

 <b>Telford</b> Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>		<b>Ref No.</b>	<b>9 - 03</b>
		<b>Version No.</b>	<b>5</b>
		<b>Date Issued</b>	<b>1 March 08</b>
<b>Title</b>	<b>CONDUCT OF WRITTEN EXAMINATIONS</b>		
<b>Responsibility</b>	<b>Academic Director</b>		

## 1. PURPOSE

To ensure that examinations are undertaken in a controlled, secure and accountable manner.

## 2. APPLICATION

This Policy and Procedure applies to all controlled, summative assessments undertaken both on and off campus.

## 3. DEFINITIONS

### **Assessor**

Academic staff member will overall responsibility for the assessment activity.

### **Invigilator**

The person assigned with the responsibility of supervising the examination.

## 4. STATUTORY OBLIGATIONS

Nil.

## 5. POLICY

### **Preparation and Conduct**

- 5.1 The Assessor will ensure that examination papers are moderated prior to the exam date.
- 5.2 The Assessor will ensure a master copy of each examination paper is securely stored prior to the examination date and duplicated two days prior to the exam. The Academic Director will be advised of the location of examination papers in case of an emergency.
- 5.3 The Assessor will organise a suitable examination room that is quiet, well lit and ventilated and has access to toilet facilities.
- 5.4 The Assessor will ensure the examination room is set up with tables facing the Invigilator and that a reliable clock is visible to candidates in the room. Answer sheets and additional paper will be provided as required.
- 5.5 The Assessor will brief the Invigilator and provide a list of candidates undertaking the examination at least one day prior to the examination.
- 5.6 The Assessor will inform the Invigilator of any errors or omissions in the exam paper.
- 5.7 The Invigilator will ensure examinations are in the examination room 15 minutes prior to the examination start time.
- 5.8 The Invigilator will ensure that:
  - Candidates are admitted to the room five minutes before the exam
  - No other persons are admitted to the exam room

- Hats, coats, papers, cell phones, and other personal belongings remain outside the room
- Only specified resources are used eg specified open book, calculator
- Candidates are notified of any errors or omissions in the exam paper
- Candidates are not admitted later than 30 minutes after the start of the exam
- A roll check of candidates is taken
- For exams two hours or longer, no candidate leaves the room within 30 minutes of the exam starting or within 15 minutes of the exam finishing
- For exams less than two hours, leaving times will be decided by the Assessor
- Candidates leaving the exam room hand in their exam paper
- Candidates do not leave their work where others may see it
- Candidates do not communicate with each during the exam or make unnecessary noise

### **Managing Misconduct**

5.9 The Invigilator is authorised to:

- Confiscate any prohibited items that are brought into the exam room by a candidate and attaching written notification of the matter to the candidate's script
- Issue verbal warnings to candidates for disruptive behaviour in the exam room
- Request that disruptive candidates who have received an initial warning leave the exam room

5.10 The Invigilator will prepare a written report of any incidents of examination misconduct.

### **Alternative Examination Times/Venues**

5.11 The Academic Director may authorise alternative exam times or venues if he or she is satisfied that the candidate/s will not gain an unfair advantage.

5.12 All applications for alternative examination conditions must be made in writing to the Programme Coordinator before the specified examination date and may include the following reasons:

- Illness of the candidate which render them incapable of undertaking the exam at the prescribed time and place (Note: A medical certificate must be provided to the Programme Coordinator)
- Family illness or bereavement resulting in the candidate being unavailable at the specified time/location
- Participation in sporting or cultural activities at a national/international level (Note: prior approval from the Academic Director is required)

5.13 Any candidate who feels aggrieved by any decisions pertaining to this section of the Policy may appeal in accordance with Policy and Procedure 6-15 Academic Appeals.

## **6. PROCEDURE**

Nil.

## **7. RECORD MANAGEMENT**

<b>Record</b>	<b>Responsibility</b>	<b>Filed</b>	<b>Retention Time</b>
Attendance List	Programme Coordinator	Attendance File	1 Year
Examination Conduct Reports	Academic Director	AD's Office	Indefinitely
Examination Paper Master Copy	Programme Coordinator	PC's Office	7 Years

Medical Certificates	Senior Administrator	Student File	Indefinitely
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**8. ASSOCIATED DOCUMENTS**

Nil.

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Description of Change</b>	<b>Author</b>	<b>Effective Date</b>
0	Initial release.	M.Bowen	08 July 1994
1	Triennial review.	M. Bowen	05 February 1998
2	Triennial review.	L. Johnston	April 2001
3	Triennial review.	L. Johnston	November 2003
4	Reformatted.	CEO	April 2004
5	Alignment of the QMS with actual Telford practices in response to the ITPQuality Audit Report, April 2007. Policy title change. Positions of responsibility updated, clauses 5.1, 5.7, 5.8, 5.11 and 5.12 rephrased, clause 8 added. Minor editing and re-formatting.	QMS Policy Review Committee	1 March 2008