

EYNESBURY INSTITUTE OF BUSINESS & TECHNOLOGY

POLICY ON CONDUCT OF EXAMINATIONS

1 Introduction

During examinations, students are expected to conduct themselves in an honest and ethical manner and in accordance with EIBT's standards for the conduct of examinations. Any form of behaviour that is in breach of these standards will be considered academic misconduct.

2 Conduct of students during examinations

2.1 Student Identification

Students must bring their current student identification card into the examination room and keep it displayed at all times.

Students who are unable to provide such proof of identity will be permitted to proceed with the examination but will be required subsequently to provide proof of identity.

2.2 Comply with directions

Students must comply with all directions given by the examination invigilator and all instructions outlined on the examination material or displayed in the examination room. When requested, students must permit examination invigilators to inspect any material taken into an examination room.

Students will normally be allowed a designated reading time prior to the published starting time for the examination.

No writing in the examination booklets is permitted during the reading time. However, during this period students may complete attendance slips, make notes on loose-leaf paper provided, and fill in details required on the front cover of examination booklets.

No student shall commence writing answers until authorised by the supervisor. All students shall cease writing when instructed by the supervisor. At the conclusion of the examination all students shall remain seated until all examination booklets have been collected.

A student's behaviour must not disturb, distract or adversely affect any other student.

2.3 Entering and leaving examination room

Students are not permitted to enter or leave an examination room unless instructed by an examination invigilator. A student is not permitted to leave an examination room:

- in the first 30 minutes of the examination working time
- in the last 10 minutes of examination working time
- during the entire examination if the examination working time is 90 minutes or less.

A student who arrives late but before 30 minutes of working time has elapsed will be permitted to undertake the examination. However, no additional working time will be allowed. Students will not be permitted to enter the examination room after this time.

After the published starting time a student may leave the examination room temporarily only with the consent of the supervisor, and shall be adequately supervised during this period.

Except at the discretion of the examination invigilator no student shall be re-admitted to an examination room after he or she has left it unless during the full period of the absence the student has been under approved supervision.

Any student who wishes to leave the examination room, except temporarily, must hand to the supervisor all examination booklets. The booklets must be endorsed by the supervisor as correctly identifying the student.

2.4 Authorised material and devices

Students are permitted to take into the examination room writing materials to enable them to complete their examination, including pens and pencils, rulers and white out. Students are not permitted to use shake up white out devices (such as liquid paper pens) and should endeavour to use white out tape devices.

A student must not take into the examination room any mobile phones, electronic data storage device books, calculators, notes, or other documents, materials or devices except those authorised by the examiner. The dictionary clause outlines the conditions under which dictionaries can be taken into an examination room.

Students are also permitted to take into the examination room bottled water in a clear plastic container. Where a container has a label this must be removed prior to entering the examination room.

No student shall bring into an examination room any examination answer booklet or examination attendance slip.

Subject to penalties outlined in Section 3, students found in possession of unauthorised materials in the examination room will receive 0% for their exam.

2.5 Dictionaries

Students are permitted to take into the examination room English dictionaries or language translation dictionaries (eg. English-Cantonese) except where an examination does not permit their use. Dictionaries for a specific profession or related to a course of study (eg business or finance dictionary) are not permitted.

Dictionaries brought into an examination must be in book form, that is, electronic dictionaries are not allowed. Dictionaries must be unmarked, that is there must be no writing annotations or comments in the dictionary. Highlighting and/or underlining is also not permitted. Dictionaries must not have any material attached to them or inserted into pages. Personal identification details written in the dictionary such as a name and student number will be permitted.

All dictionaries will be inspected before permission for them to be brought into the examination room is given.

2.6 Headwear

Students are not permitted to wear hats or other headwear during an examination. Students who are required to wear headwear for religious purposes are required to obtain a letter of permission from EIBT's Director of Studies prior to the examination period. This letter of permission must be shown to examination invigilators at the examination venue.

2.7 Communication with others

Upon entry to an examination room, a student will not communicate by word or otherwise with any other person except the examination invigilator or examiner.

No student shall in any way give assistance to, or receive assistance from, any other person during an examination including permitting any student to copy from or otherwise use his or her papers.

2.8 Removal of papers

A student will not remove any examination material, including attendance slips, from the examination room at any point in time. All examination papers and materials must be handed to an examination invigilator before leaving the examination room.

3 Penalties

Students who are found to breach any of the above standards for examinations conduct may be found to have engaged in Academic Misconduct. Students who are found to have engaged in academic misconduct may have penalties applied as outlined in the EIBT Policy on Academic Misconduct.

POLICY NAME	CONDUCT IN EXAMINATIONS
Reference Authority	Director
Date of Approval	23 May 2006
Amendments	29 September 2007