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2. Purpose

The purpose of this Policy and Procedures is to maintain coordinated, consistent examination practices across the Institute of Health and Nursing Australia campuses. It is relevant to all staff and students involved in any aspect of the course unit examination process.

3. Responsibility

IHNA teaching staff members are responsible for setting appropriate assessment that will foster learning and a significant amount of assessment is conducted through formal examinations. Course Coordinator has the overall responsibility for examinations for their course.

4. Definitions

Examination – A testing method that is written, oral or practical and is supervised at a prescheduled time and venue.

5. References

Title	Document Identifier	Location
Special Consideration Form	IHNA-Form-SCF	IHNA Forms in sharepoint

6. Timing of Examinations

- The Institute will publish the dates of each examination period for each study period.
- Each student will be responsible for checking both the draft and final examination timetable.
- Each student is responsible for adhering to the examination timetable.

7. Examination Sessions

Examinations may be held within the period 8.30 am to 5.00 pm Monday to Friday (including on public holidays) throughout the examination periods.

8. Student Availability for Examinations

Students are required to be available to undertake examinations throughout the periods as published by the Institute.

9. Location of Examinations

Students will sit examinations at the campus at which they attend classes for the unit being examined.

10. Distance and Online Students

Students enrolled in a unit offered in distance or online mode will sit their examinations at the Institute campus closest to their semester address. Students will be notified of the location of the examination venue in writing by the Course Coordinator for distance or online program.

11. Variation of Examination Venue

A student who seeks to sit an examination at a venue other than at the Institute campus must make written application to the Registrar at least four weeks before the commencement of the examination period. If special arrangements are required to enable a student to sit the examination at an alternative venue, the student will be required to pay a prescribed fee.

12. Unexpected Temporary Disability or Medical Condition

If a student has an unexpected temporary disability or medical condition, he/she may apply for adjustments to examination arrangements by completing the special consideration form. This form must be submitted (electronically or in hard copy) to the Registrar who may identify and approve any adjustments to the examination arrangements. Where the Institute cannot implement the requested provisions, due to time limitations, the student may be required to sit the examination during the supplementary examination period.

13. Other Exceptional Circumstances

If a student can demonstrate other exceptional circumstances which he/she considers warrant an examination adjustment, he/she may apply for adjustments to examination arrangements by completing the required special adjustment form. This form must be submitted (electronically or in hard copy) to the Registrar who will identify and approve any adjustments to the examination arrangements. Where the Institute cannot implement the requested provisions, due to time limitations, the student may be required to sit the examination during the supplementary examination period.

14. Notification of Examination Adjustment Requirements

The student will be advised in writing (electronically and in hard copy) by the Registrar of the decision on any application for an examination adjustment. The Course Coordinator will be advised.

15. Examination Room Procedures

The Course Coordinator will supervise at every examination pertaining to the course.

16. Powers of Supervisor

Supervisor will have responsibility for the conduct of examinations. Supervisor has and may exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination. Supervisor need not enter into debate with a student for any direction given to the student.

17. Entry to Examination Room

A student on entering an examination room must proceed without delay to the place to which the student is directed by a supervisor and will not leave that place except with the permission or by the direction of a supervisor.

A person, whether a student or not, who is permitted to enter or leave an examination room must comply with all conditions on which such permission is given.

Students are required to:

- provide their Institute of Health and Nursing Australia student card as photographic proof of identity for the duration of the examination. This must be visible at all times during the examination. In exceptional circumstances, the supervisor may allow alternative photographic proof of identity such as a current Australian drivers licence, a current Australian Proof of Identity card or a current passport
- leave mobile phones, electronic devices, bags, computers, notes, books or similar outside an examination venue
- ensure any water brought into the examination room is in a clear and unmarked bottle
- obey all instructions provided by an examination supervisor
- refrain from communicating in any way with another student once they have entered the examination venue.

Students are not permitted:

- into an examination venue once one hour from the time of commencement (excluding any reading time) has elapsed
- to leave an examination before one hour from the time of commencement (excluding any reading time) has elapsed
- comply with any direction the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

Starting Time

Times listed on the examination schedule are the times when students are allowed to commence reading.

Reading Time

The reading time available to students prior to the commencement of writing the examination will be ten minutes. Candidates must not commence writing until the supervisor has given permission.

Conclusion of Examination

At the conclusion of the examination all students must remain seated until their papers are collected by a supervisor or until the supervisor has given them permission to leave the examination room.

Illness During Examination

If a student becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the student to complete the examination.

If the student cannot continue with the examination, the supervisor will note this and report the matter to Registrar.

The Registrar or nominee will determine, in consultation with the Training Manager, whether the student is to be given a deferred examination, subject to provision of relevant supporting documentation by the student.

Interruption to Examinations

Where an examination is impacted by an unexpected interruption (e.g. power failure, earthquake, bomb threat, fire alarm etc) the supervisor will implement appropriate action.

Minor disruptions to an examination (for a period of 15 minutes or less) will be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time.

In the event of an evacuation of an examination venue, the Director of Education or nominee will determine which of the following outcomes will apply;

- the examination may be declared void and a new examination scheduled for a date and time
- students' examination scripts may be marked and an adjusted examination result determined.

** The policy is applicable to all course assessment methods including simulated lab assessments in ensuring validation/authorization of student identity and assessment vigilance.