

## EXAMINATION GUIDELINES FOR STUDENTS

### Examinations on Campus

#### Arriving and starting your exam

Students must arrive for their exam (or in-class assessment task) at least fifteen minutes before the scheduled start time. If you arrive late you will not be permitted into the exam room and must meet with the Course Coordinator for further discussion. Once you have finished the exam you may leave the room quietly so you do not disrupt other students.

#### Your exam supervisor

Your exam supervisor may be your teacher, Course Coordinator or other College staff member. You must comply with all directions given by the exam supervisor.

#### Exam behaviour

Professional and respectful behaviour is required at all times. Behaviour which disrupts an exam, such as communicating with or talking to other students and leaving the room without permission, will result in your removal from the room and the exam. If you are removed from the exam room your examination will receive an automatic fail. Lastly, you will be directed to the Course Coordinator for further discussion and will receive a formal warning regarding your behaviour.

#### What you can take into the exam

Student Assessment Instructions for each assessment task will outline the materials you may take into the exam room with you. Your exam supervisor will also confirm the materials permitted prior to the examination commencing.

Each student is allowed to take bottled water into the exam room.

If you have a problem with either Canvas or your computer raise your hand and wait for the exam supervisor to come to your desk to discuss further. Any time lost due to computer or program issues will not be taken away from your examination time.

#### What you can't take into the exam

The following items are not permitted on or near your desk during the exam.

- Textbooks or other reference material unless specified in the Student Assessment Instructions for the assessment task.
- Mobile phones or similar communication devices.
- Bags or other personal belongings (to be left in a specified location).
- Food of any kind.

#### If you need to use the bathroom

If necessary you will be able to use the bathroom during the exam. The time taken to go to the toilet will form part of the exam time and will not be added on. You must inform your exam supervisor that you are leaving the room for this purpose. Raise your hand and the exam supervisor will come to your desk.

Do not leave the room unless you have advised the exam supervisor.

#### If you have a question

If you have a question regarding the test during examination time, put your hand up and the exam supervisor will be able to assist you. Do not speak to other students or yell out to your exam supervisor across the room.

### Important points

- Absence due to illness must be messaged to the College and a Medical Certificate must be presented with 5 days
- If you require additional support or resources during your examination you must request this 48 hours prior to your exam
- Student Assessment Instructions will clearly state if an examinations is to be completed on campus or of campus.
- Failure to comply with Examination Guidelines will result in a formal warning from the Manager of Training and Assessment
- Refer to the Assessment Guidelines for more information on assessment procedures
- All responses in an open book on campus examination must be in your own words, students are not permitted to re-quote or copy course materials

### Examinations Off Campus

For Diploma students some assessment examinations can be completed off campus. The Student Assessment Instructions for the examination will clearly outline if the assessment can be completed off campus. Your teacher will also brief you on this as part of the assessment briefing.

For Certificate 111 students all assessment examinations will be completed online off campus.

### Important points to note:

- All responses completed and submitted must be your own
- Students are not permitted to copy and or re-quote course materials when they answer examination questions

- Students should work independently when completing their examinations
- Off campus assessments must be completed within the time period specified in the student instructions. If the assessment times out in Canvas before you have completed the assessment only answers submitted at that time will be accepted.

### Technical difficulties

If you experience technical issues during an examination please contact your teacher or Course Coordinator as soon as possible (during business hours).

Please note that technical difficulties or computer issues will not be deemed an acceptable reason for an incomplete or partially complete examination.

**NOTE:** The College reserves the right to update and amend policies and procedures at any time. Students will be advised of updates at the time of publication.