

# Final Examination Policy

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## 1. Purpose

Assessment is a critical element of the learning process. In some modules, UniSmarter conducts final examinations as summative assessment tools.

This policy has been developed to ensure final examinations are created and conducted in a systematic, secure, and consistent manner.

## 2. Application

This policy applies to all final examinations conducted at the end of each session, including deferred and supplementary examinations.

## 3. Policy Statement

The demonstration of academic learning is an integral component of the student learning experience. The integrity of the assessment process is central to both the quality of the learning experience and to the accurate assessment of student achievement of learning outcomes. UniSmarter has a commitment to its students and to the wider community to ensure its processes are equitable, fair and transparent. This is especially the case in relation to the use of final examinations in the assessment of student learning.

A final examination is one form of summative assessment that provides an opportunity for each individual student to demonstrate that they have met some or all of the learning outcomes of a module in an invigilated environment. Not all modules culminate in a final exam and this Policy does not prescribe the use of a final examination. However, should a final examination be set, it must be conducted in accordance with this Policy.

The examination papers for all modules will be moderated as per the *Moderation and Quality Assurance Policy*.

Academic misconduct cases in all assessments, including final exam, are covered under the *Academic Honesty Policy*.

Other relevant policies and documents are listed in Section 15 of this Policy.

## 4. Timetable

UniSmarter will publish the date of the final examination of each module for each study period.

## 5. Quality Assurance

The UniSmarter Learning Design team is responsible for creating the final examination paper for every module in the study period. The final examination papers will be approved by the Program Convenor.

Each student will be responsible for:

- checking the final examination timetable;
- adhering to the final examination timetable; and
- ensuring they are available for undertaking the exam.

The format of the final examination paper will largely mirror the format of the examination paper of the Navitas partner institution responsible for the quality assurance of the module.

## 6. Information for Students

Details of the structure and format of the final examination paper will be made available to students prior to the start of the final examination. This detail will include:

- a copy of the examination cover sheet, giving the conditions under which the examination will be held on-line on the UniSmarter portal;
- information on the types of questions the examination will contain; and
- an indication of the module content the paper will examine.

Example questions of the kind to be encountered in the final examination will also be provided to students to aid the revision process on-line. These must be representative both of the content of the current offering and of the style of question in the final examination paper. Where appropriate, these may be taken from the final examination paper for a previous offering of the module. Possible correct answers to these kinds of questions will be discussed, and guidance on how to answer questions of the style given, will be provided.

## 7. Format

A standard cover page will be used on all final examination papers.

The cover page will be written in English.

## 8. Duration

The maximum duration of a final examination will be three hours (excluding reading time).

A maximum of ten minutes reading time may be allowed at the beginning of each final examination.

If the start time of a final examination is delayed for any reason, the concluding time of the examination may only be extended by the amount of the delay.

If a final examination is disrupted for any reason, the examination may be:

- continued, with an adjustment made up to the length of the disruption;
- considered completed, with the examination scripts marked; or
- abandoned and rescheduled. If rescheduled, the exam will be held again within 72 hours of the original exam and students will be informed of the new schedule one working day prior to the exam.

## 9. Exam Format and Student Conduct

The final examinations for each module will be undertaken in an online proctored environment.

UniSmarter is responsible for arranging online proctoring for examinations, where the examinations are conducted within the designated examination periods for end of term examinations and supplementary/deferred examinations.

A certified live proctor would be responsible for verifying the student identity, ensuring that the appropriate examination conditions are met, and monitoring the students.

### 9.1 Student preparation for internet-based proctoring service

To use the UniSmarter's internet-based proctoring service the student requires the following:

- Hardware with the following minimum specifications:
  - a laptop of PC with Windows 7 / Mac OS 10.7 Lion;
  - Intel or equivalent dual-core CPU with 2GB RAM;
  - working audio and mic built-in or connected to the laptop / PC;
  - webcam with 800x600 pixel resolution;
  - 1Mbps stable download and upload speed internet connection; and
  - Google Chrome v25.0 or Mozilla Firefox v20.0 or higher web browser.
- a suitable location in which to take the examination, as no other people are allowed to be present. The room in which the computer is located and the area around the computer will be scanned for materials that are not authorized for use in the examination's proctoring instructions;
- the students are responsible for self-testing the functionality of the system along with hardware infrastructure prior to the online remote proctored examinations so that any required troubleshooting can be accomplished. The student will also be able to give a 'mock test', not necessarily with questions similar to those of the final examination, to become familiarised with the interface. Students will also be provided an *Online Exam Guide* to understand the do's and don'ts of the online proctoring system being used.

### 9.2 Student examination conditions:

To undertake an Examination, students are required to:

- agree to Photograph capture for biometric image verification;
- submit the soft copy of a non-expired government photo ID proof upload for identification verification;
- ensure that there are no mobile phones, electronic devices, notes, books and all reading material in the room where they are undertaking the exam, unless explicitly specified/permitted by the Final Examination Supervisor or Online Exam Proctor;
- ensure any water brought for the final examination is in a clear and unmarked bottle;
- obey all instructions provided by the Online Exam Proctor;
- refrain from communicating with any other person in any way (face to face, virtually e.g. devices such as ear pieces, smart watches) once they have started the final examination;
- clearly mention their name and student number on any submission that needs to be uploaded;

- refrain from bathroom breaks during the examination, unless permitted as part of the final exam instructions and/or permitted explicitly by the Final Examination Supervisor or Online Proctor.

### 9.3 Not permitted during examinations:

Students are not permitted to:

- start a final examination once one hour from the time of commencement (excluding any reading time) has elapsed;
- restart a final examination without permission in the event of a hardware malfunction;
- attempt to obtain assistance in undertaking or completing the final examination script;
- receive, or attempt to receive, assistance in undertaking or completing the final examination script;
- undertake the final exam without the online proctoring system in operation at the time of the exam.

## 10. Calculators and other Computing Devices

Students are NOT permitted to:

- bring to the final examination, any type of calculator or computing device (other than the laptop or computer on which the student will undertake the exam) that has not been specifically nominated as permissible in the Module Outline and/or on the Cover Page of the Exam;
- bring a graphical calculator or computing device (including smart watches) to the final examination;
- use a calculator or computing device (including phone, tablet or smartwatch) which has the following features:
  - able to store and retrieve textual information; or
  - has a screen that can display more than two lines; or
  - able to store formulas; or
  - able to run computing programs; or
  - has an EXE or RUN function.

## 11. Supplementary Examination

The availability of a supplementary examination will follow the *Special Consideration Policy*.

A supplementary examination, only if conducted in a manner similar to the final examination, will be considered as a final examination for the purposes of this Policy.

## 12. Storage

All final examination papers and scripts will be kept securely up to and during the final examination period.

Each final examination script will be kept by UniSmarter for a minimum of six months, or longer if deemed appropriate by the Program Manager. The six months starts from the end date of the relevant final examination period. Where an appeal has been lodged, the final examination script is to be kept for a minimum of six months following the outcome of the appeal.

Completed final examination scripts will be deleted securely.

### 13. Compliance and Breaches

UniSmarter may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).

### 14. Definitions

- *Deferred Examination*  
An examination conducted later than expected, as a result of serious student misadventure or other extenuating circumstances.
- *Examination*  
For example, tests, practical assessments, quizzes, final examinations.
- *Final Examination*  
A time-limited assessment task held within a specified examination period. It is conducted under invigilation and in compliance with this Policy.
- *Final Examination paper*  
The original document prepared by a member of the academic staff.
- *Final Examination script*  
The student's attempt at the final examination paper.
- *Final Examination supervisor*  
The UniSmarter team member responsible for the oversight of the final examination.
- *Moderation*  
A quality review and assurance process which supports the final examination setting and marking activities. It involves using other academics and qualified staff to confirm that the final examination tasks and marking are valid and reliable. Essentially, it is a checking process.
- *Supplementary Examination*  
An additional final examination (or final assessment task in modules which do not include examinations) organised by the academic team as an outcome of a Special Consideration application.

### 15. Related Documents

- Academic Honesty Policy
- Assessment Disability Guidelines
- Assessment Policy
- Online Exam Guide / FAQs
- Moderation of Assessment Policy
- Special Consideration Policy
- Module Outline Policy

**Amendment History**

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