



# EXAMINATIONS REGULATIONS

## 1 Purpose

These Regulations govern the conduct of examinations at Unitec.

## 2 Scope

These are Unitec-wide regulations and apply to all examinations, identified as such in the relevant current programme documentation. Examinations can form part of or the whole of the summative assessment requirements for a Unitec course of study for which academic credit is granted. These regulations are to be read in conjunction with the [Assessment Moderation and Grades Policy](#) and related procedures.

This regulation document relates directly to the following sections of the [Academic Statute](#):

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

## 3 Regulation Statements

Examinations shall comprise such written, oral, and/or practical tests or events as the examiner(s) (Lecturer/Course Co-ordinator/Academic Programme Manager) may determine.

Key principles of these Regulations 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 or alternative arrangement for an examination is approved prior to the examination, 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 within the examination documentation 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 prior approval has been obtained and proper arrangements have been made through the Examiner.

6. Where satisfied that special circumstances exist, the Examiner may allow a student to sit the examination at a different place and/or at a different time from that specified in the timetable. This must be within three weeks of the initial examination. In exceptional circumstances, approval may be given by the Head of School, to extend this period until the end of the following semester. The Examiner is responsible for arranging/setting a different version of the examination question paper in this circumstance.

In addition to the principles stated above, students and staff shall be subject to the Examination Rules, Processes and Procedures listed below.

## **4 Examination Rules, Processes and Procedures**

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

Failure to comply with any of these will be dealt with in accordance with the disciplinary actions in the [Student Disciplinary Statute](#).

### **Before the start of the Examination period**

#### **4.1 Examination requirements may include:**

1. The requirements for the examination 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.

Information about the examination type and requirements will be communicated through the standard Unitec course information documents and/or course Moodle page eight weeks prior to the start of the examination period. This will also be accompanied by clear explanations by the Examiner.

#### **4.2 Examination types and methods**

Examination types and methods are variable and a range of methods and approaches to examinations are encouraged. A list and description of commonly-used examination methods are described below.

1. Open book
  - a. Where an examination is designated as 'Open book', students may take into the examination room any written or permitted resources, including books. The material must be physical copies; electronic copies are **NOT** allowed. No prepared material taken into the examination room may be attached to the examination answer booklet and submitted as part of that exam.
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 Examiner, in keeping with the requirements of the programme approval, and approved by the Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC) may also be employed.

For open book, restricted book and restricted book – may be written, there will be a check on the items taken into the examination room by the Invigilator or the Examiner.

### 4.3 Examination dates

1. Examination weeks are set and available to students before online enrolment portal opens for the following academic year.
2. Students will be informed about the examination dates eight weeks prior to the start of the examination period.
3. These details will be communicated through standard Unitec course information documents and/or Moodle, Unitec's learning management system.
4. The process for dealing with examination timetable clashes will be communicated to students by the Examiner eight weeks prior to the start of the examination period.
5. Students with clashes must contact the Examiner at least four weeks prior to the start of the examination period to resolve the clash.

#### 4.4 Students requiring alternative examination arrangements

1. Unless exempted, students with a disability/impairment who require alternative examination arrangements must be registered with the Disability Support Service. Interest can be expressed [online](#).
2. To be eligible for alternative examination arrangements, students must provide verification of their disability/impairment to the Disability Support Service.
3. Students must complete the prescribed [application form](#) and forward it to the Disability Support Service. This has to be submitted no later than two weeks prior to the start of the examination period.
4. Alternative examination arrangements might include but are not limited to the following:
  - a. Additional time normally not exceeding 15 minutes for each hour of the examination;
  - b. Assistance by a reader and/or writer;
  - c. Assistance by a sign language interpreter;
  - d. The provision of separate accommodation; or
  - e. The use of special equipment including approved Assistive Technology;
  - f. The use of rest breaks
  - g. Any other arrangements as appropriate.
5. In exceptional circumstances, a PAQC may, in its absolute discretion, authorise an alternative form of assessment.
6. Applications for [Alternative Examination Arrangements](#) made prior to two weeks of the start of the examination period and approved by the Academic Programme Manager will be actioned by the Disability Support Service/Examination Office in consultation with the Examiner.
7. Any application received beyond this timeframe will be actioned at the discretion of the Disability Support Service/Examination Office.

#### 4.5 Student illness

1. Students who fall ill prior to an examination and are **unable** to attend the examination on the timetabled day must apply for an [Affected Performance Consideration \(APC\)](#) (formerly known as Special Assessment Circumstances (SAC)).
2. Students who fall ill prior to an examination and are **uncertain** whether to attend the examination must contact the Examiner for advice.

#### During the Examination period

#### 4.6 Students 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 answer booklet.
4. No student shall be allowed to leave the examination room in the last 15 minutes of the examination.

#### **4.7 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 who do not have their student ID card may be permitted to sit the examination if their identity can be verified. This could be done by:
  - a. The student providing other documents that have the student's name and photo e.g. driver's licence.
  - b. The student being verified by the Examiner.
3. 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.
4. Students must enter their student ID number only on the examination answer booklets as the only means for Examiners to identify students.

#### **4.8 Examination room materials and devices**

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

#### **4.9 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.

#### **4.10 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 examination 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.

#### 4.11 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 will 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 Examiner at the conclusion of the examination.
2. Students are expected to behave in a way that does not disrupt the examination process, or disturb, distract, or adversely affect any other student.
3. Students must follow any direct instructions from Invigilators
4. If a 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.
5. 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 Examiner.
6. All incident reports relating to breaches of student conduct will be dealt with in accordance with the [Student Disciplinary Statute](#).

#### 4.12 Student illness

1. Students who fall ill during an examination and are unable to continue must notify the Invigilator.
2. Students may apply to the PAQC for an [Affected Performance Consideration](#) (APC) (formerly known as Special Assessment Circumstances (SAC)), if illness impacts their ability to complete the examination.

## 4.13 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 and question paper face-down on their desk and to evacuate the room with the Invigilator.
3. Any material taken out of the examination room, will not be permitted back into the room.
4. The examination room will be locked when the last student leaves.
5. It is the responsibility of the Examination Supervisor together with the Examiner to decide whether and how the examination is to continue, and if so, whether and what additional time is allowed for the disruption.

## 4.14 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 Examiner/staff who collects the examination scripts.
5. The examination answer booklets are collected for marking from the Examination Supervisor's office.
6. At no time are examination booklets to be left in an examination room unattended.

### After the Examination period

## 4.15 Student access to marked examination answer booklets

1. Once the mark/grade for the examination has been approved by the relevant PAQC, students are entitled (on request) 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, unless otherwise stated in the Programme Regulations.Students are not entitled to get the original marked examination answer booklets.

For further detail see section 3.4.6 Availability of Marked Assessments in the AC 2.1 [Assessment and Grading Procedures and Regulations](#).

#### 4.16 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. An administration fee will be charged per course.
2. A re-count may lead to no change or to either a raising or lowering of the examination mark/grade. If the re-count results in a change of mark/grade the administrative fee will be refunded.
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 published;
  - b. the Examiner will arrange for a recount of the marks;
  - c. the Examiner will confirm the outcome of the re-count and advise the student within five working days.
4. The decision of the Examiner shall be final.

#### 4.17 Examination re-sits

1. Re-sits of examinations will be allowed if stated in the relevant Programme Regulations. Please refer to the relevant Programme Regulations for details.
2. A student who has failed a course and wanting to re-sit the exam must apply in writing to the Examiner within five working days from the date on which the results are published.
3. If the re-sit request is approved, the Examiner will confirm the date and time for the re-sit.
4. The decision of the Examiner shall be final.

## 5 Responsibilities

| Role   | Responsibilities  |
|--|---|
| Te Komiti o ngā Hotaka   Programme Academic Quality Committee (PAQC) | <ul style="list-style-type: none"> <li>• Approve examination marks/grades.</li> <li>• Approve request for any special type of examination.</li> <li>• Authorise alternative form of assessment.</li> <li>• Approve student applications for consideration of Affected Performance.</li> </ul> |

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| Examiners (Lecturer/Course Co-ordinator/Academic Programme Manager) | <ul style="list-style-type: none"> <li>• Determine the duration of an examination and the time allowed for reading for each examination.</li> <li>• Approve requests from students to sit an examination at a different place and/or time.</li> <li>• Arrange a different version of the examination question paper for re-sits and students with alternate examination arrangements.</li> <li>• Determine the requirements of an examination and communicate all examination related details to students and the Examination Team Leader. Ensure these are also posted on the course Moodle page.</li> <li>• Approve student requests to bring any unauthorised material or any electronic device, dictionary, or calculator into the examination room.</li> <li>• Make decisions surrounding the continuation of examinations following interruptions/incidents.</li> <li>• Review and approve requests for Alternative Arrangements for Examinations from students with a disability/impairment.</li> <li>• Arrange, where necessary, examination re-counts.</li> <li>• Review requests for re-sits and communicate the decision and details of the re-sit examination to the student.</li> <li>• Indicate all re-sit information on the class list for the Invigilator</li> <li>• Be available for inspection of material where applicable before the start of the examination.</li> <li>• Be available for the duration of the examination to respond to any issues that may arise.</li> </ul> |
| Examination Team Leader   | <ul style="list-style-type: none"> <li>• Determine the number of students for each examination.</li> <li>• Make room-bookings for examinations.</li> <li>• Ensure sufficient supply of answer booklets.</li> <li>• Ensure Library requirements are met.</li> <li>• Ensure student applications are acknowledged and processed.</li> <li>• Ensure resources are in place for the conduct of examinations.</li> <li>• Ensure students with disability/impairment requiring alternative examination arrangements are supported.</li> </ul>   |
| Examination Supervisor  | <ul style="list-style-type: none"> <li>• Arrange and confirm availability of Invigilators for each exam</li> <li>• Send appropriate information to Invigilators in a timely manner</li> <li>• Ensure student applications are processed</li> <li>• Make all requirements for Invigilators to conduct the invigilation</li> <li>• Ensure availability of clocks in rooms</li> <li>• Ensure seating arrangements as appropriate</li> <li>• Maintain appropriate records of students who sit each exam</li> <li>• Arrange for material pick up by Examiners</li> </ul>   |
| Invigilators  | <ul style="list-style-type: none"> <li>• Prepare examination rooms.</li> <li>• Supervise examinations in accordance with these regulations.</li> <li>• Where needed, prepare examination incident reports.</li> <li>• Raise any concerns regarding the examination arrangements with the Examination Supervisor.</li> </ul>   |

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|                                  | <ul style="list-style-type: none"> <li>Collect completed examination answer booklets.</li> </ul>   |
| Disability Support Service staff | <ul style="list-style-type: none"> <li>Ensure resources are in place to support students with a disability/impairment requiring alternative examination arrangements.</li> </ul> |
| Library Staff                    | <ul style="list-style-type: none"> <li>Make course examination question papers available to students and archive historical examination questions.</li> </ul>                    |

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## 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.

| Term                                      | Means  |
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| <b>Affected Performance Consideration</b> | Student may apply for consideration of Affected Performance Consideration (APC) formerly Special Assessment Circumstances (SAC) if there are exceptional circumstances outside of their control which affect their performance in an examination, or their ability to sit an examination.  |
| <b>Assessment</b>                         | The collection and evaluation of evidence to establish the level of an individual's performance against a set of learning outcomes.  |
| <b>Credit</b>                             | A value assigned to a segment of learning that reflects the estimated student time/effort required to satisfactorily meet the assessment requirements. One credit represents a notional ten hours of learning, practice and assessment time.   |
| <b>Examination</b>                        | Written, oral and/or practical tests or events as determined by the examiner and conducted under examination conditions. All assessments conducted under examination conditions will occur at a specified place and time, in invigilated setting and without access to any written or printed matter or any blank paper unless permitted by direction of the examiner. |
| <b>Examination Answer Booklets</b>        | Paperwork containing a student's responses to an examination question paper  |
| <b>Examination Period</b>                 | The period at the end of each semester during which final examinations are standardly scheduled.   |
| <b>Examination Question Paper</b>         | Document containing examination questions and instructions which is prepared by the Examiner for a paper/course.   |
| <b>Re-count</b>                           | Checking of the addition of marks or the calculation of the grade.   |
| <b>Re-sits</b>                            | To sit an examination again  |
| <b>Special Assistance</b>                 | Students granted permission to sit an examination at a different time and/or a different location from that originally scheduled in the timetable,   |

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|  | or to have special arrangements approved (e.g. the use of a reader / writer). |
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## 7 Reference Documents

- [Assessment Moderation and Grades Policy](#);
- [Assessment and Grading Procedures and Regulations](#);
- [Academic Statute](#);
- [Student Disciplinary Statute](#).
- [Affected Performance Considerations](#)

## 8 Document Details

| <b>Version Number</b>     | 1.8  |                       |                    |               |               |      |         |           |         |              |               |                |   |          |                                   |             |  |               |               |              |                     |
|---------------------------|--|-----------------------|--------------------|---------------|---------------|------|---------|-----------|---------|--------------|---------------|----------------|---|----------|-----------------------------------|-------------|--|---------------|---------------|--------------|---------------------|
| <b>Version Issue Date</b> | 20 January 2021  |                       |                    |               |               |      |         |           |         |              |               |                |   |          |                                   |             |  |               |               |              |                     |
|                           | <table border="1"> <thead> <tr> <th><b>Amendment Date</b></th> <th><b>Amendment/s</b></th> </tr> </thead> <tbody> <tr> <td>December 2008</td> <td>First edition</td> </tr> <tr> <td>2012</td> <td>Unknown</td> </tr> <tr> <td>July 2013</td> <td>Unknown</td> </tr> <tr> <td>October 2013</td> <td>Formal review</td> </tr> <tr> <td>September 2015</td> <td>Minor update to remove/update references to the <i>Academic Management Policy</i> and complete version history.</td> </tr> <tr> <td>May 2016</td> <td>Updated to reflect new structures</td> </tr> <tr> <td>August 2018</td> <td>Updated as part of policy review project</td> </tr> <tr> <td>February 2020</td> <td>Formal Review</td> </tr> <tr> <td>January 2021</td> <td>Update nomenclature</td> </tr> </tbody> </table> | <b>Amendment Date</b> | <b>Amendment/s</b> | 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 | February 2020 | Formal Review | January 2021 | Update nomenclature |
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| December 2008             | First edition  |                       |                    |               |               |      |         |           |         |              |               |                |   |          |                                   |             |  |               |               |              |                     |
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| May 2016                  | Updated to reflect new structures  |                       |                    |               |               |      |         |           |         |              |               |                |   |          |                                   |             |  |               |               |              |                     |
| August 2018               | Updated as part of policy review project   |                       |                    |               |               |      |         |           |         |              |               |                |   |          |                                   |             |  |               |               |              |                     |
| February 2020             | Formal Review  |                       |                    |               |               |      |         |           |         |              |               |                |   |          |                                   |             |  |               |               |              |                     |
| January 2021              | Update nomenclature  |                       |                    |               |               |      |         |           |         |              |               |                |   |          |                                   |             |  |               |               |              |                     |
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| <b>Consultation Scope</b> | Examination Supervisors<br>Academic Programme Managers<br>Head of Schools<br>Disability Liaison Advisor<br>Library staff<br>Student Support/Advocate   |                       |                    |               |               |      |         |           |         |              |               |                |   |          |                                   |             |  |               |               |              |                     |
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