

## Examination Rules

Students should ensure they arrive well before the examination start time to allow for attendance to be taken and find correct seating.

Students are expected to conduct themselves in a manner which displays the highest integrity and honesty.

### 1. Timing of Examinations

The schedule of examinations is normally published on the website and is also placed on notice boards on campus during exam week.

Deferred examination dates are also set for each study period. Note: deferred examinations for individual students may be held during examination week.

Students are responsible for checking the commencement time of their examinations which will be on the examination timetable.

Students who have two or more of their examinations scheduled at the same time will need to complete and submit an online **Special Consideration Form** although no supporting documents are needed as soon as possible and no later than two weeks prior to Exam Week. The deferred exam may be held during the exam week in case of scheduling clashes.

### 2. General

Students must comply with all directions given by the examination invigilators and all instructions outlined on the examination material or displayed in the examination room.

Students must permit examination invigilators to inspect any material taken into or out of an examination room if requested.

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

All persons entering an examination room become subject to the authority of the examination invigilators.

Students must comply with all directions given by the examination invigilators, set out on the examination paper, or displayed in the examination venue.

### 3. Examination Venues – Entry and Departure

Students will be allowed to enter the examination venue and sit the examination up to 45 minutes from the scheduled start time (that is, 30 minutes into writing time), however, no additional time to complete the examination will be granted.

Students who arrive more than 45 minutes from the scheduled start time (that is, 30 minutes into writing time) will not be permitted to enter the examination venue or sit the examination and will receive a zero mark for that assessment.

Students will not normally be permitted to leave the examination room within the first 45 minutes from the scheduled start time (that is, 30 minutes into writing time) of the examination.

---

#### Sydney Campus

Level 2, 55 Regent St,  
Sydney, NSW 2000  
Ph: +61 2 9318 8111

#### Melbourne Campus

Level 7, 399 Lonsdale St  
Melbourne, VIC 3000  
Ph: +61 3 9603 5333

[www.apicollege.edu.au](http://www.apicollege.edu.au)

[info@eca.edu.au](mailto:info@eca.edu.au)

CRICOS: 03048D

Students will not be permitted to re-enter the examination room after leaving it, unless they have been under approved supervision during the period of leave.

Students will not normally be permitted to leave the examination room during the last 15 minutes of the examination so as to minimise disruption to other students.

Students will leave examination rooms and surrounding areas immediately and quietly, and in consideration of others.

#### **4. Student Identification**

Students must display photo ID on the right-hand top corner of their desk throughout the examination. This would normally be their APIC student identity card, however, a current driver's licence or passport are acceptable. Students can also obtain an Exam Clearance Slip from Student Services reception.

Students who have no evidence of identity acceptable to the examination invigilator will be permitted to sit the exam, however, the examination invigilator will check with the examination coordinator for verification by the Campus Academic Manager.

#### **5. Reading Time**

Where reading time applies, students will be given 15 minutes reading time at the start of the examination session.

Students are not permitted to write during reading time.

#### **6. Rules to be Observed While the Examination is Being Conducted**

Students must:

- a) sit at their allocated desks,
- b) comply with all instructions of the examination invigilator;
- c) remain seated at the conclusion of the examination until all papers have been collected and/or permission to leave is given by the examination invigilator;
- d) hand in all examination papers, booklets and materials with their name and student number written on each one, even if the book/s have not been used. Examination answer book/s must be submitted intact.

Students are not permitted to:

- a) communicate with any other candidate, either verbally, in writing or via any electronic or other means;
- b) write during reading time or after instructed to put pens down at the end of the allocated time;
- c) enter the examination venue after 45 minutes from the scheduled start time (that is, 30 minutes from the start of writing time);
- d) leave the examination venue within the first 45 minutes from the scheduled start time (that is, 30 minutes from the start of writing time);
- e) leave the examination in the last 15 minutes;
- f) leave the examination venue temporarily unless escorted by an examination invigilator;

---

#### **Sydney Campus**

Level 2, 55 Regent St,  
Sydney, NSW 2000  
**Ph:** +61 2 9318 8111

#### **Melbourne Campus**

Level 7, 399 Lonsdale St  
Melbourne, VIC 3000  
**Ph:** +61 3 9603 5333

[www.apicollege.edu.au](http://www.apicollege.edu.au)

[info@eca.edu.au](mailto:info@eca.edu.au)

CRICOS: 03048D

g) remove examination papers, booklets and materials or other paper from the examination;

h) cheat, attempt to cheat, or knowingly assist another student to cheat.

## **7. Permitted Items**

Possession of unauthorised materials in an exam is misconduct. Any material or item on a student's desk, chair or person will be deemed to be in that student's possession.

Students are not permitted to bring personal items and study material to their desks. An advised location will be provided to place their bags.

All personal electronic devices including mobile phones and smart watches (other than calculators, where permitted) must be switched off and left in the students bags or, with permission of the invigilator, completely concealed in a closed bag/envelope under the desk.

Students must bring their own calculators (if permitted), pens, pencils, rulers and erasers with them to their exam.

Students should ascertain from their lecturer and the course guide in advance what material will be authorised for the exam. During an exam, students must not have in their open possession, book/s, notes, paper, calculator, pencil case, mobile phone or other material/items which are not authorised for the exam or specifically permitted and described on the examination cover sheet.

Any items specified as being allowed to be used in the examination as prescribed on the examination coversheet must not be enhanced or tampered with in any way that provides an additional advantage to the student or any other student.

Hard copy bilingual dictionaries (direct translation only) are permitted in an examination unless specified otherwise on the examination cover sheet. The dictionary must not contain any notations or be otherwise tampered with in any way.

Students are entitled to bring drinking water into the examination provided it is in a clear plastic drink bottle.

## **8. Emergency Procedure During Examinations**

In the event of an emergency during an examination, students must comply with the instructions of the examination invigilator or safety warden.

Even if evacuation occurs students will still be subject to examination conditions until such time as they are formally dismissed by the chief examination invigilator.

## **9. Misconduct During an Examination**

Misconduct during an examination may constitute academic misconduct and shall be reported via the Examination Incident Report to the Campus Academic Manager.

Misconduct of a student includes, but is not limited to:

- representing themselves as another student in an examination;
- allowing themselves to be represented by any person in an examination;
- having unauthorised material or items on desks or on their person in the examination venue;

---

### **Sydney Campus**

Level 2, 55 Regent St,  
Sydney, NSW 2000  
**Ph:** +61 2 9318 8111

### **Melbourne Campus**

Level 7, 399 Lonsdale St  
Melbourne, VIC 3000  
**Ph:** +61 3 9603 5333

**[www.apicollege.edu.au](http://www.apicollege.edu.au)**

[info@eca.edu.au](mailto:info@eca.edu.au)

CRICOS: 03048D

- using, or attempting to use, unauthorised material or items during the examination;
- copying from the script of another student during the examination;
- receiving help from another person during the examination;
- giving help to another person during the examination;
- acting dishonestly in any way, whether before, during or after the examination, so as to obtain, or assist another student to obtain, an unfair advantage in the exam.

---

**Sydney Campus**

Level 2, 55 Regent St,  
Sydney, NSW 2000  
**Ph:** +61 2 9318 8111

**Melbourne Campus**

Level 7, 399 Lonsdale St  
Melbourne, VIC 3000  
**Ph:** +61 3 9603 5333

**[www.apicollege.edu.au](http://www.apicollege.edu.au)**

[info@eca.edu.au](mailto:info@eca.edu.au)

CRICOS: 03048D