

<b>Institution</b>	Universal Higher Education (UHE)
<b>Policy name</b>	Final Examinations Policy
<b>Policy Governance</b>	Academic Board

### 1. Introduction

The demonstration of academic learning is an integral component of the student learning experience. The integrity of the assessment process is central to both the quality of the learning experience and the integrity of the process. This policy applies to all coursework subjects offered by UHE.

### 2. Definitions

**Final Examination:** an examination held within a specified examination period that is defined by UHE and conducted in compliance with this policy.

**Final Examination paper:** the original document prepared by the member of teaching staff.

**Final Examination script:** the student's attempt at the final examination paper.

**Moderation:** a quality review and assurance process which supports the final examination setting and marking activities. It involves using other academics and qualified staff to confirm that the final examination tasks and marking are valid and reliable.

### 3. Responsibilities: Final Examination

The Relevant Program Coordinator is responsible for:

- the development and submission of a final examination and supplementary exam paper; and
- ensuring all examination papers are moderated by a peer who has discipline expertise
- marking and moderation of the final examination and supplementary exam paper.

### 4. Timetable

UHE will publish the dates of each final examination period for each study period. Final examinations will not be held before the start date of the final examination period.

Each student will be responsible for:

- checking the final examination timetable.
- adhering to the final examination timetable.
- ensuring they are available for the full duration of the final examination period.

### 5. Academic Integrity and Quality Assurance

Details of the structure and format of the final examination paper will be made available to students prior to the start of the final examination period. This detail will include:

- a copy of the examination coversheet, giving the conditions under which, the examination will be held
- information on the types of questions the examination will contain, and an indication of the subject content the paper will examine.

## 6. Format

A standard cover page will be used on all final examination papers.

## 7. Duration

The duration of a final examination (excluding reading time) will not exceed three hours. A maximum of ten minutes reading time may be allowed at the beginning of each final examination. Students will be informed in advance whether reading time will be allowed. If the start time of a final examination is delayed for any reason, the concluding time of the examination may only be extended by the amount of the delay.

If a final examination is disrupted for any reason, the examination may be:

- continued, with an adjustment made up to the length of the disruption.
- considered completed, with the examination scripts marked.
- abandoned and rescheduled (to the last day of the official final examination period where possible).

## 8. Eligibility

The Chief Academic Officer will determine who is eligible to sit a final examination. Students not considered eligible will be excluded from the subject and this will result in the student being awarded a Fail grade (F) for the subject.

## 9. Conduct

Where sufficient notice has been provided, UHE will cater for students with a disability or other special needs to ensure fairness and equality of opportunity for all students. There will be an Examination Supervisor in charge at every final examination. The Relevant Program Coordinator will be contactable by phone for the duration of the final examination.

Students will be required to:

- provide their UHE student identification card as photographic proof of identity for the duration of the final examination. This must always be visible during the examination. In exceptional circumstances, the Examination Supervisor may allow alternative photographic proof of identity such as a current Australian driver's licence, a current Australian Proof of Identity card or a current passport.
- leave mobile phones, electronic devices including internet enabled watches, bags, computers, notes, books and similar outside a final examination venue.
- ensure any water brought into the final examination room is in a clear and unmarked bottle.
- obey all instructions provided by an Examination Supervisor.
- refrain from communicating in any way with another student once they have entered the final examination venue.

Students are not permitted:

- into a final examination venue one hour from the time of commencement (excluding any reading time) has elapsed.
- to leave a final examination venue *before* one hour from the time of commencement (excluding any reading time) has elapsed.
- to be readmitted to a final examination venue unless they were under approved supervision during the full period of their absence.

- to obtain, or attempt to obtain, assistance in undertaking or completing the final examination script.
- to receive, or attempt to receive, assistance in undertaking or completing the final examination script.

### **10. Feedback**

A marker is required to annotate each page of a final examination script to indicate that it has been marked. A student is entitled to view their annotated final examination script. The viewing will be conducted in a secure UHE room. The Relevant Program Coordinator or his/her nominee will always be present. The student is not entitled to copy, destroy, alter or annotate the script in any way. The script will remain the property of UHE.

### **11. Supplementary Exam**

The availability of a supplementary examination will follow the Supplementary Assessment Policy. A supplementary examination is not considered a final examination for the purposes of this Policy.

### **12. Multiple Examination Sites**

UHE will implement arrangements to ensure the integrity of examinations conducted at multiple examination sites and, if applicable, in multiple time zones.

### **13. Storage**

All final examination papers and scripts will be kept in a secure location up to and during the final examination period. Each final examination script will be kept by UHE based on the Records Management Policy. Completed final examination scripts will be disposed of via confidential waste.

The final examination paper for each subject will be made available by UHE after the official end date of the scheduled final examination period.