

Student Assessment Policy and Procedure		
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Policy Developer/Reviewer: QAM/Dean/Course Coordinator	Review date: 31 Jul 2021	

#### VERSION HISTORY

Version	Updated by	Approval Date	Details
1.0	Academic Board	24 Mar 2011	Document creation
1.1	Academic Board	26 Nov 2014	Various (minor clarifications regarding timeframe of feedback etc.)
1.2	Academic Board	3 Mar 2016	Section 12: Grade changed from P to NGP Section 13: Specify mark range for resubmission and grades with accuracy to .99
2.0	Dean	4 May 2017	Review for alignment to HESF 2017
2.1	Academic Board	25 May 2017	Section 8: Minor changes to timeframes for completion of assessment under special consideration
2.2	Dean	09 Jan 2018	Changed Associate Dean to Course Coordinator
2.3	Policy Review Group	23 Apr 2018	Re-formatted policy in new template. Updated the scope; renamed Special Consideration section, added an Extensions section
3.0	Academic Board	21 Aug 2019	Comprehensive review and update of policy to focus on providing information on assessments for students
3.1	Policy Review Group	23 Aug 2019	Minor clarification regarding exam re-sits
3.2	Policy Review Group	11 Feb 2019	Added Section 2.8.1(3)(a): that students cannot view exam papers unsupervised
4.0	Academic Board	29 Sep 2020	Added sections on record keeping and exam rules, updated exam scheduling section, updated paper exam procedures, added online exam procedures, added info on assessment summaries, linked to the Assessment Moderation Policy, defined deferred and supplementary exams, removed the grade "withdraw with failure", clarified Unit Guide duties
4.1	Academic Board	24 Nov 2020	Removed the Assessment Review Committee

#### PURPOSE AND SCOPE

The aim of this policy and procedure is:

- Provide information about the rationale and forms of assessment.
- Specify how and when assignments are to be submitted.
- Explain the scheduling of and rules for exams.
- Outline how assessment extensions are granted.
- Articulate how assessment results are released and how they may be reviewed.
- Describe the different grades that may be awarded.

This policy applies to all students and staff involved in the Bachelor of Traditional Chinese Medicine (BTCM) at Sydney Institute of Traditional Chinese Medicine (SITCM).

## 1 OVERVIEW

The aim of this policy is to provide students in the Bachelor of Traditional Chinese Medicine (BTCM) at the Sydney Institute of Traditional Chinese Medicine (SITCM) with information about the principles underpinning the assessment process, assessment submission and marking, and how assessment decisions are reviewed and appeal.

This policy has been informed by the *Higher Education Standards Framework (Threshold Standards) 2015*, Section 3.1 Course Design.

## 2 POLICY

### 2.1 OVERVIEW

#### 2.1.1 ASSESSMENT RATIONALE

The rationale for assessment is:

- 1) To promote, enhance, and improve the quality of student learning through feedback that is clear, informative, timely, constructive and relevant to the needs of the student.
- 2) To measure and confirm the standard of student performance and achievement in relation to a unit of study's defined learning outcomes.
- 3) To reward student effort and achievement with an appropriate grade.
- 4) To contribute to the measurement of the effectiveness of the teaching and learning process.

#### 2.1.2 CRITERIA BASED ASSESSMENT

- 1) SITCM utilises criteria-based marking.
- 2) Students' work must be assessed against clear and consistent criteria that align with the learning outcomes for the unit.

#### 2.1.3 FORMS OF ASSESSMENT

- 1) Units of study will usually include both formative and summative assessments.
  - a. *Formative* assessments are intended to assist students to identify weaknesses in their understanding, evaluate their learning progress and provide feedback to teachers so they can appropriately modify and adapt the learning activities.
    - i. Formative assessment is assigned either no weighting or minor weighting.
  - b. *Summative* assessments are intended to assess the quality of a student's learning, generally in terms of assigned marks and grades.
- 2) Critical reflection on the outcomes of assessment tasks, both formative and summative, can inform lecturers and students, not only about the quality of student learning but also about the effectiveness of teaching.
- 3) The forms of assessment to be utilised for each unit of study will be clearly stated in the Unit Guides given to students at the commencement of each unit of study.

### 2.2 UNIT GUIDES

- 1) Unit Guides will advise students at the beginning of a unit of study how the results of all assessments contribute to the final overall mark for the unit. In particular, the Unit Guide will make expressly clear:

- a. The assessment schedule including assessment type, due date, the weighting of each task in contributing to the overall mark, and unit learning outcomes addressed by each assessment.
  - b. Rationale for each assessment.
  - c. Assessment instructions including the required referencing convention and requirements.
  - d. Assessment submission requirements.
  - e. Assessment feedback.
  - f. The marking criteria for each assessment.
  - g. Unit pass requirements.
  - h. Rules regarding penalties applied to late submissions.
  - i. Generic graduate attributes mapped to unit assessments.
  - j. Emphasis will be placed on what constitutes academic misconduct and the consequences of committing it as outlined in the *Academic Misconduct Policy and Procedure*.
- 2) At least two (2) weeks before the start of each semester, each lecturer must have:
- a. Reviewed their unit's Unit Guide to ensure it is up to date and fit for purpose;
  - b. Made any necessary changes to their unit's Unit Guide; and
  - c. Emailed their Unit Guide (with any updates) to the Course Coordinator for review and approval.

### 2.3 REQUIREMENTS FOR SUCCESSFUL COMPLETION OF A UNIT OF STUDY

- 1) Students must complete all summative assessment tasks and achieve at least 50% of the total marks for the unit of study to pass the unit.
- 2) Students must achieve a mark of at least 40% in the final exam (if applicable) in the unit.
- 3) Students must meet the requirements of the *Attendance Policy*.
- 4) Students must complete all formative assessment tasks.
- 5) In classes with clinical components, students must complete 100% of clinic hours, including rostered receptionist duties and achieve at least 50% on the clinical assessment (plus at least 60% on the VIVA exam if applicable).

### 2.4 ASSIGNMENT SUBMISSION

#### 2.4.1 DUE DATES

- 1) Students are required to submit assignment items by the time and date specified in the Unit Guide.
- 2) Assignment items submitted after the due date will be subject to a penalty unless the student has been given approval for an extension or special consideration in accordance with Section 2.6.
  - a. If a student has not submitted all assignments by the last day of the semester (i.e. the last day of Week 18), the student cannot complete the unit unless the student has been given approval for an extension or special consideration in accordance with Section 2.6.

#### 2.4.2 HOW TO SUBMIT ASSIGNMENTS

Assignments must be submitted in the form specified in the Unit Guide or as notified by the lecturer.

- 1) Assignments are to be submitted through the Learning Management System (LMS) Moodle.

- 2) The date and time the assignment was uploaded to Moodle will be considered the date and time of submission.
  - a. If students have difficulty to upload an assignment to Moodle, a screenshot must be taken as evidence and the assignment must be emailed to the Administration Office by the assignment due date.
- 3) All assignments to Moodle are also subject to scanning by *Turnitin* to detect plagiarism.
  - a. If *Turnitin* returns a similarity score of 25% or more, the lecturer for that unit of study must report the matter to the Course Coordinator. The matter may result in an allegation of academic misconduct. Please see the *Academic Misconduct Policy* for further information.
  - b. Lecturers may report assessments to the Course Coordinator for similarity scores of less than 25% if they believe plagiarism has occurred.

### 2.4.3 PENALTIES FOR LATE SUBMISSIONS

- 1) An assignment item submitted after the due date, without an approved extension or without an approved mitigating circumstance, will be penalised.
- 2) The standard penalty is the reduction of the mark allocated to the assignment item by 10% of the maximum mark applicable for the assignment item, for each day or part day that the item is late.
- 3) Assignment items submitted more than ten (10) days after the due date are awarded zero marks.

## 2.5 EXAMS

### 2.5.1 EXAM SCHEDULING

- 1) Class exams are usually held during scheduled class time.
  - a. The Course Coordinator collates all unit assessments into one document and emails it to the Office Manager at least one week before Week 1 of each semester.
    - i. The collated document must specify the nature, weighting and deadline for each assessment, and whether it occurs online or on campus.
  - b. The Office Manager uses this document to arrange for office staff to supervise every exam.
  - c. Lecturers are required to seek approval from the Course Coordinator before any assessment dates can be changed.
    - i. If the Course Coordinator approves an assessment date change, they must immediately notify the Office Manager of this change.
  - d. Any final formal assessments scheduled during exam periods must be included in the *Examination Timetable*.
- 2) Final exams are held in the designated two-week exam period after the completion of the classes as indicated on the *Academic Calendar*.
  - a. Each semester, an *Examination Timetable* for final exams is developed by the Administration Office, approved by the Course Coordinator and published on Moodle no later than Week 13 of that semester.
  - b. The Office Manager arranges for office staff to supervise every exam in the *Examination Timetable*.
- 3) If an exam cannot be held due to unforeseen circumstances (e.g. a bomb threat or fire/storm damage to an exam venue), the exam may be rescheduled within the designated exam period.

- a. Therefore, students should be prepared to sit an exam on any day during the exam period.
- 4) Deferred or supplementary exams must be held in the deferred and supplementary exam period as indicated on the *Academic Calendar*.
  - a. The deferred and supplementary exam period is a one-week period that occurs several weeks after the end of the exam period.
  - b. Deferred and supplementary exams are scheduled by the Office Manager, who arranges for office staff to supervise every deferred or supplementary exam.
  - c. Supplementary exams are for students who marginally fail a unit as outlined in Section 2.7 (Supplementary Assessments).
  - d. Deferred exams are for students who were granted an extension for their final exam.
    - i. Deferred exams may also be deemed appropriate for students who were granted special consideration for a final exam, depending on the circumstances of the case.
  - e. Students who fail to attend the exam during this period will not be given further opportunity unless special consideration is granted under Section 2.6.2 (Special Consideration).

### 2.5.2 EXAM RULES

- 1) The Unit Guide will specify whether an exam is closed or open book, and online or paper.
- 2) Exams have the following requirements:
  - a. For all exams:
    - i. The exam must be taken by the student independently and alone.
      - 1. If a student wishes for special assistance to take an exam, they must send a written request to the Course Coordinator for approval at least seven (7) days before the exam date, explaining why they need special assistance.
    - ii. For the duration of an exam, a student must not communicate with anyone other than an exam supervisor (including any kind of electronic communication) except where permission has been expressly granted in Section 2.5.2(2)(a)(i)(1).
    - iii. Mobile phones must be turned off or switched to silent mode (not vibrate mode).
  - b. For online exams:
    - i. All online exams are open book and a student may use any material during the exam (except as outlined in Section 2.5.2(2)(a)).
    - ii. Each student must be clearly visible through webcam for the duration of the exam.
    - iii. If a student wishes to sit an online exam on campus, they must send a written request to the Administration Office at least one (1) week before the exam date and provide a valid reason for the request.
      - 1. Valid reasons may include, but are not limited to, internet connectivity issues at home or poor typing skills.
      - 2. The request must specify whether the student wishes to complete a paper or online version of the exam on campus.
      - 3. The Administration Office must reply to all such requests within two business days of receiving them.
  - c. For open book paper exams:

- i. The exam must be taken on campus in the presence of at least one (1) exam supervisor.
    1. If an exam room contains more than ten students, at least two (2) exam supervisors must be present throughout the exam.
  - ii. Every student desk must be separated from every other student desk, with enough space for supervisors to comfortably walk between each desk.
  - iii. Each student must place their SITCM Student ID Card on the top-right corner of the desk.
  - iv. A student may use any material except for electronic devices.
  - v. All electronic devices (including but not limited to computers, laptops, tablets and phones) must be kept in a closed bag at the front or back of the classroom.
  - vi. Bilingual dictionaries are available upon request; if a student wishes to bring their own bilingual dictionary then it must be checked by the exam supervisor before it may be used.
- d. For closed book paper exams:
- i. The exam must be taken on campus in the presence of at least one (1) exam supervisor.
    1. If an exam room contains more than ten (10) students, at least two (2) exam supervisors must be present throughout the exam.
  - ii. Every student desk must be separated from every other student desk, with enough space for supervisors to comfortably walk between each desk.
  - iii. Each student must place their SITCM Student ID Card on the top-right corner of the desk.
  - iv. A student may only have stationery, a cup of water, an analogue watch and/or a transparent water bottle on their desk.
  - v. All other items (including but not limited to pencil cases, books, paper and phones) must be kept in a closed bag at the front or back of the classroom.
  - vi. Bilingual dictionaries are available upon request; if a student wishes to bring their own bilingual dictionary then it must be checked by the exam supervisor before it may be used.
- 3) Lecturers may place other conditions on what items can be used during open book exams, which will be specified in the Unit Guide or discussed in a class before the exam.
  - 4) Failure to meet any exam requirement will result in a grade of zero for the exam.
  - 5) Please consult the *SITCM Student Manual (Higher Education)* for exam guidelines.
  - 6) Please consult the *Academic Misconduct Policy and Procedure* for information about cheating and its consequences.

## 2.6 EXTENSIONS/SPECIAL CONSIDERATION

### 2.6.1 EXTENSIONS

- 1) In the eventuality of minor extenuating circumstances, a student may apply for an extension before the deadline for submitting an assessment.
- 2) Requests for extensions made after an assignment due date will not be considered.
- 3) Request for extensions for an exam may only be made after the exam time if:

- a. The student does not attend the exam; and
  - b. The student contacts the Administration Office on the day of the exam or on the day following the exam and provides a valid reason for not being able to attend the exam; and
  - c. The student completes the *Extension Form* within three (3) days of the exam.
- 4) Applications must be submitted to the Administration Office on an *Extension Form*.
    - a. This form is available from the Administration Office or the SITCM website's [HE Manual, Policies & Forms](#) page.
  - 5) The Administration Office will provide the *Extension Form* to the Course Coordinator, who decides whether the application is approved or rejected.
    - a. The Course Coordinator may nominate another senior staff member to consider an extension application.
  - 6) The Course Coordinator will complete the relevant section of the *Extension Form* and provide it to the Administration Office.
  - 7) Upon receipt of the completed *Extension Form* from the Course Coordinator, the Administration Office will notify the student within two (2) business days of the student's application.
  - 8) If the student's application is successful, the Administration Office will notify the relevant assessor.
  - 9) Except in exceptional circumstances, a student will be offered only one (1) extension for any particular assessment task.
  - 10) Normally a maximum extension of two (2) weeks will be granted.
    - a. If an extension is granted for a final exam, the student is allowed to sit the deferred exam.
  - 11) An extension will not be granted for any of the following:
    - a. Misreading the Unit Guide.
    - b. Organising conflicting travel arrangements.
    - c. Poor time management.
  - 12) Applications for assessment extensions may be rejected if the Course Coordinator has justifiable reasons to believe that the student is seeking to gain an unfair advantage through deferred assessment.
    - a. This judgement will be made with consideration of the particular circumstances of the student, the student's academic record and the student's history of assessment extension applications.

### 2.6.2 SPECIAL CONSIDERATION

- 1) Students who have a significant impairment which adversely affects their ability to complete assessment tasks on normal due dates may apply for special consideration.
- 2) For information about special consideration, please consult the *Special Consideration Policy and Procedure*.

### 2.6.3 RECORD KEEPING

- 1) The Administration stores all *Extension Forms* and *Special Consideration Application Forms* in student files.
- 2) The Administration Office records the details of all decisions that relate to extensions and special consideration in the *Special Consideration and Extension Register*.
- 3) The *Special Consideration and Extension Register* is reviewed at every Teaching and Learning Committee (TLC) meeting.

## 2.7 SUPPLEMENTARY ASSESSMENTS

- 1) If a student passes a unit overall but receives a mark between 35-39.9% in the final exam, the Course Coordinator may allow the student to sit a supplementary exam.
  - a. To be eligible to sit a supplementary exam, the student must have:
    - i. Met all the attendance requirements for the unit; and
    - ii. Completed all the required coursework, including all other assessment items, in the unit.
- 2) If a student marginally fails a unit of study (i.e. has achieved a score of 46-49.99%), the Course Coordinator may offer the student the option of completing additional assessable work which, if completed at the prescribed standard, will result in the student passing the unit.
  - a. To be eligible to complete the supplementary assessment, the student must have:
    - i. Met all the attendance requirements for the unit;
    - ii. Completed all the required coursework, including all other assessment items, in the unit; and
    - iii. Achieved a mark of at least 40% in the final exam (if applicable).
  - b. In the case that a student marginally fails a unit after completing a deferred exam and is eligible for a supplementary exam as per Section 2.7(2)(a), the supplementary exam will be offered at least one week before the Census Date of the following semester.
- 3) The grade awarded for a unit after an additional assessment is finalised is limited to Non-Graded Pass (NGP) or Fail (F).
- 4) Resubmission will not be permitted if a student has failed due to:
  - a. Major academic misconduct (please see the *Academic Misconduct Policy*).
- 5) All resubmissions/supplementary assessments are given at the discretion of Course Coordinator.

## 2.8 ASSESSMENT RESULTS

### 2.8.1 ASSESSMENT SUMMARIES

- 1) Before Week 1 of each semester, the Administration Office will email an *Assessment Summary* to each unit lecturer.
  - a. Each *Assessment Summary* will be developed by the Administration Office using the collated document described in Section 2.5.1(1)(a) Exam Scheduling.
  - b. Each *Assessment Summary* will be updated by the Administration Office following the Census Date and re-sent to each unit lecturer.
- 2) After providing results and feedback for an assessment to students, the lecturer must record the assessment results in their unit's *Assessment Summary*.
- 3) At the completion of the semester, each unit lecturer will email their unit's *Assessment Summary* to the Administration Office.
- 4) The Administration Office will ensure that each unit's *Assessment Summary* is correctly completed before providing it to the Course Coordinator and Associate Dean for review and approval.

### 2.8.2 RETURN OF RESULTS AND ASSESSMENT PAPERS

- 1) After grading an assessment, the lecturer must update their unit's *Assessment Summary* (including the Assessment Feedback Checklist section).
- 2) Apart from final exam papers, all assessment must be graded and returned to the student within two (2) weeks of the assessment due date, preferably in-class.



- a. Lecturers must provide feedback to students on all assessments (excluding final exams), with the purpose of allowing them to understand the reason for their results.
- 3) Students may view exam papers by submitting a completed *Application to View Exam Form* (available on the [SITCM website](#) and Moodle) to the Administration Office.
  - a. The Administration Office will not permit any student to view an exam paper unsupervised.
- 4) The student has the right to query the assessment result for clarification within ten (10) working days of receiving the result.

### 2.8.3 PUBLICATION OF RESULTS

- 1) The Administration Office ensures that all final grades, as detailed in *Assessment Summaries*, are reviewed and approved by both the Course Coordinator and Associate Dean.
- 2) Once final grades have been approved by both the Course Coordinator and Associate Dean:
  - a. The Administration Office ensures that the approved grade is recorded in the student database against the relevant unit of study, and that students receive their results both on Moodle and by email.
  - b. The Quality Assurance Manager develops the semesterly *Assessment Results Review Report* for review by the TLC and AB.
    - i. The purpose of the *Assessment Results Review Report* is to analyse each unit's grade distributions, to compare grade distributions between year levels and fields of study and to identify historic trends.
- 3) If academic misconduct is discovered after the publication of results, SITCM reserves the right to adjust the results and grade provided approval is granted by the TLC.

## 2.9 GRADES

During each unit of study, students will be provided with an evaluation of their individual performance with reference to the criteria for each assessment task, in accordance with the following guidelines:

Grade	Definition
High Distinction (outstanding performance) Code: HD Mark range: 85% and above	Complete and comprehensive understanding of the unit content; development of relevant skills to an outstanding level; demonstration of an extremely high level of interpretive and analytical ability and intellectual initiative; and excellent achievement of all major and minor objectives of the unit.
Distinction (very high level of performance) Code: D Mark range: 75-84.99%	Very high level of understanding of the unit content; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and comprehensive achievement of all major and minor objectives of the unit.
Credit (high level of performance) Code: C Mark range: 65-74.99%	High level of understanding of the unit content; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives not fully achieved.

Grade	Definition
Pass (competent level of performance) Code: P Mark range: 50-64.99%	An adequate understanding of most of the basic unit content; development of relevant skills to a satisfactory level; adequate interpretive and analytical ability and achievement of all major objectives of the unit; some minor objectives not achieved.
Non-graded Pass Code: NGP	Successful completion of a unit assessed on a pass/fail basis, indicating a satisfactory understanding of unit content; satisfactory development of relevant skills; satisfactory interpretive and analytical ability and achievement in all major objectives of the unit.
Fail (unsatisfactory performance) Code: F Mark range: below 50%	Inadequate understanding of the basic unit content; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve some or all major and minor objectives of the unit.
Withdraw Without Failure Code: WW	Cancelled enrolment in the unit after the Census Date, deemed without failure due to special consideration.
Advanced Standing Code: AS	Credit has been granted for the unit of study following an application and its approval for Advanced Standing.

## 2.10 REVIEW OF ASSESSMENT DECISIONS

- 1) A student may request a review of an assessment decision.
  - a. Certain assessment decisions cannot be reviewed due to the nature of the assessment type (for example, practical tests).
- 2) In the first instance, students should approach the assessor to discuss their concerns about the assessment decision within five (5) working days of notification of the assessment result.
- 3) Where the issue is unable to be resolved directly with the assessor, the student should provide the Course Coordinator (the reviewer) with a completed *Review of Assessment Decision Form* (available on the [SITCM website](#) and Moodle) within five (5) working days of the assessor's response to the student.
  - a. The grounds upon which the student may request a review of an assessment decision are:
    - i. That the student believes that an error has occurred in the calculation of the grade; and /or
    - ii. A demonstration that the assessment decision is inconsistent with the published assessment requirements or assessment criteria.
  - b. Each review against an assessment decision is determined on its own merits without reference to other applications.
  - c. If the assessor is the Course Coordinator, the reviewer will be another academic staff member nominated by the Dean.
- 4) The reviewer will usually respond to the request for a review of an assessment decision in writing within ten (10) working days and may confirm or vary the decision.
- 5) The reviewer will notify the Registrar of the outcome.
- 6) The Registrar will add the case to the *Student Assessment Review Register*.
- 7) The TLC will review the *Student Assessment Review Register* at every meeting.
- 8) A student may appeal a review of assessment decisions made under this policy.
- 9) Students wishing to make an appeal should consult the *Academic Grievance Policy and Procedure*.
  - a. An appeal of an academic decision begins at Stage 3: Appeal (Internal Panel).

### 3 PROCEDURE

#### 3.1 ASSIGNMENT PROCEDURE

<b>Pre-Assignment</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All Unit Guides have assignment briefs with relevant information.</li> </ul>
<b>Assignment Submission</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Students must submit the assignment on or before the due date.           <ul style="list-style-type: none"> <li>* Late submissions will be subject to a penalty of 10% of the maximum applicable mark for each day or part day an assessment is late.</li> </ul> </li> <li><input checked="" type="checkbox"/> Students must submit assignments via Moodle.           <ul style="list-style-type: none"> <li>* Assignments submitted via Moodle will be scanned by Turnitin to detect plagiarism.</li> </ul> </li> <li><input checked="" type="checkbox"/> Lecturers will advise students how to submit group or other work if it is not suitable to be submitted via Moodle.</li> </ul>
<b>Marking</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Lecturers will mark assignments within seven (7) days of the due date.</li> </ul>
<b>Return of Assignment and Feedback</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Lecturers will return assessed work to the Administration Office. The Administration Office will return the assessed work to students within two (2) weeks.</li> </ul>
<b>Review of Assignment Decisions</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A student may request a review of an assessment decision, after first discussing their result with the assessor directly.</li> <li><input checked="" type="checkbox"/> The request for review must be made in writing to the Course Coordinator with five (5) working days of notification of the assessment result.</li> <li><input checked="" type="checkbox"/> The Course Coordinator will normally respond within ten (10) working days of the request.</li> <li><input checked="" type="checkbox"/> If dissatisfied with the outcome, the student may appeal in accordance with the <i>Academic Grievance Policy and Procedure</i> (starting at Stage 3).</li> </ul>
<b>Publication of Results</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Final grades will be reviewed by the Course Coordinator and Associate Dean.</li> <li><input checked="" type="checkbox"/> Once final grades are approved by the Course Coordinator and Associate Dean, they will be recorded in the student database.</li> </ul>

#### 3.2 PAPER FINAL EXAM PROCEDURE (ON-CAMPUS)

<b>15 minutes before exam starting time</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Supervisor ensures that every student desk is separated from every other student desk, with enough space between any two desks to comfortable walk between them.</li> <li><input checked="" type="checkbox"/> Supervisor puts up a seating allocation sheet in the exam room.</li> <li><input checked="" type="checkbox"/> Students arrive at the exam venue.</li> </ul>
<b>5 minutes before exam starting time</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Students enter the exam room and follow supervisor instructions:           <ul style="list-style-type: none"> <li>* Place all unauthorised items in bags in the front or back of the exam room.</li> <li>* Go directly to their pre-allocated seat with authorised items.</li> <li>* Place Student ID Card on the top right-hand corner of the desk.</li> <li>* Place other authorised items on the desk.</li> </ul> </li> </ul>

<b>Exam starting time</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Supervisor reads out exam rules and hands out exam paper.</li> <li><input checked="" type="checkbox"/> Late students may enter the exam within the first hour but will not be given extra time.</li> </ul> <p><b>Warning:</b> Supervisors will regard any material or item on a student's desk, chair or person to be in their possession. Possession of unauthorised materials including mobile phones in an exam is academic misconduct.</p> <p><b>Warning:</b> If a student feels unwell before starting the exam, they must notify the supervisors and leave the exam room before starting the exam. Once reading time starts and the student opens the exam paper, the student is NOT allowed to complete a supplementary exam unless an emergency event occurs.</p>
<b>Reading time starts</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Students must read exam instructions carefully.</li> <li><input checked="" type="checkbox"/> No writing or highlighting during reading time.</li> </ul>
<b>Writing time starts</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Students may NOT leave the exam venue until one (1) hour after writing time starts.</li> <li><input checked="" type="checkbox"/> If students have any questions or requests, they must raise their hand and wait for the supervisor to come to them.</li> <li><input checked="" type="checkbox"/> If students need to go to the bathroom, they must raise their hand and stay in their seat until they get permission to go from a supervisor. Please note that students may be accompanied by a supervisor.</li> </ul> <p><b>Warning:</b> No communication is allowed in any way with other students.</p>
<b>1 hour after writing time</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Late students may NOT enter the exam venue one (1) hour or more after writing time starts.</li> <li><input checked="" type="checkbox"/> Students may leave the exam venue on (1) hour or more after writing time starts.</li> <li><input checked="" type="checkbox"/> Students must not remove any exam paper or scrap paper from the exam venue.</li> </ul>
<b>10 minutes before the end of the exam</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Supervisor warns students that there are ten (10) minutes to the end of the exam.</li> <li><input checked="" type="checkbox"/> Students may NOT leave the exam venue during the last ten (10) minutes of the exam.</li> </ul>
<b>Exam ends</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Supervisor instructs students to stop writing and collects all exam and scrap papers.</li> <li><input checked="" type="checkbox"/> Students must not remove any exam paper or scrap paper from the exam venue.</li> <li><input checked="" type="checkbox"/> Students remain in seats until they are permitted to leave the exam venue.</li> </ul>

### 3.3 ONLINE FINAL EXAM PROCEDURE

<b>Two weeks before exam period</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> IT Officer makes a mock exam available to all students on the Students Online page on Moodle.</li> <li><input checked="" type="checkbox"/> Students attempt this mock exam anytime between two weeks before the exam period and the end of the exam period, to test their equipment in preparation for online exams.</li> <li><input checked="" type="checkbox"/> Students ensure that they have a working webcam for the online exam.</li> </ul>
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<b>At least one week before exam</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Students must notify the Administration Office if they wish to sit the exam on campus, and provide a valid reason for this request.</li> <li><input checked="" type="checkbox"/> The Administration Office will respond to each request within two business days of receiving it.</li> </ul>
<b>30 minutes before exam starting time</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Students log onto the Moodle page for their unit.</li> <li><input checked="" type="checkbox"/> Students open the Zoom meeting link on the unit Moodle page.</li> <li><input checked="" type="checkbox"/> Students ensure that their name in the Zoom meeting is their full name and student ID number (to change your name: click the "Participants" button, then click your name in the participants list, then click the "More" button and then click "Rename").</li> <li><input checked="" type="checkbox"/> Students click the "Start Video" button in the Zoom meeting and keep Zoom open until the end of their exam period.</li> <li><input checked="" type="checkbox"/> Students click the exam link on the unit Moodle page and wait for the exam to start.</li> <li><input checked="" type="checkbox"/> If a student feels unwell before starting the exam, they must <b>immediately</b> call the Administration Office on (02) 9212 1968 and leave the exam page. Once a student starts an exam, the student is NOT allowed to complete a supplementary exam unless an emergency event occurs.</li> </ul>
<b>Ten minutes before exam starting time</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All students hold their SITCM Student ID Card up to their webcam for at least twenty seconds so that it can be clearly seen by the Administration Office.</li> </ul>
<b>Exam starting time</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The exam automatically starts and students can then immediately begin answering questions.</li> <li><input checked="" type="checkbox"/> Students may enter the exam late but will not be given extra time.</li> <li><input checked="" type="checkbox"/> If students encounter any unexpected issues before or during the exam, they must <b>immediately</b> call the Administration Office on (02) 9212 1968 to receive any possible assistance.</li> <li><input checked="" type="checkbox"/> If a student emails exam answers to <a href="mailto:administration@sitcm.edu.au">administration@sitcm.edu.au</a> during (not after) the exam time, as a result unexpected technology issues, the emailed answers will be accepted and marked.</li> </ul> <p><b>Warning:</b> No communication is allowed in any way with other students during any exam.</p>
<b>During exam</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Students must remain visible on their webcam (which is monitored by the Administration Office via the Zoom portal) throughout the exam.</li> <li><input checked="" type="checkbox"/> When a student has answered all questions, they can finish by clicking "submit".</li> <li><input checked="" type="checkbox"/> If a student finishes the exam before the exam ending time, then after clicking "submit" they must send a message in the Zoom meeting chat to notify the Administration Office. The student must then wait for the Administration Office to confirm the submission so the student can turn off their webcam and leave the Zoom meeting.</li> </ul>
<b>Exam ending time</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The exam ends automatically. All students can then turn off their webcam and leave the Zoom meeting.</li> <li><input checked="" type="checkbox"/> All questions that have been saved by the end of the exam are recorded and marked. Any questions that were not saved will not be recorded and cannot be marked.</li> </ul>

**3.4 APPLYING FOR EXTENSIONS**

<b>Applications</b>	<input checked="" type="checkbox"/> A student will submit an <i>Extension Form</i> to the Administration Office. <input checked="" type="checkbox"/> The Administration Office will send the application to the Course Coordinator for consideration.
<b>Decisions</b>	<input checked="" type="checkbox"/> The Course Coordinator will assess the application and give a decision by providing a completed <i>Extension Form</i> to the Administration Office. <input checked="" type="checkbox"/> The Administration Office will notify the student of the Course Coordinator's decision in writing, within two (2) business days of the student's application. <input checked="" type="checkbox"/> If the application is successful, the Administration Office will also notify the relevant assessor. <input checked="" type="checkbox"/> If an exam extension is approved, the student will be required to complete a supplementary exam in the Deferred and Supplementary Exam Period.

**4 RELATED POLICY AND OTHER DOCUMENTATION**

- 1) A1.15 Academic Misconduct Policy and Procedure.
- 2) A1.21 Attendance Policy.
- 3) Examination Timetable.
- 4) Academic Calendar.
- 5) SITCM Student Manual (Higher Education).
- 6) A1.20 Special Consideration Policy and Procedure.
- 7) Extension Form.
- 8) Special Consideration Application Form.
- 9) Special Consideration and Extension Register.
- 10) Assessment Summary.
- 11) Application to View Exam Form.
- 12) Assessment Results Review Report.
- 13) Review of Assessment Decision Form.
- 14) Student Assessment Review Register.
- 15) A1.14 Academic Grievance Policy and Procedure.