



### General Information

Final examinations for students studying subjects in an online mode are held in the Examination period as published on the annual ACPE Calendar and ACPE Important Dates list.

The location for the students' final examinations will be based according to their semester residence:

- i. Students studying in online mode who reside within 100km of the ACPE Olympic Park campus must sit the examinations on ACPE campus according to the published Final Examination period timetable.
- ii. Students studying in online mode who reside outside of 100km of the ACPE Olympic Park campus must sit exams under supervision by the approved student-nominated exam invigilator during the published Final Examination period.

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 schedule as advised to the student's ACPE email account; and
- iv. arrange a mutually agreeable date and time with the approved exam invigilator to sit the exams within the final examination period, where an individual exam invigilator is required.

### Examination Arrangements

#### A. Online students who reside within 100km of the ACPE Olympic Park campus

Students who reside within 100km of the ACPE Olympic Park campus are expected to sit exams in the same location and at the same time as the On-Campus (Face-to-Face) students enrolled in the same units, and under the conditions as indicated in the "Examination Information and Procedures for Students Sitting Final Examination at ACPE". The published Final Examination Week timetable for students sitting exams at the ACPE Olympic Park Campus applies to these students. No information concerning the Final Examination Week Timetable shall be provided to students by telephone.

#### B. Online students who reside outside 100km of the ACPE Olympic Park Campus

Students will be emailed notification with details regarding external invigilation via their ACPE student email address, within two weeks following the teaching period census date. Students must submit a 'Nomination of External Exam Invigilator Form' at least **one calendar month** prior to the final exam period. This form will be assessed by the College and the student will be notified of the acceptance or otherwise of your nominated invigilator no later than 2 weeks prior to the exam period, via the student's ACPE email address. Upon approval, the examination(s) will be mailed to the invigilator with instructions on how to conduct the examination(s).

**NB.** Failure to supply the College with the required invigilation documentation at least **one calendar month** prior to the final examination period may result in no examination arrangements being made and an incomplete for the examination assessment task(s).

All expenses associated with the conduct of the examination with an independent exam invigilator, including but not limited to any venue, facilities, or transportation costs, are the sole responsibility of the student.

The student must arrange with the approved exam invigilator the dates and times to sit the exams within the designated Final Examination period. The College will send the examination materials to the examination invigilator via Registered Post (or as applicable for online exams) in the week preceding the exam. The exam invigilator is expected to supervise the student for the duration of the exam and to return the supplied examination materials to the College within a week of the exams.

The exam invigilator nominated by the student:

- must not be related to, reside with, or work with, the student;
- must not be a personal friend of the student or a friend of the student's family;
- must not have any conflict of interest in fulfilling their duties;
- must not be a student of ACPE; and
- must read, speak and write in English to ensure the examination procedures are fully implemented and for effective communication with the College.

External invigilation can be overseen by:

- a qualified medical practitioner, teacher, minister of religion, Justice of the Peace, librarian or professional (e.g. lawyer, banker) or professional examination invigilator (e.g. exam centre or at another higher education institution)

The exam invigilator nominated by the student must agree, at the time of their nomination, to:

- undertake this role in a voluntary capacity with no expectation of payment of any kind;
- provide verification of their occupation/position with the invigilator application nomination;
- be responsible for the secure receipt and handling, and timely return of the examination materials provided to them by the College, (eg. the examination paper, examination answer booklet/s and questionnaire sheets, examination audiovisual materials, etc); and
- conduct the examination in accordance with ACPE's Examination Guidelines and Procedures and in accordance with the instructions printed on the front cover page of the exam.

## On Examination Day

### What you can and cannot bring into the Examination Room (or individually-invigilated room)

- i. You are not permitted to wear a cap, hoodie etc in the examination room.
- ii. You are not permitted to wear a watch in the examination room.
- iii. You may bring your bag into the examination room but must leave it in the designated area as directed by the exam supervisor.
- iv. You may ONLY take to your desk the following items:
  - Student ID card or valid photo ID such as a drivers licence or passport
  - Pens, pencils, ruler, erasers
  - Water bottle
  - Permitted items that have been identified on the examination schedule.
- v. 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.
- vi. You are not permitted to use a mobile phone in the examination room for any reason. This includes using it as a calculator.
- vii. Food and drink other than water is not permitted in the examination room, unless pre-approved special exam provisions apply.
- viii. Anything taken into the examination room must be made available for inspection by the examination supervisor/s.

### **Arrival and Entry into the Examination Room (or individually-invigilated room)**

- i. Students are required to be present at the correct location at least 10 minutes prior to the designated exam commencement time. The student is required to produce proof of identification such as a valid Student Identification Card, or a driver's licence to the exam supervisor.
- ii. While in the examination room, you are permitted to talk only to the exam supervisor (eg to ask a question). No talking between exam candidates is permitted at any time in the examination room.

### **Starting the Examination**

- i. You are required to follow all instructions given by the examination supervisor.
- ii. 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.
- iii. Writing is not permitted during reading time.
- iv. Turn over your paper only when the exam supervisor advises you to do so.

### **During the Examination**

- i. During the examination, keep your eyes on your own paper and if you are in an exam centre with other students you must not do anything during the exam that could distract or disadvantage another student. You must not communicate or attempt to communicate with any other student in the exam room.
- ii. If the examination supervisor suspects you of academic misconduct (e.g. cheating) during an examination, he/she 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 photographs as evidence of the breach.

### **Leaving the Examination Room (or individually-invigilated room) Early**

- i. You will only be permitted to leave the examination room early once 40 minutes has lapsed.
- ii. 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. If you are undertaking an online examination, the examination supervisor will confirm that you have submitted the examination paper for assessment in Study Smart before you are permitted to leave the examination room.
- iii. If leaving an examination room early and there are other exam candidates present, 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 are outside the examination room.

### **At the End of the Examination**

- i. You will be notified when 10 minutes of the examination are remaining.
- ii. No student may leave the examination room during the last 10 minutes of the exam.
- iii. At the conclusion of the examination, you **MUST** put your pens and pencils down when instructed to do so by the examination supervisor. If you are undertaking an online exam, you must immediately submit the examination paper in Study Smart.
- iv. You must wait in your seat and refrain from talking or gesture while the examination supervisor collects all students' examination papers and answer booklets and/or confirms that online examinations have been submitted for assessment.
- v. On instruction from the examination supervisor, you may then leave the exam room in a quiet, orderly manner.

## Clashing Examinations

Every effort will be made to avoid clashing examination times. If an unavoidable exam clash is identified you must notify the College immediately by email ([acpeexams@acpe.edu.au](mailto:acpeexams@acpe.edu.au)). The College Registry will re-schedule one of your clashing exams and notify you of the amendment to your ACPE email.

## Missed Examinations

- i. 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.
- ii. 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.
- iii. 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 a deferred examination.
- iv. The College expects students to organise work related issues around the published exam timetable or the exam centre timetable provided to online students. Students with an approved exam invigilator are expected to organise a suitable time within the final examination period which does not clash with working commitments.

## Deferred Examinations

*(See also previous section on Missed Examinations)*

Deferred examinations will be conducted at a time determined by the College, usually within two weeks following the final examination period.

- i. Deferred examinations shall be conducted for students who have lodged a valid claim for missing a scheduled exam.
- ii. Deferred examinations are conducted following the final examination week at times determined by the College, usually within two weeks following the final examination period.
- iii. 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.
- iv. The decision to allow deferred examinations shall be made by the Director, Student Services and Retention.
- v. The College will advise the student, via their ACPE email, of the Directors decision concerning their request for a deferred examination and, if approved, the day and time of their scheduled deferred exam.

## Forms

Please visit the ACPE website forms page <https://acpe.edu.au> select: Current Students -> Forms to download exam related forms.

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