

Frequently Asked Questions- Examinations

Exam Scheduling

When will the timetable be released?

Examination timetables are usually published 5 weeks prior to exam week.

Where can I find the exam timetable?

The examination timetable is uploaded to the Examinations page on the website under Current Students> Examinations

What happens if my exams clash?

If two or more of your examinations have been scheduled at the same time you will need to complete and submit an online **Special Consideration Form** and as soon as possible and no later than two weeks prior to Exam Week.

When are results due to be released?

Results will be released by the Academic Board. The results release dates for each study period are found on the Academic Calendar.

At the Examination

Can I make notes during my reading time?

During the official 15-minute reading time you may NOT take notes. No writing is permitted during reading time.

Can I use my mobile phone to check the time?

No. Mobile phones must be switched off and stored in your bag, not in your pockets.

Clocks will be placed around the venue to assist you with monitoring your time.

What happens if I arrive late?

Students are permitted to arrive late and sit the examination within 45 minutes of the scheduled start time (that is, 30 minutes into writing time). Late arrival will be noted by the invigilator.

Students who arrive after 45 minutes from the scheduled start time will not be permitted to enter the examination venue nor sit the examination.

Can I use my notes?

No. Notes are not permitted in the examination venue unless these items are authorised for that examination and clearly stated in the instructions for the examination. For example, in some circumstances, notes may be allowed in open book examinations.

Being in possession of unauthorised material during an examination constitutes a breach of the College's student code of conduct and will be dealt with according to the relevant policies such as the Academic Integrity Policy.

Can I use my dictionary?

Yes, as long as it is in hard copy and has been approved by the invigilator.

No electronic dictionaries are allowed.

What if I forget my student ID card?

All students are required to place current photo ID on the top right corner of their desk throughout the entire examination- this can be your student ID, driver's licence or passport.

What if I have to use the toilet?

Remain seated and raise your hand. An invigilator will escort you.

Please note: A limited number of students may use the facilities at any one time. Invigilators will be in place to supervise students whilst outside of the exam venue.

What happens if I feel sick during the exam?

Raise your hand and an invigilator will assist you.

Can I leave the exam early?

You may not leave the examination prior to 45 minutes from the scheduled start time (that is, 30 minutes into writing time).

You may not leave the examination venue in the final 15 minutes of the examination.

Sydney Campus

55 Regent St,
Sydney, NSW 2008
Ph: +61 2 9318 8111

Melbourne Campus

Level 6, 399 Lonsdale St
Melbourne, VIC 3000
Ph: +61 3 9603 5333

www.apicollege.edu.au
CRICOS Provider n^o: 03048D
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