

Examination Information and Procedures for Students Sitting Exams at ACPE Sydney Olympic Park Campus

1.	Examination Week Schedule.....	1
2.	What You Can and Cannot Bring into the Examination Room.....	1
3.	Arrival and Entry into the Examination Room.....	2
4.	Starting the Examination	2
5.	During the Examination	2
6.	Leaving the Examination Room Early	3
7.	At the End of the Examination	3
8.	Entering the Examination Room Late.....	3
9.	Missed Examinations.....	3
10.	Clashing Examinations	4
11.	Special Exam Provisions for Individuals.....	4
12.	Deferred Examinations	4

1. Examination Week Schedule

- a. It is the student's responsibility to:
 - i. make themselves available for assessment and or examination during the College examination week;
 - ii. know where and when the examinations are being held and to be at the designated venue on time;
 - iii. familiarise themselves with the Examination Timetable published on the ACPE website; and
 - iv. identify clashes in their examination timetable and advise the Registrar's Office of these clashes in advance of the commencement of the examination period.
- b. No information concerning the Final Examination Week Timetable shall be provided to students by telephone.

2. What You Can and Cannot Bring into the Examination Room

- a. You **are not** permitted to wear a cap, hoodie etc in the examination room.
- b. You **are not** permitted to wear a watch in the examination room.
- c. You may bring your bag into the examination room. You will be directed to leave it in the designated area.
- d. You may **ONLY** take to your desk the following items:
 - i. Student ID card or valid photo ID such as a drivers licence or passport
 - ii. Pens, pencils, ruler, erasers
 - iii. Water bottle
 - iv. Permitted items that have been identified on the Examination Timetable.
- e. Pencil/pen cases **are not** allowed on or beside your desk, unless they are fully transparent. You may instead use a clear A4 plastic sleeve to hold the writing instruments.
- f. You **are not** permitted to use a mobile phone in the examination room for any reason. This includes using it as a calculator.

- g. Food and drink other than water is not permitted in the examination room, unless pre-approved special exam provisions apply.
- h. Anything taken into the examination room must be made available for inspection by the examination supervisor/s.

3. Arrival and Entry into the Examination Room

- a. Seating will start 10 minutes before the scheduled commencement time of your exam.
- b. You must wait in the Common Area on the ground floor for your group to be called to the designated exam room.
- c. There must be **no talking** amongst students once you have left the ground floor.
- d. The College cannot be held responsible for the security of your belongings. Please leave valuables at home or lock them in your car. You must leave your bags in the designated area in the exam room.
- e. Upon entry to the examination room, wait for the examination supervisor to direct you to your seat.
- f. **You must have your current Student Identity Card with you.** You must place the card on your desk in the examination room. If you do not have your student ID card you must show a valid photo ID such as a driver's licence or passport.
- g. **No talking** is permitted inside the examination room.

4. Starting the Examination

- a. You are required to follow all instructions given by the examination supervisor/s.
- b. A period of ten (10) minutes at the start of the scheduled time of the examination will be designated by the examination supervisor as reading time.
- c. Writing is not permitted during reading time.
- d. Turn over and start the paper only when the examination supervisor advises you to do so.

5. During the Examination

- a. If you have a question, put up your hand and wait for the examination supervisor to come to you.
- b. Keep your eyes on your own paper and do not allow others to view your paper.
- c. You must not do anything to distract or disadvantage other students during an examination. If you behave in an unacceptable or disorderly manner or otherwise disrupt an examination, the examination supervisor may expel you from the examination room.
- d. You must not communicate or attempt to communicate in any way with another student or attempt to receive any communication from another student during the examination, in the examination room or in any other room or place visited by you for any reason during the examination. This includes, but is not limited to forms of communication such as:
 - i. oral communication
 - ii. written or visual communication
 - iii. any form of electronic or telephonic communication.
- e. If you need to leave the examination room for any reason, including visiting the toilet, you will **not** be allowed to re-enter the room and complete your exam.

- f. If an examination supervisor suspects you of academic misconduct (e.g. cheating) during an examination, they will take prompt action to prevent the continuance of the suspected academic misconduct. You may be allowed to complete the examination. The examination supervisor will report an allegation of academic misconduct. The examination supervisor may take a photograph/s as evidence of the breach.
- g. If you are disruptive in the examination room, found to have contravened the College policy on Academic Honesty, or fail to observe any of the requirements specified in the Examination Information and Procedures for Students, your exam will be void and other penalties may apply.

6. Leaving the Examination Room Early

- a. You will only be permitted to leave the examination room early once 40 minutes has lapsed.
- b. To leave an examination room early, raise your hand. Wait until the examination supervisor has collected your paper and answer booklet, and advised that you are permitted to leave the exam room early.
- c. If leaving an examination room early, quietly and quickly pack up your belongings and, without talking, gesture or other disruption to the other students, leave the room at an orderly pace. Do not talk until you have returned to the ground floor.

7. At the End of the Examination

- a. You will be notified when 10 minutes of the examination are remaining.
- b. No student may leave the examination room during the last 10 minutes of the exam.
- c. At the conclusion of the examination, you **MUST** put your pens and pencils down when instructed to do so by the examination supervisor.
- d. You must wait in your seat and refrain from talking or gesture while the examination supervisor collects all students' examination papers and answer booklets.
- e. On instruction from the examination supervisor, you may then leave the exam room in a quiet, orderly manner.
- f. Students are not permitted to loiter, nor talk or make disruptive noise, in the vicinity of examination rooms during or at the conclusion of an examination.

8. Entering the Examination Room Late

- a. You will not be permitted to enter an examination room after 40 minutes has lapsed.
- b. If you are admitted late into the examination room no extra time will be given to you to undertake the exam.
- c. If you arrive late and are not permitted into the examination room you will be considered to have missed the examination.

9. Missed Examinations

- a. In the event of a missed examination you shall not normally be permitted to undertake a deferred examination unless exceptional circumstances can be satisfactorily demonstrated.
- b. Failure to inform yourself of the time or place of an examination is not a plausible reason to be considered for a deferred examination and you will be considered to have failed the exam.

- c. To be considered as a candidate for a deferred examination, you MUST lodge a ["Request for Deferred Final Exam" form](#) to the Registrar's Office within two (2) working days of the missed examination, and attach to it documentation that supports your request to sit an alternate examination.

10. Clashing Examinations

- a. If you identify an unavoidable clash in the Examination Timetable you MUST notify the College at least 5 working days before the Final Exam Week commences.
- b. Notification of clashing examinations MUST be submitted on the ["Notification of Final Exam Clash" form](#) to the Registrar's Office.
- c. When there is an examination clash, the College will reschedule one of the clashing exams and notify you via your ACPE email of the details of the rescheduled exam.
- d. Examinations rescheduled due to an exam clash will be conducted as close as possible to, but not before, the original examination timetable.

11. Special Exam Provisions for Individuals

- a. If you require special examination provisions due to a long term or short-term disability and/or special need you MUST lodge a formal request for the required provision/s each examination period.
- b. Requests for special exam provisions MUST be submitted on the ["Request for Special Exam Provisions" form](#) to the Equity Officer, be supported by official documentation that supports your request, and be lodged with the College no later than 5 working days before the Final Exam Week commences. Requests lodged after the Exam Week has commenced must also be accompanied with a ["Request for Alternate Final Exam" form](#) to the Registrar's Office.
- c. The College will notify you via your ACPE email of the details of the outcome of your request.
- d. The College strives to accommodate legitimate requests for special examination provisions, (e.g. scribes, readers, special equipment, need to take food into the examination room), where possible to do so.

12. Deferred Examinations

(See also previous section on Missed Examinations)

- a. Deferred examinations shall be conducted for students who have lodged a valid claim for missing a scheduled exam.
- b. Deferred examinations are conducted following the final examination week at times determined by the College, usually within two weeks following the final examination period.
- c. Students MUST sit a deferred examination at the date and time scheduled by the College unless any prior request for an additional change of arrangements has been approved.
- d. The decision to allow deferred examinations shall be made by the Director, Student Services and Retention.
- e. The College will advise the student, via their ACPE email, of the Director's decision concerning their request for a deferred examination and, if approved, the day and time of their scheduled deferred exam.