and Teaching StaffNet website, staff access only)

[Learning, Teaching and Assessment Framework Policy](#)

[Moderation of Assessment Procedure](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(Cwlth\)](#)

[Removal of Financial Liability Due to Special Circumstances Policy and Procedure](#)

[Review of Grade Procedure](#)

[Statutory Declaration Form](#) (see the Contacts and Forms website)

[Student Feedback – Compliments and Complaints Policy and Procedure](#)

[Student Ombudsman Procedure](#)

[Tertiary Education Quality and Standards Agency Act 2011 \(Cwlth\)](#)

9 FEEDBACK

- 9.1 University staff and students may provide feedback about this document by emailing the policy office at policy@cqu.edu.au.

10 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	19/01/2020

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 29/11/2006
Amendment Authority and Date	Academic Board 06/07/2016; Executive Committee of Academic Board 20/12/2016; Learning and Teaching Committee 19/01/2017; Learning and Teaching Committee 15/11/2017; Learning and Teaching Committee 21/02/2018.
Notes	This document was superseded by the Assessment Policy and Procedure (Higher Education Coursework) (effective date Term 3 2018, 05/11/2018).

11 APPENDICES

Appendix A: Exam administrative procedure (for staff)

Submitting pre-exam period assessment information

- 11.1 All staff must adhere to the specified deadlines for submitting information (e.g. exam requirements, exam papers) to the Examinations Section before the exam period to enable exam timetable preparation. The Examinations Section regularly communicates with Division Administration Officers by email to ensure deadlines are met. The deadlines are as follows:
- a) Standard exam period
 - Unit Coordinators enter exam requirements into AIMS (as part of the unit profile tasks) by close of business, Friday, three weeks before each term begins.
 - Changes to exam requirements after this date must be processed by the Examinations Section and all changes must be finalised by close of business, Friday, week three of each term.
 - Divisions must submit standard exam papers eight calendar weeks before the standard exam period begins.
 - b) Supplementary/deferred exam period
 - Schools must submit deferred and supplementary exam papers seven weeks before the standard exam period begins.
 - School staff enter the approval of supplementary exam (SE) interim results. Learning and Teaching Services staff enter the approval of deferred exam (DE) interim results.
 - The results are changed in MyCentre by close of business, certification of grades date.
 - The Examinations Section can accommodate grade changes resulting from exceptions from appeals or exclusions up to five working days before the exam period begins.
- 11.2 If students' grades/results are not finalised within 10 working days after certification of grades (e.g. appeals, outstanding documents, decisions pending) and the students are deemed eligible for a deferred or supplementary exam, students must attend the exam at the time and place as arranged by the Deputy Dean (Learning and Teaching) or equivalent manager.

Publishing exam timetables for review

- 11.3 The Coordinator, Timetabling and Records publishes a draft timetable for the standard exam period about eight weeks before the standard exam period begins. Staff and students are given five working days to comment. The Coordinator, Timetabling and Records makes changes, wherever possible, and prepares the final timetable for the standard exam period one week after publishing the draft.
- 11.4 The Coordinator, Timetabling and Records prepares one timetable (final only) for the deferred/supplementary exam period about three weeks before the deferred/supplementary exam period begins.
- 11.5 Draft and final timetables are published on the CQUniversity [Exams and Timetable website](#) for staff and in students' personalised exam schedules in MyCentre.

Procedures for setting exam instructions via AIMS

- 11.6 When preparing information on exam instructions for entry into AIMS exam requirements, Unit Coordinators must ensure that:
- a) the information is clear, unambiguous and consistent with all information given to students before exams, including the unit profile and any other communications (e.g. lectures, emails, phone calls, online)
 - b) if applicable, the following relevant specifications are included:
 - open or closed book exam or the use of restricted materials
 - the type of calculator if one is to be allowed

- the type of translation dictionary to be allowed.

(See [specifying exam materials](#) below.)

- 11.7 Unit Coordinators enter exam requirements and generate the exam paper cover page in AIMS, then proofread the instructions for accuracy and clarity.
- 11.8 The Examinations Section arranges publication and distribution of exam materials according to MyCentre student enrolments and AIMS entries.
- 11.9 Third-party copyright material may be reproduced in a printed (hardcopy) exam paper, but not in past exam papers published online.

Publishing past exam papers as online resources

- 11.10 Past exam papers are published as online study resources. The process of publishing past exams online is an automated process linked to AIMS.
- 11.11 Subject to availability, a maximum of three previous, consecutive, individual past exam papers will be published for each unit.
- 11.12 Past exam publication is subject to the University-wide limits for all online study resources and must comply with the *Copyright Act 1968* and the [Copyright Policy](#). If an exam paper includes third-party material, the academic staff member responsible must obtain the Library's copyright clearance approval by completing a [Course Resources Online \(CRO\) Request Form](#). The academic staff member then forwards the Library's response to the Examinations Section.
- 11.13 If there is a conflict between an online study resource and a past exam paper, the online study resource will have precedence and the past exam paper will be removed from its location in the CQUni Handbook.

Specifying exam materials

- 11.14 Before the unit begins, Unit Coordinators, in conjunction with the relevant Course Committee, decide whether or not to include an exam in unit assessment and any applicable restrictions.

Restricted materials

- 11.15 Unit Coordinators specify in the unit profile and in information submitted as exam instructions whether or not any of the following exam restrictions apply.
- 'Restricted materials' means that certain materials are allowed in the exam room and they are listed. 'Materials' refer to paper materials only (either handwritten or typed).
 - 'Open book' exams mean any print materials, except English dictionaries, are allowed in the exam room including annotated notes in textbooks and any edition of the textbook. E-textbooks cannot be used in an open book exam, and staff must ensure that students are aware of the requirement for print copies of textbooks for open book exams.
 - 'Closed book' exams mean no materials are allowed in the exam room.

Dictionaries

- 11.16 All students are allowed to use one hardcopy unannotated concise direct-translation bilingual dictionary in exams. An unannotated dictionary is one that does not contain any handwritten or typed notes. Such dictionaries must be an original print – not a photocopy.
- 11.17 Unit Coordinators specify in the unit profile that basic-level translation dictionaries are allowed in the exam. If another type of dictionary is to be allowed in the exam (e.g. extensive interpretation or advanced-level translation dictionary; profession/discipline-specific dictionary), these details are also included in the unit profile.

11.18 If a particular type of dictionary is to be allowed in the exam (e.g. extensive interpretation or advanced-level translation dictionary; profession/discipline-specific dictionary such as for business, finance, law), Unit Coordinators enter this into AIMS. A statement similar to the following example is included: 'law dictionaries, business and law dictionaries (discipline-specific dictionaries) only are allowed'.

11.19 When entering the exam requirements in AIMS, Unit Coordinators also include the following statement: "Dictionary – non-electronic, concise direct-translation only. Dictionary must not contain any notes or comments." Translation dictionaries are those which translate between English and the student's first language.

11.20 Students are not allowed to use the following dictionaries in exams:

- a) for all students, whether English-speaking or from non-English-speaking backgrounds, standard English dictionaries or thesauruses
- b) translation dictionaries with extensive interpretation or advanced-level translation dictionaries, unless specifically authorised in the exam instructions
- c) annotated dictionaries of any kind, including authorised translation dictionaries
- d) electronic dictionaries of any kind (i.e. an electronic device that stores information), and/or
- e) for students in foreign language units, translation dictionaries relevant to the language of their enrolled unit.

Calculators and electronic devices

11.21 Calculators are not allowed to be used in the exam unless specified in the exam instructions on the exam paper. If a calculator is to be allowed in the exam, Unit Coordinators specify this in the information they enter into AIMS as exam instructions. If a calculator is allowed, choose either:

- a) Calculator – non-programmable only, non-text retrieval, silent only, or
- b) Calculator – either programmable or non-programmable, silent only.

11.22 If a calculator is to be allowed in the exam, it:

- a) must be hand-held, silent, non-communicable and internally powered
- b) is subject to checking by the examiners and invigilators, and
- c) is not allowed to be used by students during perusal time.

11.23 Electronic devices capable of circumventing the exam process are not allowed. Other than calculators specified as allowed, all other electronic devices, including mobile phones, android devices, MP3 devices, tablets, e-readers, computers, personal digital assistants (PDAs) and multi-function watches, or equivalent, must not be used in the exam room.

11.24 Students caught in an exam possessing or using a disallowed device will have it confiscated, be reported for suspected academic misconduct, and dealt with according to the [Academic Misconduct Procedure](#).

Appendix B: Exam instructions to students (for invigilators)

Invigilator responsibilities

11.25 Invigilators are responsible for being informed on and following this policy and procedure, particularly Appendix B and sections relating to exams including:

- Exam room entry and exit rules (including exam timelines)
- Material allowed or restricted in exams
- Student conduct during exams, and
- Student illness before or during exams.

Instructions to students before entering the exam room

11.26 The Invigilator addresses students outside the exam room giving the following instructions:

- bags, personal belongings and materials not authorised for use in the exam must be stored in the area provided (and students informed of the storage area)
- mobile phones and other unauthorised electronic devices must not be used in the exam, and must be turned-off and stored with personal belongings (note: mobile phones cannot be used as calculators)
- students must remain silent and not communicate by any means with other students in the exam room
- students must check to ensure they are given the exam paper for the correct unit of study
- students must check the details on and retain their attendee card after each exam as proof of exam attendance
- students must make themselves aware of the process relating to incident reporting and cheating in exams
- students are allowed a 15-minute settling-in period before a 15-minute perusal time, and
- students must surrender all unauthorised materials, including study notes and mobile phones, on entering the exam area. Students found with unauthorised materials after entering the exam area will:
 - have the materials or devices confiscated, and
 - be reported for suspected to the [Academic Misconduct Procedure](#)
- invigilator reports must be provided to the relevant division/school to record details of any event during the exam period including but not limited to student conduct during the exam, such as recording of alleged misconduct or incidents of illness.
- students are responsible for following these instructions, and must inform the Invigilator of any events or incidents of illness.

Instructions to students to enter the room for settling in and perusal

Settling-in period

11.27 When students are allowed to enter the room, the Invigilator gives the following instructions:

- students are allowed a 15-minute period for settling in, and
- students are allowed to complete their attendee card and student details in their exam booklet, exam paper and graph paper, if applicable.

Perusal period

11.28 When the settling-in period ends, the Invigilator gives the following instructions:

- students must not begin perusal until instructed to do so
- students are to place their photo identification and attendee card on the top right corner of the desk

- students are not to write in the exam paper or exam answer booklet during perusal, but are allowed to complete their attendee card and student details on their exam answer booklet, exam paper and graph paper, if applicable
- students are allowed to read authorised textbooks or other notes (if the exam is designated as open book or restricted materials) and write notes on the rough papers supplied for the exam
- students now have 15 minutes to peruse the exam question paper – begin perusal.

Instructions to students to begin the exam

11.29 The Invigilator gives the following instructions at the end of perusal time:

- students are to note the time allowed for the exam – the clock in the exam room is the one being used
- students are not allowed to leave the exam room in the first one hour following the exam start time
- students are given 15 minutes warning of the end of the exam, and
- students may begin writing the exam.

Instructions to students to end the exam

11.30 Fifteen minutes before the end of the exam, the Invigilator gives the following instruction:

- students taking the exam in (name of unit/s) have 15 minutes of working time remaining.

11.31 The Invigilator gives the following instructions at the end of the time set for the exam:

- students are to stop writing (pause) and put pens down (ensuring that all writing has ceased)
- students are to gather together their exam booklets and other exam material to be submitted for marking
- students are to check their name is on all material to be marked – if not, students must attend to the matter now but are not to open their booklets or add anything to their answers
- students are to check that the front page of their exam booklet is properly completed
- students are to note that any booklet or answer sheet removed from the exam room is automatically void
- all exam papers are to be returned/collected by the Invigilators
- students are to remain seated until the booklets and other materials are collected, and
- students are to take all their personal belongings with them when leaving.