

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0909.00	
Title:	Conduct of Examinations		
Classification:	Customers		
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Contact Authority:	Director: Quality		Status: Current

Purpose To provide policy and procedures for the conduct of examinations at Otago Polytechnic.

Background

Statutory Compliance

National Guidelines

Policy and Procedures

1. Where examinations are subject to regulations set by external agencies, the examinations must be conducted according to the relevant regulations.
2. Where there are no external regulations, Heads of School are responsible for ensuring that examinations are conducted under conditions that are fair to students.
3. All examinations must be conducted in accordance to the requirement of policy AP0900 Assessment, AP0901 Students with Disabilities - Circumstances for Assessment, AP0907 Impaired Performance/Aegrotat, AP0908 Moderation of Assessment, and AP0607 Cheating
4. Heads of School are responsible for ensuring supervisors and/or invigilators receive and understand a copy of this policy and its appendices.

Referral Documents

AP0607 Cheating
AP0900 Assessment
AP0901 Students with Disabilities – Circumstances for Assessment
AP0907 Impaired Performance/Aegrotat
AP0908 Moderation of Assessment
Appendix 1 Standard Procedures for Conduct of Examinations
Appendix 2 Code of Conduct for Supervisors/Invigilators

Delegation of Procedures



STANDARD PROCEDURES FOR CONDUCT OF EXAMINATIONS

All people involved in supervising examinations are to ensure that these procedures are followed:

- 1 Check that examination room is set up before candidates enter, ie desks one metre apart or alternate seats used in tiered lecture theatre.
- 2 Candidates may only enter the examination room under the instruction of the supervisor.
- 3 Check candidates' identification on arrival at the examination room.
- 4 All bags and personal possessions must be left clear of the seating area, near the entrance/exit of the room.
- 5 Candidates may bring only the equipment permitted into the examination room. This may include pens, pencils, rubber, ruler, calculator or specified texts where an examination is deemed to be "open book". Other materials will be permitted as specified on the examination cover sheet. Calculators must be battery/solar powered and silent in operation. Operating manuals, reference cards, programmable calculators, and print out attachments relating to use of a calculator are not permitted in the examination room without the prior permission of the examiner.
- 6 Paper or answer booklets are to be supplied. Any rough working notes are to be handed into the supervisor at the end of the examination.
- 7 Reading time may be specified in the instructions to candidates and this will be conducted in silence prior to commencement of the examination. Candidates must ensure that they carefully read the special instructions for the examination and abide by these instructions.
- 8 Candidates must ensure that they clearly:
 - a. Write their identification number (ID) on the answer book and any sheet of writing paper used.
 - b. Number each answer and page of that answer.
 - c. Answer all questions legibly in pen/ink. Errors must be clearly crossed out.
- 9 No candidate may enter the examination room after the first thirty minutes.
- 10 Students may not talk aloud nor to each other during the examination.
- 11 A candidate may not leave the room within the first thirty minutes of the examination and during the last fifteen minutes. The supervisor will notify students when there is thirty and then fifteen minutes until the end of the examination.
- 12 Candidates will not continue writing an answer, or add anything to answers after the supervisor has announced the end of the test or examination.
- 13 Candidates may leave the room to go to the toilet. The invigilator should take note of the time and student name, and notify staff should they feel time taken was excessive.
- 14 In the event of suspected cheating, supervisor(s) will inform the Head of School who will be responsible for the procedures to be followed. These procedures must be aligned to AP0607 Cheating.
- 15 It is recommended that coloured paper be selected at random and supplied as scrap paper.

Code of Conduct for Supervisors/Invigilators

All supervisors/invigilators must abide by the following rules:

- 1 The relationship between candidate and supervisor/invigilator must remain formal at all times. Keep a respectful distance from candidates and use appropriate language.
- 2 Treat candidates with respect but be firm when giving instructions.
- 3 Be honest and consistent when dealing with any questions from candidates.
- 4 Be vigilant at all times.
- 5 Only discuss examination question papers with supervisors and candidates during the applicable examination sessions.
- 6 All aspects of the conduct of the examinations at the examination are confidential between the supervisor, the examiner, the Head of School and Otago Polytechnic staff.
- 7 No supervisor/invigilator may discuss any matter relating to examinations with the media.