



EXAMINATIONS REGULATIONS

1 Purpose

These Regulations govern the conduct of examinations at Unitec.

2 Scope

This is a Unitec-wide policy and applies to all examinations, identified as such in official course documents, that form part of or the whole of the summative assessment requirements for a Unitec course of study for which academic credit is granted. It is to be read in conjunction with the *Assessment and Feedback Policy*.

This policy relates directly to the following sections of the *Academic Statute*:

- **Section 4.** Academic Quality Outcomes
- **Section 7.** Qualifications and Programmes

3 Policy Statements

Examinations shall comprise such written, oral, and/or practical tests or events as the examiner(s) may determine, with the prior approval of Programme Action and Quality Committee (PAQC).

Key principles of this policy are:

1. No examination papers may be released to students in advance of participation in the examination except where the examination method requires it.
2. Students shall answer examination questions in the presence of an Invigilator.
3. Except where special assistance for assessment is approved, students will not be allowed any time over and above the time allotted to any paper for reading over their answers or making an amendment or addition to their answers.
4. Students shall be allowed to read their examination question papers for a period as specified by the Examiner and as appropriate to the context of the examination before the examination commences. No student may write anything (answers or notes) until the Invigilator announces they may do so.
5. No student may be examined in any course or part of a course at any time other than that set down for them in the timetable, unless approval has been obtained and proper arrangements have been made through the Course Co-ordinator.
6. Where satisfied that special circumstances exist, the Course Co-ordinator may allow a student to sit the examination at a different place and/or at a different time from that specified in the timetable.

In addition to the principles stated above, students shall be subject to the Examination Rules (see Appendix 1).

4 Process

The following outlines the range of processes and procedures relevant to examination protocol and quality assurance at Unitec.

4.1 Examination dates

1. Examination dates are set by the PAQC, and are ideally available before online enrolment opens in the semester of the current academic year.
2. Dates will be given to students prior to the semester commencing and will normally be confirmed through standard Unitec course information documents, the course handbook and/or through Unitec's learning management systems.
3. Final examination dates are entered into the student management system against the appropriate course, and the system is set to alert students of any examination clashes in their chosen courses.
 - a. The process for dealing with examination timetable clashes must be communicated to students by the Academic Leader.

4.2 Room bookings

1. Determining the number of students for each examination, and managing the allocation of students into examination rooms, is the responsibility of Network Administrators, in consultation with Examiners/Course Co-ordinators.
2. Room bookings are made by programme administrators in consultation with Course Co-ordinators through the Timetabling Office, no less than two months before the start of examinations.

4.3 Examination type and requirements

1. The Course Co-ordinator, in consultation with other Examiners, determines the requirements for an examination.
2. Examinations may be specified as:
 - a. Open book;
 - b. Restricted book;
 - c. Restricted book – may be written;
 - d. Closed book; or
 - e. other approach as specified.
3. The Course Co-ordinator must communicate the requirements for the examination to the Invigilator prior to start of the examination. These may include:
 - a. use of graph or other paper in addition to the examination booklet;
 - b. additional booklets or the number of sheets of additional paper likely to be required by each student;
 - c. the type of electronic device to be used; and
 - d. any additional material a student may be permitted to bring in to the examination room.

4.4 Examination methods

Examination methods are variable and, within a *Living Curriculum* environment, a range of methods and approaches to examination are encouraged.

1. Open book
 - a. Where an examination is designated as 'Open book', students may take into the examination room any permitted and specified materials.
2. Restricted book
 - a. Where an examination is designated as 'Restricted book', students shall take into the examination room only such material as may be specified by the Examiner.
 - b. Such material shall not be annotated, written, or typed upon, or otherwise marked.
3. Restricted book – 'may be written'
 - a. Where an examination is designated as 'Restricted book – 'may be written'', the students shall take into the examination room only material specified by the Examiner.
 - b. Such material may be annotated, written or typed upon, or otherwise marked in a relevant or contextual manner.
4. Closed book
 - a. Where an examination is designated as 'Closed book', students shall not take any written, printed, or electronic materials into the examination room.
5. Other examination methods
 - a. Other examination methods as approved by the PAQC may also be employed; these will be accompanied by clear explanations for students.

4.5 Examination question papers

1. Once an examination question paper has been compiled, the Course Co-ordinator will ensure: it is moderated; the final version is proof-read; and that sufficient copies are made for the examination.
2. In all phases of production, the examination question paper and all copies made must be kept under tight security, with limited staff access until examination day.
3. On the time-tabled day of the examination, authorised staff will take to the designated examination room(s):
 - a. the examination question papers;
 - b. a printed class list, including photographic student IDs of those students expected to sit the examination; and
 - c. any other information of relevance to the invigilation of the examination.

4.6 Examination answer booklets

1. Examination answer booklets are ordered via an internal requisition sent to the Academic Records Administrator, Student Registry.

4.7 Students requiring special assistance

1. The Disability Liaison Manager liaises with department staff or Examination Supervisors to ensure student examination requirements are met.

4.8 Preparation of examination rooms

1. Examination Supervisors and Invigilators must ensure all examination rooms have a working clock that is set to the correct time and visible to both students and Invigilators.
2. Where additional booklets or pages are to be included with examination answer booklets, these should be securely attached.
3. The following information is to be provided either through written whiteboard instructions or via projection, and must be legible from all parts of the examination room:
 - a. the name of the examination(s) and any specific examination instructions;
 - b. the time for commencing the examination, including the start of reading time and the examination start and finish times;
 - c. an instruction that no-one may leave the examination room in the last 15 minutes of the examination.
4. Invigilators must adhere to the instructions outlined in the examination information provided by the Course Co-ordinator/Examiner.

4.9 Availability of Examiners

1. At least one Examiner, normally the Course Co-ordinator, must be available for the duration of the examination to respond to any issues that may arise.

4.10 Student entry to examinations

1. Examination rooms should be opened for student entry no more than 15 minutes before the start-time of the examination.

4.11 Student identification

1. The Invigilator is required to check the identity of all students in the examination room.
2. Invigilators are to use the tear-off slips to check off against the class list.

4.12 Special assessment circumstances: Examination re-sits

1. Re-sits of examinations will be allowed if stated in the relevant *Programme Regulations*.
2. A record of all students who are re-sitting an examination as specified in the programme schedule or because of exceptional circumstances should be made on the class list.

4.13 Unauthorised material

1. Any material on a student's desk, chair or person is deemed to be in that person's possession.
2. Any electronic devices taken into an examination room must be checked to ensure they conform to the examination requirements.

4.14 Student misconduct

1. Where a student is suspected of breaching examination regulations, other than

behavioural breaches outlined herein, during an examination, or causing any incident that may have adversely affected the examination process, the following steps should be taken:

- a. the student is allowed to continue the examination through to its conclusion;
 - b. an incident report is prepared by the Invigilator while the student is completing the examination;
 - c. the incident report is sent to the Course Co-ordinator at the conclusion of the examination.
2. Students who continue writing after the end of the examination has been signalled will have their examination answer booklet annotated accordingly, and an incident report will be completed and sent to the Course Co-ordinator.
 3. All incident reports relating to breaches of student conduct will be dealt with in accordance with the *Student Disciplinary Statute*.

4.15 Student illness during an examination

1. When a student notifies the Invigilator during an examination they are unable to continue because of illness, the Invigilator must complete an incident report and send this to the Course Coordinator at the conclusion of the examination.

4.16 Examination interruptions/incidents

1. In the event of an interruption where either a student or authorised staff member is at serious risk from assault or other similar perceived danger, a direct emergency contact will be made with Unitec Security who will take appropriate action.
2. Where an examination is disrupted because of a significant interruption or incident (for example, a fire alarm), students will be told to leave their examination answer booklets face-down on their desk and to evacuate the room with the Invigilator.
3. The examination room will be locked when the last student leaves.
4. It is the responsibility of the Examination Supervisor together with the Course Co-ordinator to decide whether and how the examination is to continue, and if so, whether and what additional time is allowed for the disruption.

4.17 Invigilators needing assistance during an examination

1. All Invigilators should have access to a telephone and a list of emergency contact numbers, including the Course Co-ordinator or Examination Supervisor.
2. In the absence of a phone, alternative arrangements must be made for contacting the Course Co-ordinator during the examination.
3. Examination Supervisors must ensure all Invigilators are satisfied with all arrangements for supervision.

4.18 Collection and distribution of examination answer booklets

1. All students will remain seated while the examination answer booklets and any collated additional booklets or pages are collected at the end of the examination.
2. Completed examination answer booklets are collected and counted at the end of the examination to ensure the number of examination booklets collected equals the number of students that have been checked off against the class list.

3. The checked list is retained by the Invigilator and/or Examination Supervisor.
4. A copy of the checked list is also given to the Course Co-ordinator who collects the examination scripts.
5. The examination answer booklets are either collected for marking directly from the examination room, or from the Examination Supervisor's office.
6. At no time are examination booklets to be left in an examination room unattended.

4.19 Student access to marked examination answer booklets

1. Once the mark/grade for the examination has been approved by the PAQC, students are entitled to:
 - a. be given supervised access to their original marked examination answer booklet and a copy of the marking schedule used to mark the examination; and
 - b. take away a copy of their marked final examination answer booklet at no cost to the student.

For further detail see section 3.4.6 Availability of Marked Assessments in the AC 2.1 Assessment and Grading Procedures and Regulations

4.20 Re-count of examinations

1. Re-counts are available for examinations. Re-counts involve only the checking of the addition of marks or the calculation of the grade; **not** re-marking.
2. A re-count may lead to no change or to either a raising or lowering of the examination mark/grade.
3. The procedure for having a particular examination re-counted shall be as follows:
 - a. a written application for re-counts, together with the prescribed fee, must be received by Student Central within 15 working days of the date on which the results are mailed to students;
 - b. the Course Co-ordinator will arrange for a recount of the marks;
 - c. the Course Co-ordinator will confirm the outcome of the re-count and advise the student within five working days of the confirmation.
4. The decision of the Course Co-ordinator shall be final.

4.21 Access to/archiving of examination materials

1. Departments must retain all students' original marked examination booklets and marking schedules for a period of one year.
 - a. At the conclusion of this retention period, a sample range of the 'top, middle and bottom' marked examination booklets, together with a copy of the related course examination questions and marking schedule, must be retained by the Practice Pathway for moderation purposes.
 - b. The remaining marked examination booklets must be destroyed.
 - c. The material retained for moderation purposes must be retained for seven years and then destroyed.
 - d. All destruction of marked examination booklets and marking schedules must be completed in accordance with Unitec's approved records disposal procedure.
2. Departments must provide a copy of the course examination questions and related

marking schedule to the Library as soon as practical following publication / communication of examination / course results.

- a. The Library will make this material available to students for a period of five years, after which it will be archived.
- b. In exceptional circumstances, departments may apply to the Dean: Teaching and Learning for permission to with-hold student access to this material.

5 Responsibilities

Role	Responsibilities
PAQCs	<ul style="list-style-type: none"> • Approve examinations and their form. • Approve examination marks/grades.
Invigilators Examination Supervisors	<ul style="list-style-type: none"> • Prepare examination rooms. • Supervise examinations in accordance with these regulations. • Where needed, prepare examination incident reports. • Supervisors ensure Invigilators are satisfied with all examination arrangements. • Collect completed examination answer booklets.
Course Co-ordinators Examiners	<ul style="list-style-type: none"> • Approve requests from students to sit an examination at a different place and/or time. • Determine the requirements of an examination and communicate these to Invigilators. • Specify the amount of time allocated for an examination, including the amount of reading time. • Make decisions surrounding the continuation of examinations following interruptions/incidents. • Arrange, where necessary, examination re-counts.
Programme administrators	<ul style="list-style-type: none"> • Determine the number of students for each examination. • Make room-bookings for examinations.
Disability Liaison Manager	<ul style="list-style-type: none"> • Ensures resources are in place to support students with a disability to meet examination requirements.
Library Staff	<ul style="list-style-type: none"> • Make course examination questions available to students and archive historical examination questions.

6 Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

7 Reference Documents

- *Assessment Moderation and Grades Policy*;
- *Assessment and Grading Procedures and Regulations*;
- *Academic Statute*;

- *Student Disciplinary Statute.*

8 Document Details

Version Number	1.6	
Version Issue Date	16 August 2018	
Version History	Amendment Date	Amendment/s
	December 2008	First edition
	2012	Unknown
	July 2013	Unknown
	October 2013	Formal review
	September 2015	Minor update to remove/update references to the <i>Academic Management Policy</i> and complete version history.
	May 2016	Updated to reflect new structures
	August 2018	Updated as part of policy review project
Consultation Scope		
Approval Authority	Academic Board	
Original Date of Approval	December 2008	
Document Sponsor	Executive Dean: Academic Development	
Document Owner	Dean: Teaching and Learning	
Contact Person	Manager, Te Korowai Kahurangi	
Date of Next Review	December 2019	

9 Appendix 1: Examination Rules

This appendix sets out the specific rules that apply to examination protocol and quality assurance at Unitec.

Failure to comply with any of these rules will be dealt with in accordance with the disciplinary actions in the *Student Disciplinary Statute*.

9.1 Entering and leaving the examination room

1. Only students taking the named examination(s) and authorised staff are permitted to enter the examination room.
2. No student shall be allowed to enter the examination room after half the time set down for the examination or test has elapsed, excluding reading time.
3. No student shall be permitted to leave or return to the examination room before half the time set down for the examination or test has elapsed, excluding reading time, except with the permission of the Invigilator and upon handing in their answerbooklet.
4. No student shall be allowed to leave the examination room in the last 15 minutes of the examination.

9.2 Examination room material and devices

1. Unless informed otherwise, students should assume that material or any electronic devices may not be taken into an examination.
2. In the case of examinations where such material is permitted, authorisation must be clearly and accurately specified in the examination rubric; this information must be communicated to the students prior to the examination.
3. No student shall bring into an examination unauthorised material or any electronic device, dictionary, or calculator except where previously approved by the PAQC.
4. When electronic devices are permitted, no supplementary material related to their use and operation will be permitted unless specified.

9.3 Examination methods

1. Examination methods are variable and, within a *Living Curriculum* environment, a range of methods and approaches to examination are encouraged.
2. A list and description of commonly-used examination methods are described in the main regulations.

9.4 Student conduct

1. Unless approved for use in the examination, all books and papers, along with any spare personal belongings, brought to the examination shall be left in such part of the room as the Invigilator shall direct.
2. Students must comply with all directions given by the Invigilators and all instructions to students set-out in the examination materials or displayed in the examination room.
3. A student's behaviour during an examination must not disturb, distract, or adversely affect any other student and must not represent any behaviours specified in the *Student Disciplinary Statute*.
4. Except where special assistance for assessment is approved, no student shall continue writing after the Invigilator has announced the expiration of time.

5. During an examination, a student shall not verbally or non-verbally communicate with any other person except the Invigilator.
6. Students must not lend or borrow any materials during the examination.
7. Other than the question paper supplied, a student shall not remove any worked scripts or other paper provided for use during the examination or any other material that is the property of Unitec from the examination room.

9.5 Student identification and anonymous marking of examinations

1. Students must bring their student ID card to the examination and clearly display it on their desk.
2. Students will be required to complete the tear-off portion of the examination booklet, or other attendance slip, and have it and their student ID card on their desk.
3. Students who do not have their student ID card may be permitted to sit the examination if their identity can be verified.
4. Students must enter their student ID number only on the examination answer booklets as the only means for Examiners to identify students.

9.6 Students requiring special assistance

1. Unless exempted, students with a disability who require special assistance to complete their examinations must first apply in writing to the Course Co-ordinator, no later than 15 working days prior to the examination.
2. To be eligible for special assistance, students must provide verifiable proof of their disability.
3. Special assistance may be provided in one or more of the following forms:
 - a. additional time normally not exceeding 15 minutes for each hour of the examination;
 - b. assistance by a reader;
 - c. assistance by a writer;
 - d. assistance by a reader/writer;
 - e. assistance by a signer;
 - f. the provision of separate accommodation; or
 - g. the use of special equipment
4. In exceptional circumstances, a PAQC may, in its absolute discretion, authorise an alternative form of assessment.

9.7 Student illness

1. Students who fall ill prior to an examination and are unable/uncertain whether to attend the examination must contact the Course Co-ordinator for advice.
2. Students who fall ill during an examination and are unable to continue must notify the Invigilator.
3. Students may apply to the PAQC for consideration of Special Assessment Circumstances if illness impacts their ability to complete the examination.

9.8 Student misconduct

1. Students are expected to behave in a way that that does not disrupt the examination process, or disturb, distract, or adversely affect any other student.
2. Students must follow any direct instructions from Invigilators.
3. If the student does not adhere to any direct instructions from Invigilators and/or persists in causing disruption in the examination room, affecting other students, the student will be required to leave the examination room, and may not be permitted to return.

9.9 Student access to marked examination answer booklets

1. Original marked examination answer booklets must not be taken away by students.