

EXAMINATION & ASSESSMENT GUIDELINES

1. OVERVIEW

Assessment has maximum effect for you as a student when you:

- a) prepare and plan adequately for assessment tasks by reviewing and consulting the Course Outline which includes details of all assessment tasks and their weighting to plan ahead to ensure all assessment deadlines are met;
- b) obtain early advice and assistance if disabilities or unexpected circumstances have the potential to affect your ability to meet assignment deadlines or examination requirements (see the Course Outline, the [Modified Arrangements for Coursework Assessment Policy](#) and the [Reasonable Adjustments to Teaching & Assessment for Students with a Disability](#) for more information);
- c) familiarise yourself with course objectives, assessment standards, mark and grade schemes and [grade descriptors](#);
- d) learn and apply the scholarly academic conventions for evidence-based, academic writing associated with the discipline you are studying, including appropriate citing and referencing. Assistance is provided through faculty and school handbooks, course reading materials and from University websites, including at the [Writing Centre](#).

These Guidelines provide information on your additional obligations for assessment including submission of assignments and examinations and must be read in conjunction with the Academic Honesty Policy.

2. SUBMISSION OF ASSIGNMENTS

You must submit an assessment task in accordance with the specified deadline, format and lodgement instructions, except as provided in the Modified Arrangements for Coursework Assessment Policy. Penalties for late or incorrect submission may be applied as specified in the relevant Course Outline.

3. EXAMINATIONS

Examination timetable

- a) You must be available during the examination periods listed in the [Academic Year Dates](#) each year.
- b) You are responsible for ascertaining the times and venues of examinations in courses in which you are enrolled. These are available from [Access Adelaide](#). You will not be notified directly of the [examination timetable](#).
- c) You are not entitled to sit an examination at another time, nor to resit an examination, nor to any other concession,:
 - i. when an examination conflicts with another commitment; or
 - ii. when you fail to attend an examination through misreading the timetable or accepting incorrect information on the timetable from another person; or
 - iii. when you are prevented from using a calculator or electronic device not approved by the Course Coordinator, or you misuse such a device, or the device fails to work;
 - iv. except as provided in the [Modified Arrangements for Coursework Assessment Policy](#).

Note: Examinations are only held in overseas locations for students undertaking offshore courses, except as provided in the [Modified Arrangements for Coursework Assessment Policy](#).

Consideration for others

Be considerate of others at all times. Avoid behaviours which may disturb other candidates. If, in the opinion of an Examination Supervisor, you are causing a disturbance, you may be required to leave the examination venue permanently, and you must leave.

Examination materials

Only bring to an examination those items which you need to undertake the examination.

a) Materials required

You *must* bring to each examination:

- i. your current student ID card or other photo identification (which must be current, valid and in English); and
- ii. reasonable supplies of required writing implements, erasers etc.

b) Materials permitted

You *may* bring to each examination:

- i. a small purse or wallet, including keys, money, ID/credit cards;
- ii. one clear bottle of clear water, up to 1-litre in size (water is available at the exam venue);
- iii. a bag, provided it is kept closed and stored under your allocated chair for the duration of the examination. Bags are subject to inspection at any time before or during the exam;
- iv. any materials specified by the Course Coordinator, as set out in the front cover of examination paper;
- v. any materials permitted specifically for you under the [Reasonable Adjustments to Teaching and Assessment for Students with a Disability Policy](#).

c) Materials not permitted

You *must not* bring into the examination venue any material which enables, or has the potential to enable, you or others to cheat or to gain an unfair academic advantage. Examples of materials which are not permitted include but are not limited to:

- i. writing or other paper;
- ii. mobile telephones or other communication devices, unless they are switched off (being in silent mode is not acceptable) and placed on the floor or in a bag on floor under your chair;
- iii. dictionaries, unless specifically permitted by the Course Coordinator, and then only in accordance with the Course Coordinator's precise specifications;
- iv. textbooks, notes, reference materials, and printed or written matter of any kind, unless specifically permitted by the Course Coordinator, and then only in accordance with the Course Coordinator's precise specifications;
- v. [electronic devices](#), unless specifically permitted by the Course Coordinator, and then only in accordance with the Course Coordinator's precise specifications. Such devices must be self-powered, and operate quietly;
- vi. any drinks other than clear water in a clear container.

d) Materials not to be removed

- i. You must not remove from the examination venue any materials issued for use in the examination, or any copies of such materials. All such materials remain the property of the University, whether the materials were actually used or not. This includes scripts, answer books, question papers, and drawing and scribble paper.

e) Compliance

- i. An announcement is made at the beginning of each examination about unauthorised materials. Provided you do so immediately, you may surrender any unauthorised materials without penalty.
- ii. Examination Supervisors have authority to check for unauthorised materials, and you must comply with any request to present materials for inspection.
- iii. If you bring unauthorised material into the examination:
 1. the Examination Supervisor may confiscate the material; and
 2. the Examination Supervisor may report you for a breach of the Academic Honesty Policy.

Note: Students with laptops for approved purposes will be seated at the rear of the examination venue to avoid disturbing other students.

General conduct in examination venue

a) Entering the examination venue

- i. Only enter the examination venue when authorised to do so by an Examination Supervisor. This is usually 10 minutes before the scheduled examination start time.
- ii. Only students eligible to sit the examination and authorised staff members are permitted to enter the examination venue.

b) Displaying your ID

- i. Display your student ID card or other photo ID on the top right hand corner of your desk.
- ii. If you do not have photo ID, an Examination Supervisor will attempt to verify your identity. This may involve taking a digital photo of you at the exam venue.
- iii. If University examinations staff cannot verify your identity online at the venue, they will inform you, and you must provide photographic ID at the Examinations Office within 2 business days of the examination.
- iv. Your exam paper will be held by the Examinations Office until your ID is verified.

c) Entering or leaving after the examination starts

- i. Except with the consent of an Examination Supervisor, you are not permitted to:
 1. enter the examination venue more than 40 minutes after the start; nor
 2. leave the examination venue within the first 40 minutes of the start; nor
 3. leave the examination venue temporarily for any reason. If you leave temporarily you must be accompanied by an Examination Supervisor or security officer. If you leave unaccompanied, the Examination Supervisor has absolute discretion to refuse to re-admit you to the venue.
- ii. Once the 10 minute warning before the end of the examination is given, you must remain seated until an Examination Supervisor has collected your examination scripts and an Examination Supervisor announces that you may leave.

d) Reading time

- i. Do not start writing in your examination book until the end of the 10 minute standard reading time is announced by an Examination Supervisor. Writing on scribble paper, if provided, is permitted.

Note: Some examinations have a longer permitted reading time but, unless specifically stated in the front cover of examination paper, students may begin writing after 10 minutes. The end of longer reading times is not announced to avoid disturbing other students.

All reading time is added to the stated time allowed for students to complete the set questions and tasks. For example, an examination paper of 2 hours' duration with the standard reading time of 10 minutes will last for a total of 2 hours and 10 minutes; a paper of 3 hours' duration with a stated reading time of 30 minutes will last a total of 3 hours and 30 minutes.

e) Communication

- i. If you need to communicate with an Examination Supervisor, raise your hand and wait for attention.

f) Examination Supervisors' instructions

- i. You must obey the instructions of any Examination Supervisor during the examination.

Examination interruptions

a) Power failure

- i. If there is a power failure, stop writing when the Examination Supervisor advises you and await further advice. If the power failure is expected to last 30 minutes or less, you will be advised to remain seated and resume the examination when power is restored. The examination time will be extended by the length of the power failure. If the power failure is expected to last more than 30 minutes, the examination scripts will be collected and the examination terminated. You must leave the venue with your personal belongings.

b) Threats to safety

- i. If there is any threat to physical safety and security, such as an explosion or fire, the examination will be terminated and all students and staff required to evacuate the examination venue. You must take only your personal belongings, and leave all examination materials on your desk. These will be collected by Examination Supervisors once an appropriate authority has declared the venue safe.

c) Assessment if an examination is terminated

- i. The relevant Head of School will decide how assessment is to occur if the examination is terminated, and notify you by University email within 2 business days of the terminated examination.
- ii. The options include (but are not limited to):
 1. assessment on the basis of the incomplete examination and other previous assessment, or
 2. another examination, or
 3. an alternative examination task in addition to or instead of the incomplete terminated examination.

d) Breaches

- i. A breach of these Guidelines is a breach of the Academic Honesty Policy and all allegations of a breach of these guidelines will be dealt with in accordance with that policy.

4. RESULTS

- a) Course results are released online at [Access Adelaide](#). Results are not released by telephone or email. You are responsible for checking your own results.
- b) Information about the circumstances in which replacement or additional assessment may be granted is in the [Modified Arrangements for Coursework Assessment Policy](#).
- c) The official transcript only records the final result without indicating if a replacement examination or additional assessment was undertaken.