



Examinations Policy

1. Purpose

To set out the rules and procedures to be followed with regard to the conduct of examinations to ensure academic integrity.

2. Scope

This Policy applies to all examinations conducted by Western Sydney University International College (WSUIC).

3. Definitions

'Academic Integration Plan (AIP)'

A document established between a student with a disability or health related issue that may impact on that student's potential learning outcomes and Western Sydney University International College outlining the 'reasonable adjustments' or academic strategies that support the student to complete their academic work while managing the student's issue.

4. Policy Statement

- 4.1 The demonstration of academic learning is an integral component of the student learning experience. WSUIC is committed to ensuring both its students and the wider community that its examination processes are equitable, fair and transparent.
- 4.2 A final examination is one form of assessment that provides an opportunity for a student to demonstrate that they have met some or all of the learning outcomes of a unit. This Policy does not prescribe the use of a final examination. However, should a final examination be set, it must be conducted in accordance with this policy.

5. Examination Timetable

- 5.1 WSUIC will publish the examination timetable a minimum of three (3) weeks prior to the commencement of the examinations and will specify the time, date, duration and room location at which an examination will be conducted.



- 5.2 The examination timetable will be distributed to students via email and will be displayed on noticeboards around the campus.
- 5.3 WSUIC will not provide verbal advice on an individual student's examination timetable via telephone or at the Student Services Centre.
- 5.4 It is the responsibility of the student to ensure that they are familiar with their examination timetable and that they are available for the exam period.
- 5.5 Examinations may be scheduled to start between 8:00am and 9:00pm Monday to Friday and 8.00am to 6.00pm on Saturdays. The finish time will depend on the length of the examination.
- 5.6 WSUIC endeavours to develop the examination timetable to avoid clashes for students.

6. Examination Clashes

- 6.1 WSUIC defines an examination clash as:
 - 6.1.1 Two examinations at the same time including any overlap.
 - 6.1.2 Less than one hour between exams.
 - 6.1.3 An evening examination that finishes after 8:30pm followed by a morning examination that starts before 9:30am on the next consecutive day.
- 6.2 In the event where a student has identified a clash before an examination, it is their responsibility to advise WSUIC in writing (email), no later than five working days after the final examination timetable has been published.
- 6.3 WSUIC will endeavour to satisfactorily accommodate all students with their examinations timetable to support their achieving the best possible outcome from their examination/s and ensure equity in the examination process. However, WSUIC may not be able to provide alternative arrangements where written advice is received after the five working days timeline (Refer 6.2).

7. Students on an Academic Integration Plan- Individual Examination Provisions

- 7.1 Students requiring an Academic Integration Plan (AIP) are advised to discuss special needs regarding all types of assessment directly with the appropriate service as provided by WSU Student Support Services at the commencement of the teaching session. WSUIC Student Services can provide relevant contact details.
- 7.2 The AIP should be reviewed at least 14 working days prior to the commencement of the examination period, to enable sufficient time for provisions to be met.
- 7.3 Students may apply for special examination conditions if they have a physical or medical related condition which will prevent them from demonstrating the extent of their knowledge in an examination. The provision of the conditions is in keeping with the WSU and WSUIC Disability Policies.



- 7.4 Examinations under special conditions are organised and supervised by WSUIC in conjunction with WSU Disability Services.
- 7.5 Special Examination Conditions may include: extra time for reading or resting or writing or toilet breaks, use of a scribe or a computer, exam papers in Braille or large print, ergonomic furniture and better lighting.
- 8. Students Unable to Attend an Examination**
- 8.1 Students unable to attend an examination for reasons beyond their control such as a temporary injury or physical or medical related condition may apply for Special Consideration - see the WSUIC Special Consideration Policy.
- 8.2 Students with a temporary injury or physical or medical related condition which may cause them to be disadvantaged in an examination and who may require individual examination provisions must contact WSU Disability Services and WSUIC Student Services as soon as practicable to discuss their situation. In this instance an examinations support plan including Special Examination Conditions (see clause 7.5) may be developed. This plan may allow the student to sit the examination at an alternate date and/or at an alternate location where physical access may be more appropriate.
- 9. Attendance at Examinations**
- 9.1 It is the responsibility of the student to be present at examinations at the correct time and place.
- 9.2 Students are required to be in their places in the examination room not less than twenty (20) minutes before the time of commencement.
- 9.3 WSUIC will not provide Special Consideration or Extensions in cases where the student has misread or misunderstood the examination timetable.
- 9.4 Students should not make any vacation travel arrangements that might interfere with attendance within the examination period.
- 10. Materials Brought into the Examination Venue**
- 10.1 A student may bring into the examination venue any materials considered necessary by WSUIC to complete the examination. This includes writing equipment (e.g. pens, pencils, erasers etc.) as these will not be supplied, and any study materials and/or equipment indicated on the examination paper. Writing equipment should be contained only in a clear plastic bag/clear pencil case. Opaque pencil cases will be subject to inspection .
- 10.2 Scribbling paper is not provided. 'Rough' work should be done on the reverse side of pages of the answer booklet. Students are not permitted to remove any examination question papers from the examination room or any unused materials e.g. answer booklets.



11. Unauthorised Material at the Examination

- 11.1 Students may only take into the examination room those items specified on the published and duly distributed Examination Instructions. All mobile phones and electronic devices must be turned off and must be placed face-up on the student's desk, visible to the supervisor at all times.
- 11.2 WSUIC does not guarantee safe-keeping of students' possessions inside or outside of examination rooms. Students concerned about the security of valuable possessions during examinations will need to make alternative arrangements for their care or ensure that they do not bring these possessions to campus on days when they are required to attend examinations.

12. Admission to Examination Venue

- 12.1 Students must produce a WSUIC Student Identity Card (ID) for entry to all examinations and display the ID card on their desk for the duration of the examination.
- 12.2 Students will not be admitted to examinations without their WSU student identification card. If, for any reasons beyond the student's control, they are unable to show their valid University Student Identity (ID) Card to the Examination Supervisor, they may provide an alternative valid government issued photo ID such as a Passport or NSW Driver Licence.
- 12.3 Under no circumstances are students to be admitted to the exam room after 30 minutes of exam writing time has elapsed. If a student does present after this time, they should be referred to WSUIC Student Services.
- 12.4 No additional time will be granted for time lost for students who present after the scheduled start time of the examination.
- 12.5 The start time is the official time displayed on the timetable or the time the examination supervisor announces an examination has commenced, whichever is later.
- 12.6 Students are required to sit in the seat allocated to them by the examination supervisor.

13. Leaving the Examination Venue

- 13.1 A student will not be permitted to leave an examination venue until 30 minutes have elapsed from the commencement of writing.
- 13.2 A student will not be permitted to leave the examination venue during the last ten (10) minutes of an examination unless there are exceptional circumstances such as illness.
- 13.3 A student may seek permission to temporarily leave an examination venue. Such absences will be under approved supervision e.g. to use the bathroom.



- 13.4 Once the time allowed for the examination has elapsed the examination supervisor will instruct students to stop writing but remain in their seats until all examination materials are collected and the examination supervisor has given permission to leave.

14. Start of an Examination

The Academic Director or nominee will ensure that the unit teacher or designated nominee will be contactable by telephone for the duration of an examination.

15. Conduct of Students During Examinations

- 15.1 A student will comply with all directions given by the examination supervisor, and all instructions set out on examination paper.
- 15.2 In addition a student must not:
- 15.2.1 Disturb, distract or behave in a manner that may adversely affect another student
 - 15.2.2 Obtain or endeavour to obtain assistance in their work
 - 15.2.3 Provide or endeavour to provide assistance to another student in their work
 - 15.2.4 Communicate by word or otherwise with another student once in the examination venue
 - 15.2.5 Eat inside the examination venue except for medical conditions such as diabetes
 - 15.2.6 Remove any examination booklet from the examination venue
 - 15.2.7 Remove the examination paper from the examination venue unless the examination paper states it can be removed and
 - 15.2.8 Bring unauthorised material into the examination venue (see clause 11 Unauthorised Material at the Examination)

16. Misconduct During Examinations

- 16.1 Any student who behaves in a manner which disrupts an examination may be requested to leave the examination venue immediately.
- 16.2 A student who breaches the provisions under Clause 15 - Conduct of Students during Examination will be dealt with under the provisions of the WSUIC Student Misconduct Rule.

17. Conclusion of Examinations

- 17.1 The examination supervisor will notify students when there are ten (10) minutes of the examination time remaining. At the end of the examination time the supervisor will instruct all students to stop writing. All students must immediately cease writing.



- 17.2 Students must remain seated until all papers are collected and may not leave the examination venue until instructed.
- 17.3 Students must not communicate with other students until they have left the venue.

18. Examinations Moderation and Benchmarking

The examination papers for all diploma and foundation units will be moderated as per the WSUIC Assessment and Moderation Policy and benchmarked as part of the ongoing process between WSUIC and benchmarking partners in accordance with the WSUIC External Referencing and Benchmarking Policy.

19. Quality and Compliance

- 19.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.
- 19.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.
- 19.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 19.4 New staff will receive policy information during the induction process where it relates to their position.

20. Related Documents

- Application for Special Consideration Form

21. Related Policies, Procedures, Guidelines and Legislation

- POL 18 WSUIC Special Consideration Policy
- POL 26 WSUIC Academic Integrity Policy
- [Western Sydney University Examinations Procedure](#)
- [Western Sydney University Disability Policy](#)



Approval and Amendment History

Approval Authority:	Western Sydney University International College Academic Board
Policy Owners:	Academic and Student Services
Approval Date:	19 th January 2022
Date for Next Review:	25 th March 2026

Amendments		
Revision Date	Version	Summary of changes
1/12/2017	1	New policy developed.
26/02/2019	1.1	Formatting changes throughout; removed Appendix A.
08/02/2021	1.2	Omission of Clause 13.3: A student wishing to leave an examination venue outside of the times listed above shall not be re- admitted to the examination room after they have left it unless during the full period of their absence, they have been under approved supervision.
19/01/2023	1.2	No changes made
26/03/2024	1.3	Change to time that students are required on campus prior to exam commencement from 10 to 20 minutes. Minor changes to remove duplication. Amendment to clause 12.2 to include acceptance of another form of id for exams. Removal of reference to WSU, WSU The College for benchmarking purposes.