

## ASSESSMENT BY UNIVERSITY EXAMINATION POLICY

<b>Document Type:</b>	Policy & Procedures
<b>Administering Entity:</b>	Student Administration and Services
<b>Records Management System Number:</b>	SED04/588
<b>Date Endorsed by Academic Board:</b>	5 June 2007 (by AB Standing Committee)
<b>Date Approved:</b>	18 June 2007
<b>Approved by:</b>	Council
<b>Indicative time for Review:</b>	2 years from date of Council approval
<b>Responsibility for Review:</b>	AB Teaching and Learning Committee
<b>Related policies or other documents:</b>	Exam Unit Procedures, UNE Assessment Policy, Special Assessment Policy

### 1. DEFINITION OF A UNIVERSITY EXAMINATION

- a. An examination worth at least 30% of the assessment for a unit (for units with multiple examination papers, the value of the papers is totalled); and
- b. administered through the Examinations and Graduation Unit.

### 2. HOLDING OF A UNIVERSITY EXAMINATION

Examinations shall:

- a. not be held at night;
- b. not be held on Sundays or public holidays;
- c. except for oral/aural examinations (which may be held at times arranged by agreement between the School and the candidates) may not be held in residential schools; and
- d. except for Third Trimester, Summer School and Special Examinations, not be held in University vacations.

2(a)-(d) may be varied by the Chair of the Academic Board. When the Chair grants permission for an examination to be held outside of official sessions, the student must be given four weeks notice and responsibility for administering such examinations will lie with the relevant School.

### 3. DEFINITION OF A TEST

A test normally constitutes up to 20% of the final assessment for a unit and shall generally be of a lesser duration than an examination. There may be more than one test for a unit. Tests for internal students may be held only in normal teaching times. Tests for external students may be held during residential schools. Students must be given due warning of any test that will count towards the final assessment.

### 4. LENGTH OF UNIVERSITY EXAMINATIONS

Two hours is the normal length of a University Examination. A School may increase the length to three hours but will be liable for the cost of the additional hour at the rates as shown on attachment one. Costs will be calculated on student enrolments as at the Semester/Trimester Census Date.

## **5. PERMISSABLE FORMATS FOR UNIVERSITY EXAMINATION PAPERS**

University Examination papers may be in one of three formats. These formats may not be mixed or combined.

### **5.1 White Examination Paper**

Students write their responses to questions in either writing books or on specially designed answer sheets or some combination of these and may not write answers directly on to the examination paper itself. Students are permitted to remove the paper from the examination room on completion of the examination.

#### 5.1.1 White Examination Paper Composition

The paper may comprise any mixture of structured response and generated response questions.

#### 5.1.2 White Examination Paper Revision

A new set of questions must be written every time the examination is offered to a class of students. The Dixon Library publishes copies of white papers.

### **5.2 Yellow Examination Papers**

A paper that students are not permitted to remove from the examination room because a proportion of their answers are written directly on to the paper.

#### 5.2.1 Yellow Examination Paper Composition

- a. The paper must have more than half of its overall assessment value explicitly tied to questions requiring students to write directly on the examination paper.
- b. The questions may comprise any mixture of structured response and generated responses questions. (For example, an examination worth 75 points comprising 10 multiple choice and pro forma table-completion questions (each worth 2 points), five short-answer essay questions (each worth 5 points) and one extended response essay question (worth 30 points) could be run as a yellow paper if the multiple-choice and short-answer essay questions required students to respond directly on the examination paper. It could not be run as a yellow paper if students were only required to write their multiple-choice responses directly onto the examination paper.)
- c. A student is not allowed to write on a yellow examination paper during the reading time.

#### 5.2.2 Yellow Examination Paper Revision

As for White Examination Papers.

### 5.2.3 Non-Return of Yellow Examination Paper

- a. Students who do not hand in their yellow paper will forfeit all marks deriving from answers that were to be entered on to it.
- b. A student shall not be considered for the grant of a special examination if he/she fails to hand in his/her yellow paper.
- c. Under no circumstances will the return of the yellow paper, following its removal from the examination hall by the student, be accepted.

## **5.3 Pink Examination Papers**

A paper that students are not permitted to remove from the examination room.

- a. Students write their responses to questions in examination booklets or on specially designed answer sheets or on the paper itself or any combination of these.
- b. The return of pink examination papers is policed and the University pursues any missing copies.
- c. Except where permission has been granted, no student will be permitted to write on a pink examination paper during the reading time.

### 5.3.1 Pink Examination Paper Composition

The paper must have more than half of its assessment value tied to structured response questions. (For example, a formal examination worth 75 points comprising 5 multiple choice (each worth 4 points), 3 multi-part pro forma questions (each worth 10 points) and one extended response essay question (worth 25 points) could be run as a pink paper. A formal examination worth 75 points comprising 5 true-false and matching (each worth 5 points) and five short-answer essay questions (each worth 10 points) could not be run as a pink examination paper.)

### 5.3.2 Pink Examination Paper Revision

- a. A new set of questions must be written for a pink examination paper every three years (Heads of Schools are responsible for ensuring this).
- b. If even one or more copies of a pink paper are unaccounted for after collection, a new paper must be written before the examination is offered again.
- c. The Dixson Library does not publish pink papers.

### 5.3.3 Penalty for Non-Return of a Pink Examination Paper

- a. Students who fail to submit their pink examination paper will receive a grade of NI (Failed Incomplete). The grade of NI shall remain in effect until the student returns the pink examination

paper along with a Statutory Declaration stating that the paper has not been shown to any other person, has not been copied or electronically scanned, and has not been summarised or in any other way had its content disseminated to any other person whilst in their possession.

- b. Students who fail to submit their pink examination paper and subsequently submit it, and when the paper's format required the student to write some or all of their answers on the paper itself, then the written portion on the paper will not count towards assessment for that unit.

#### 5.3.4 Exceptions to the Rules Governing Pink Examination Papers

Schools can elect to use the pink examination format for reasons of maintaining the integrity of the examination. For example, if it is not possible to run a single examination for all students concurrently (such as where the same unit is run in Australia and overseas and the examinations are not coincidental).

Schools wishing to apply this exception must formally advise the Examinations and Graduation Unit, of the units when submitting their examination requirements to the Unit.

In the case of disciplines (such as Languages) where it can be demonstrated that the vocabulary and structures used to examine students cannot easily be accommodated through the use of a white or yellow examination paper then consideration will be given to relaxing the pink paper policy for specific papers.

### **5.4 Special Examination Papers**

A paper sat by a student who has been granted a Special Examination by the relevant faculty.

Unit Coordinators may offer any special examination using the pink paper format, irrespective of the original format of the examination.

If the original formal examination was a white or yellow paper, then the Special Examination paper must comprise a new set of questions. The paper may be in any colour format the Unit Coordinator chooses.

If the original formal examination was a pink paper, then the special examination can be either a pink paper that is the same examination as used for the original or a new examination paper.

All special examination papers must be comparable in assessment strategy and length to the original paper.

## **6 USE OF DICTIONARIES IN EXAMINATIONS**

Students from Non-English Speaking Backgrounds may be permitted to use dictionaries in examinations.

Students in language units may be permitted to use translation dictionaries as permitted by the Unit Coordinator in the Examination Instructions on the examination paper.

- a. Internal students wishing to avail themselves of this provision must hand their dictionaries to the Examinations and Graduation Unit before the first day on which they will be required. These dictionaries must have a table securely fastened on the front cover clearly indicating the examinations at which they will be required.
- b. Where practical external students must hand their dictionaries to their Examination Supervisor before the first day on which they will be required. These dictionaries must have a table securely fastened on the front cover clearly indicating the examinations at which they will be required.

Electronic dictionaries are not permitted.

## 7 CROSS INSTITUTIONAL STUDENTS TAKING UNE EXAMINATIONS

The following provisions are only applicable when a UNE student is also enrolled at another university and is required to attend at the same time a UNE examination and an examination at the other university. These provisions will not apply when a student has examinations on the same day but at different times.

### **A Where the student is NOT physically at UNE**

The student should request that the other university allow them to sit the other university's examination at a different time.

If the other university does not permit the student to sit at a different time, then the student can apply for a special examination for their UNE examination. The student must provide documentary evidence of the clash to support their request for a special examination.

### **B Where the student IS physically at UNE**

If the student is a candidate for a UNE award, then the student is required to sit the UNE examination at the scheduled time and date.

If the student is a candidate for an award of another university, then, on completing the other university's examination, the student must report immediately to the Examinations Office, where they can be directly supervised by the staff of the Examinations and Results Unit. Effectively, the student is quarantined until the commencement of the next examination session on that day, when they can sit their UNE examination.