

5.5.16 Examinations

Operating Procedures and Policies

1. **Policy**

Examinations, when used, must be administered consistently and exam rules must be strictly followed.

2. **Purpose**

To ensure a consistent process for the administration of NCPS examinations and that students support is appropriate.

3. **Examinations**

Most subjects have an examination as part of the assessment. All exams are held during the teaching period. Examination information is outlined in the subject guide available to students at the commencement of each trimester.

3.1 Some subjects will have exams mid-trimester with a final exam in the last week of trimester; other subjects will have only one exam at the end of the trimester. A copy of the examination rules and important information are available on the website.

3.2 Examinations are conducted under strictly controlled and regulated conditions. All students are advised to be familiar with the examination rules and dates and times of their exams.

3.3 Missing or being late for an exam because a student has misread the syllabus does NOT constitute valid grounds to apply for Special Consideration.

3.4 Sitting examinations can be quite a stressful experience; therefore teaching staff will often spend considerable time on discussing techniques for successful examinations and tips for preparing for and sitting exams. This is also covered in the Skills Enhancement Program during Orientation week.

3.5 There are also several books in the Library on strategies for sitting exams, and students are advised to use past or sample exam papers as "practice" exams. Past and sample exams may be available in the Library and/or on the website, at the discretion of subject chairs.

3.6 Students who suffer from exam anxiety and who feel that their performance in the exams may suffer as a consequence are strongly advised to seek assistance to overcome this well in advance of the examination period from the Professional Educator – Academic Learning Skills Support.

3.7 Students who do not seek such assistance and then submit an application for Special Consideration after the exams are over may not be successful in this application.

Examination Rules

4. Student identification cards must be brought into all examinations. Without these, students will be asked to complete a Permission to Sit form, which must be signed by the Registrar or Student Administration Officer. Students will not be granted permission to sit if this requirement is not met.

4.1 Students are permitted to bring stationery such as pens, pencils, erasers and rulers into the examination room. Bottled water is permitted in the examination rooms, but no other food or drink. Personal belongings such as mobile phones (switched off), wallets and handbags may be brought into the examination room, but must be left at the front of the room under the supervision of the invigilator. Backpacks, briefcases etc. must be left outside the exam room.

4.2 Students will not be permitted to enter the examination room after 30 minutes from the

start of the examination reading time. If a student does arrive late but within the 30 minute deadline, they are NOT given any additional time to complete the exam; they must finish at the same time as all other students. Students will not be permitted to leave the examination room during the last 15 minutes of an examination.

4. 3 Detailed exam rules are displayed with exam timetables on the noticeboards and on the website.

Closed and Open Book Exams

5. Most exams held at the College are Closed Book, which means that no written materials are permitted into the exam room. However, certain subjects are Open Book, so textbooks, legislation and other printed materials are permitted into the exam room, with the exception of books from any library, including the NCPS Library; these are strictly prohibited in the examination room. Each subject guide explains whether the exam is closed or open book.

6.1 Marked Exam Papers

- 6.1.1 All NCPS exams are blind marked. See *Policy 5.5.14 Blind Marking* for further information.
- 6.1.2 Markers do not write comments on exams; they simply write the mark. Marked exams will be available for students to peruse, but not to keep. Students are able to access their own exam papers from week two of the following trimester. They must not be removed from the Student Administration area. The College retains all marked exams for one year; they are then discarded.

Supplementary Exams

7. Supplementary exams are only available in the following circumstances:
- When a subject's trimester mark, including amended marks for successful Special Consideration applications, is a pending fail (45-49%); and
 - That subject includes an examination as part of the assessment.
- 7.1 A Supplementary Examination is an equivalent exam, that is another exam of the same length and worth the same amount of marks, as the original exam.
- 7.2 If the supplementary exam is passed (i.e. a mark of 50% or more is achieved), the student will receive a SP (Pass with Supplementary Assessment) 50%, irrespective of the actual mark. The SP and 50% will be recorded on the student's Transcript of Results. If the supplementary exam is failed, the original final result for the subject stands and the N converts to an NN for the subject.
- 7.3 Student Administration Staff will attempt to contact all students who are eligible for Supplementary Exams as soon as final results are known and Supplementary Exams have been approved by the Board of Examiners. Contact will usually be made by telephone the day after the meeting and followed by a letter in order to ensure that the students receive as much notice as possible.
- 7.4 It is the responsibility of the student to ensure they are contactable. If they cannot be contacted by phone and do not receive the letter and therefore do not sit the exam, the N result will be reverted to an NN and no further recourse is available.
- 7.5 The Supplementary Examination period is set a year ahead. Supplementary Exams are held within one or two weeks of the Board of Examiners meeting. Dates are published in the student diary and on the 'important dates page' on the web site and notice boards,

and is included in the trimester dates flyer handed out at re-enrolment. Students must be available to sit during this period. Supplementary exams will not be rescheduled.

- 7.6 If a Supplementary Exam is to be sat, the student will not receive their Transcript of Results until after this exam is sat and marked.

Deferred Examinations

8. If a student is unable to sit an exam at its scheduled time due to an extenuating circumstance, they are required to submit a Special Consideration application requesting to sit the exam(s) during the Deferred Examination period. See *Policy 5.6.4 Special Consideration in Assessment* for further information.

Past Examination Papers

9. Past and sample exam papers in most subjects and sample answers which received High Distinctions are housed in the Library for students to consult.

10. **Authority**

Authorised by the Dean/Head of College

11. **Approval**

Approved by the Academic Council on 20th October 2011.

12. **Amendments**

Date	Modified By	Sections Amended	Approved by AC (if required)
12/09/2011	Matthew Thurgood (Acting Manager of Study Programs)	Section 7.2: student required to pass Supplementary Exam; addition of previous assessment results to Supplementary Exam mark removed	Major change Approved on 20/10/2011