

Examinations - Procedures

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Topic:

[3.10.11 Examinations](#) [3]

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Document Web Links:

[PPL 3.10.02 Assessment](#) [4]

[PPL 3.50.06 Reasonable Adjustments Students](#) [5]

[Request for Alternative Examination Arrangements Form](#) [6]

[PPL 3.40.01 Fees Policy](#) [7]

[Off-campus exam request](#) [8]

[Student Grievance Resolution Policy and Procedure](#) [9]

[Superseded Examination - Procedure](#) [10]

Notes:

June 2021. General requirements - examination description and other assessment (new); submission of online examinations and January 2023 – Removal of provision for deferral of an already deferred examination under section 3.9. July 2022 - updates to sections 3.5 and 3.6: identification of students sitting an online examination; and use of an approved calculator (not labelled) by students undertaking an online examination. July 2022 - Minor administrative update - 3.5 and 3.1.1.2. February 2022 - minor amendments update to section 3.9. May 2023 - minor amendments update to section 3.9.4

1.0 Purpose and Scope

This procedure—

1. outlines the processes for the conduct of examinations at the University) in conjunction with the [Assessment](#) [11], [Policy](#) [12] and [Procedure](#) [4].
2. applies to all students enrolled in, and all staff involved in the delivery of, undergraduate and postgraduate coursework courses at UQ.
3. covers any form of examination as described in section 3.1.1.

2.0 Process and Key Controls

1. Examinations may be administered centrally by Examinations Section or the relevant school.
2. Details of examinations specified for a course, including where feasible the additional authorised examination materials permitted for the examination, must be outlined in the course profile. Examination timetables for the study period must be released in a timely manner that provides students notice of their scheduled examinations.
3. Students must make themselves available to undertake their examinations at the scheduled date, time and venue approved for the examination. No student may be given permission to sit an examination earlier than the scheduled date of the examination.
4. When undertaking an examination students must comply with the conditions and requirements set for the examination, and follow all directions given by the examiner and/or examination supervisor(s) administering the examination.
5. A student who is unable to undertake their original scheduled examination for circumstances beyond the student's control may apply for a deferred examination under specified grounds.

6. In conjunction with the University's [Reasonable Adjustments Students](#) [13] policy, alternative examination arrangements are provided to students who require variations to the scheduled conditions or format of the examination under the following circumstances:
 - disability, injury or medical condition;
 - examination timetable or campus clash;
 - specific religious observance;
 - defence reservists;
 - registered elite athletes.
7. Students will have access to past end-of-semester examination papers or sample examination papers, in accordance with the requirements outlined in section 3.10.

3.0 Key Requirements

3.1 General requirements

3.1.1 Examination description

1. Typically, an examination is any assessment item worth more than 10% that occurs for a student at a specified time, with a working time of less than or equal to three hours. Assessment items that do not meet this description but are to be treated as an examination will be identified in the course profile.
2. Examinations include:
 - examinations held during the University's designated end-of-semester examination period, called end-of-semester examinations;
 - deferred examinations;
 - supplementary examinations;
 - examinations held at other times during semester, called mid-semester examinations.
3. Students unable to undertake an examination at the required time may be able to apply for a deferred examination in accordance with section 3.8 of this procedure.

3.1.2 Other assessment

Students unable to complete assessment other than examinations by the submission deadline may apply for an extension in accordance with PPL 3.10.02 Assessment - Procedures.

3.2 Mid-semester examinations

1. Mid-semester examinations for a course are school-based examinations administered by the relevant school (with the exception of Saturday exams), with the exam time set by the course coordinator. Mid-semester examinations are generally held within scheduled class times for the course, with the duration and planning time set by the course coordinator.
2. Scheduled classes for a course may include:
 - i. an ad hoc one-off class for the purpose of conducting an examination; and/or
 - ii. an evening session for the purpose of conducting an in-class examination, commencing on or after 6:00pm.
3. A mid-semester examination must not be held during classes in the final two teaching weeks of a semester unless the examination—
 - i. is weighted 5% or less of the overall assessment for the course; or
 - ii. forms part of practical in a series conducted regularly during the semester; or
 - iii. is approved by the Associate Dean (Academic) in exceptional circumstances for a period of up to three years; or
 - iv. is arranged by individual appointment between the Head of School and the student.
4. The Head of School may cancel or postpone a mid-semester examination but must make reasonable alternative arrangements for affected students.
5. The variations that may be applied when scheduling mid-semester examinations are specified in

3.2.1 Ad hoc in-class examinations

An *ad hoc* room booking may be made for a one-off class for the purpose of conducting an in-class examination, subject to room availability and provided the following criteria are met:

- a. the examination must be weighted no less than 20% of the overall assessment for the course;
- b. an examination duration of between 60 to 90 minutes working time is permitted;
- c. there must be more than 50 students enrolled in the course;
- d. the examination must not be held prior to teaching week 5 of semester;
- e. the in-class examination must be included in the course profile, with confirmation of the date and time, or if unknown at the time of publication, the intended teaching week of semester; and
- f. confirmation of the examination date, time and venue must be communicated to students via the eLearning Management System and email by no later than the end of week 3 of semester.

3.2.2 One-off scheduled in-class examinations

1. Scheduled classes for a course may include an evening session for the purpose of conducting an in-class examination, commencing at or after 6:00pm, provided the following criteria are met:
 1. the examination must be weighted not less than 20% of the overall assessment for the course;
 2. an examination duration of between 60 to 90 minutes working time is permitted; and
 3. there must be more than 50 students enrolled in the course.
2. In such cases, the scheduled class will be displayed on the academic timetable as an "Exam", and the date and time must be included in the course profile.

3.2.3 Saturday mid-semester examinations

1. Mid-semester examinations held on a Saturday are permitted only in the circumstances specified below, and require the prior approval of the Academic Registrar. A request may be made through the relevant Associate Dean (Academic) outlining why the examination cannot be held in scheduled class time:
 1. the examination must be justifiable on academic grounds, after other forms of assessment have been explored and judged to be less appropriate;
 2. there must be multiple lecture streams or greater than 100 students enrolled in the course;
 3. the examination must be weighted not less than 20% of the overall assessment for the course;
 4. an examination duration of 60 minutes or 90 minutes working time is permitted;
 5. a planning time duration of 10 minutes must be set; and
 6. the mid-semester examination must be included in the course profile showing the three possible Saturday dates.
2. Where a course does not meet the criteria above, the Academic Registrar may approve a request to hold the examination on a Saturday if satisfied that there are compelling academic reasons.
3. The Academic Registrar reviews requests on a three-yearly basis or earlier if changes to the assessment of a course require an earlier review.
4. Saturday mid-semester examinations are administered centrally by the Examinations Section with the examination timetable set by the Academic Registrar.

3.3 End-of-semester examinations

1. All written end-of-semester examinations must be set as central examinations and administered by Examinations Section, unless approved by the Academic Registrar on the recommendation of the relevant Associate Dean (Academic) to be administered by the relevant school. Exceptions apply for examinations to be administered by the relevant school where:
 1. the duration of a written examination is set for less than 60 minutes; or
 2. the examination is of a practical nature (eg. laboratory work, orals, video, examinations where students require access to equipment).
2. Regardless of whether administered by Examinations Section or the relevant school, all end-of-

semester examinations are scheduled by Examinations Section, with the examination timetable set by the Academic Registrar. Deadlines for administrative processing of the end-of-semester examinations are set by the Academic Registrar.

3. End-of-semester deferred examinations are held during the University's designated deferred and supplementary examination periods scheduled during the following periods—
 - i. for first semester courses – July and August of the same year;
 - ii. for second semester courses - December of the same year and January of the following year; and
 - iii. for summer semester courses - the following March.
4. The Academic Registrar may vary the timing of deferred examinations.

3.3.1 Duration and planning time

1. A written examination to be held within the end-of-semester examination period must be scheduled as a central examination, with the duration set as 60 minutes, 90 minutes, 120 minutes or 180 minutes.
2. All of these written examinations will have 10 minutes of planning time added to the scheduled time. Students are encouraged to use this time to read the examination questions and plan their responses but may commence working if they wish.
3. In addition to clause 1 the following maximum duration will apply to written examinations for courses coded at levels 1 and 2, unless the Deputy Vice-Chancellor (Academic) approves a longer duration valid for 3 years—
 1. 1 hour for a 1 unit course;
 2. 2 hours for a 2 unit course; and
 3. 4 hours for courses exceeding 2 units.
4. The Associate Dean (Academic) is responsible for determining the maximum duration applicable to courses coded at levels 3 and above.
5. For a practical examination, the availability and duration of planning time will be determined by the relevant course coordinator.
6. Deferred end-of-semester examinations must have the same conditions as the original scheduled examination, including format, duration, weighting, assessment of the same learning objectives and the same level of academic difficulty.

3.3.2 Cancellation or postponement

1. The Deputy Vice-Chancellor (Academic) may cancel or postpone a central examination but must be satisfied that reasonable alternative arrangements for affected students have been made.
2. The Manager, Examinations Section, may cancel a central examination in accordance with an emergency cancellation plan approved by the Deputy Vice-Chancellor (Academic).

3.4 Staff attendance at examinations

1. It is not a requirement that examiners or their delegates be present at the commencement of a central examination. However, the examiner or delegate must be available by telephone to answer questions which may arise during the sitting of the examination. Examiners must provide Examinations Section with their contact telephone number, or in their absence, the contact telephone number of a delegate.
2. For school-based examinations the examiner is present or they must provide the examination supervisor with their contact information.

3.5 Student attendance at examinations

1. Internally enrolled students are expected to be available to undertake their examinations at the scheduled time and at the campus of their enrolment. For external and multi-modal students, the Examinations Section will provide advance notification of the venue details or information about how to sit the examination online.
2. A student must comply with directions given by an examination supervisor when undertaking an examination. Non-compliance may constitute misconduct and be referred to the Academic Registrar in accordance with the [Student Integrity and Misconduct Policy](#) [14].
3. A student may not enter an examination room without the permission of an examination supervisor, and only during the first 60 minutes of examination time. If the reason for the late arrival meets the eligibility criteria for a deferred examination, the student may choose not to enter the examination room and may apply for deferral of the exam, which will be assessed in accordance with section 3.8.

4. A student must produce a valid UQ student ID card (which is current for the semester in which the exam is held) and upon request, present this to the supervisor:

1. Upon entry to an examination room (for the purpose of taking an examination); or
2. At the start of an invigilated online exam.

A photograph or image of the student ID card is not acceptable.

5. In the event a student does not have a valid UQ student ID card, a student may produce a document obtained from the Student Centre which:

1. bears the photograph of the student; and
2. the student's name and student identification number; and
3. a statement confirming the student's enrolment in the course; and
4. the date and time of the examination.

6. An exception to clauses 4 and 5 applies only where an examination is held outside Student Centre opening hours (e.g. for school-based evening examinations) or where the examination is invigilated online, where other government issued photographic identification will be acceptable (i.e. a drivers licence, passport or 18+ card). If the identification is not in English, it must be accompanied by an English translation completed by the National Accreditation Authority for Translators and Interpreters (NAATI) or an alternative official translator recognised by the University.

7. In the event a student is unable to produce any form of photographic identification, the student will not be permitted to sit the examination.

8. If the student is permitted to enter the examination room to take the examination, the student must ensure that the identifying document produced to the examination supervisor to gain entry to the room is displayed throughout the examination.

9. A student must not leave the examination room without the permission of the examination supervisor.

10. Permission to leave the examination room will not be granted under clause 9 during—

1. the first 60 minutes of examination time; and
2. the final 30 minutes of examination time.

11. Despite clause 10, the examination supervisor may allow a student to leave an examination room at any time when the examination supervisor considers there are exceptional circumstances.

12. If the examination supervisor reasonably believes that a student's behaviour may distract or disturb other students, the examination supervisor may direct the student to leave the examination room.

13. Unless addressing a question to the examiner or examination supervisor, a student must not communicate in any way with another person during the examination.

3.6 Use of materials and equipment in examinations

1. Students are permitted to bring the following items to examinations—

1. suitable writing implements and stationery (may be held in a clear container);
2. water in a clear bottle with the label removed; and
3. disposable ear plugs.

2. The front cover of the examination paper provides details of any additional material or equipment that is authorised by the examiner for use by students during the examination in accordance with this section and sections 3.6.1 to 3.6.3.

3. Subject to clause 1 and 2, a student must not bring other material or equipment into the examination room unless the material—

1. is brought in with the permission of the examiner or examination supervisor; or
2. is left with the examination supervisor immediately on entering the examination room, or placed under the student's desk during the examination.

4. During the examination, material brought into the examination room will be checked by an examination supervisor to confirm that it is permitted. Material or equipment brought into the examination room that is not on the list of permitted materials will be confiscated and may be treated as "unauthorised material" under the [Student Integrity and Misconduct Policy](#) [15].

5. The examination supervisor may confiscate any material or equipment which they reasonably suspect to be or to contain unauthorised material.
6. Access to the internet and external communication devices is not permitted in an examination, unless specifically allowed by the examiner. Use of any electronic device, including devices capable of internet connectivity, is prohibited, unless specified for the examination. All watches are to be placed on the student's desk. Examination supervisors are authorised to use devices to detect the use of unauthorised electronic devices.
7. A student must not remove examination books, scripts or material provided to the student during the examination unless given permission by the examination supervisor.

3.6.1 Written or printed material

1. All examinations are categorised into the following types with respect to written or printed materials that may or may not be permitted in an examination room. Written or printed materials may include dictionaries, texts, notes, annotations.
 - **Open book:** Any additional written or printed material is permitted; material may also be annotated.
 - **Closed book with specified materials permitted:** The specific items of written or printed material (e.g. textbook, note pages) permitted in the examination room and details regarding the extent to which it may be annotated will be described on the question paper. Any item not listed on the question paper will be regarded as not permitted.
 - **Closed book:** No additional written or printed material is permitted.

3.6.2 Dictionaries

1. Students may be allowed access to English, foreign language, or dual language dictionaries as determined by the examiner. A student may bring a dictionary (in paper form and unannotated) into "Closed book with specific materials permitted" examinations, provided it is on the list of permitted materials. For the purposes of this provision, unannotated means the dictionary must not be marked with handwriting, other than personal identification, or with printed material(s) attached to or interleaved with the original.
2. For "Open book" examinations, the dictionary may be annotated.
3. Electronic dictionaries are not permitted to be taken into any examination by any student unless specifically approved for National Accreditation Authority for Translators and Interpreters (NAATI) accreditation examinations and only under approved conditions.
4. It is a student's responsibility to ensure electronic dictionaries to be used in NAATI examinations are inspected and approved for use by the School of Languages and Cultures at least one week prior to sitting an examination.

3.6.3 Calculators

1. Where permitted by the relevant examiner, calculators may be used in examinations. The course profile and the examination paper coversheet will list the type of calculator permitted as either:
 - Casio FX82 series calculator only;
 - Casio FX82 series or UQ approved and labelled calculator only;
 - For online examinations only, Casio FX82 series or a calculator that appears on the UQ approved list; or
 - Unrestricted – any calculator permitted.
2. The University has a list of approved calculators which must be labelled for use in examinations. Further information regarding the use of calculators in examinations and the process for obtaining a label for an approved calculator is available on the my.uq.edu.au [16] website.
3. Except in "unrestricted – any calculator permitted" examinations, calculators with alphanumeric / advanced text storage capabilities are not permitted.
4. During an examination, examination supervisors have authority to confiscate calculators which are not labelled and/or do not comply with the type permitted for that examination.

3.6.4 Submission of online (digital) examinations

1. An allowance of 15 minutes submission time will apply to all online examinations of duration of one hour or more that require a student to submit their work (if not submitted automatically when the examination duration has elapsed). The allowance will be in addition to the examination duration and planning time.

2. Penalties for late submission will apply to the total mark available for an assessment task, unless a student could demonstrate system and/or process issues beyond their control resulted in the late submission of the assessment item, the following penalties will apply:

Less than 5 minutes	5% penalty
From 5 minutes to less than 15 minutes	20% penalty
More than 15 minutes	100% penalty.

Example

An online exam with 10 minutes of planning time and a duration of 120 minutes is scheduled to start at 2pm. The student starts the exam at 2pm. The student is required to begin upload at 4.10pm. Penalties will apply from 4.25pm. The exam is worth 50 marks so a 20% penalty would mean the student's mark is reduced by 10.

3.7 Alternative examinations arrangements

3.7.1 Eligibility criteria

1. Students are expected to undertake examinations at the scheduled dates and times.
2. Students may be eligible for alternative arrangements for examinations for the circumstances below, and if they meet the criteria in this section.
 1. Where prior approval for examination adjustment(s) has been granted by the Diversity and Inclusion Team in accordance with the [Reasonable Adjustments – Students Policy](#) [13], for –
 - i. Students with a disability
 - ii. Religious observance – where a specific religious observance will prevent the student sitting an examination at the scheduled time.
 - iii. Elite athletes – as set out in the [Reasonable Adjustments Students](#) [13] procedure.
 - iv. Students engaged in Defence Service – as set out in the [Reasonable Adjustments Students](#) [13] procedure.
 2. Where a student has one or more examinations and if:
 - i. Two examinations are timetabled for the same session; or
 - ii. Three examinations are scheduled on a single calendar day during the mid-semester Saturday and end of semester examination periods; or
 - iii. Students with cross-campus enrolment have an examination at one campus immediately followed by another examination at a different campus.
3. In all cases where the alternative examination arrangement does not coincide with the scheduled date and time of the examination, students will sign a declaration stating they did not have any communications regarding the content of the examination with any other student who had taken the examination. Students are subject to academic integrity and misconduct regulations if found to be in breach of this declaration.

3.7.2 Applications

1. Students applying for alternative examination arrangements must submit a [Request for Alternative Examination Arrangements form](#) [17] to the academic registrar—
 1. At least 14 calendar days before the examination date for school-based examinations held during scheduled classes or for mid-semester Saturday examinations; or
 2. At least 14 calendar days before the commencement of the end-of-semester examination periods; or
 3. At the same time as submission of a request for supplementary assessment or deferred examination.
2. Late requests for alternative arrangements may not be possible to facilitate within the time available, and the student may be expected to undertake examinations without the adjustments (temporary disabilities exempted).

3.8 Off-campus examinations

1. Students may be eligible for off-campus examination arrangements if they meet the criteria set out in this section.

2. Off-campus arrangements will only be possible where the type of assessment does not include any practical component, such as oral examinations, practical lab work, video/audio examinations. Any practical based examinations must be undertaken on the campus where the student is enrolled.

3.8.1 Internal students

1. For internally enrolled students, off-campus examinations may be available in the following cases:
 1. for deferred examinations –
 - i. end of semesters 1 and 2 only; and
 - ii. end of summer semester, only for non-returning students to study at UQ in semester 1.
 2. for supplementary examinations for end of semesters 1, 2 and summer, in the following circumstances only –
 - i. Students participating in university-sanctioned events (for example, on placement, exchange studies or field trips); or
 - ii. Students engaged in defence service, or elite performance, or registered athletes; or
 - iii. Students not returning to study at UQ in the following semester, that is –
 - Non-award enrolments; or
 - Eligible to graduate following successful completion of the supplementary examination.
2. Off-campus arrangements are generally not available for examinations held during the semester or the end-of-semester examination period. Internally enrolled students may be permitted to undertake end-of-semester examinations off-campus in exceptional circumstances only, such as university-sanctioned events (for example, on placement, exchange studies or field trips), students engaged in defence service, and elite athletes/performers, with the student to meet the costs as set out in the [Fees Policy](#) [7]. Requests for off-campus examinations under these circumstances must be submitted no later than three weeks prior to the commencement of the end-of-semester examination period.
3. In all cases, students must submit an [Off-campus exam request](#) [18], and the following requirements must be fulfilled:
 - i. the application is submitted at the same time as the request for deferred examination or request for supplementary assessment, or by no later than the deadline for requests for supplementary assessment;
 - ii. the deferred examination or supplementary assessment for the course is approved, and the form of supplementary assessment is an examination;
 - iii. the student meets the costs as set out in the [Fees Policy](#) [7].
 - iv. the student is available in the one location for the full duration of the deferred and supplementary examination period; and
 - v. a suitable off-campus location is available.
4. The list of available domestic and overseas venues for off-campus examinations is available on the [my.uq.edu.au](#) [19] website.

3.8.2 External students

1. Students whose enrolment is wholly external will be allocated to sit their end-of-semester examinations at an approved examination centre or a UQ campus. Students will be contacted directly by Examinations Section with details of the examination centre for each end-of-semester examination to be sat.
2. However, for deferred and supplementary examinations, externally enrolled students must notify Examinations Section by submitting an [Off-campus exam request](#) [18]. This must be done at the time of submitting the request for deferred examination or a request for supplementary assessment, or by no later than the deadline for requests for supplementary assessment. Off-campus arrangements will be subject to approval of the deferred or supplementary requests.

3.8.3 Multi-modal students

1. Students whose enrolment is multi-modal (i.e. that is partly external and partly internal), will be expected to sit their end-of-semester examinations at the campus of their internal enrolment. Students will be contacted directly by Examinations Section with venue details for externally enrolled courses.
2. However, for deferred and supplementary examinations, multi-modal enrolled students must notify Examinations Section by submitting an [Off-campus exam request](#) [18]. This must be done at the time as submitting a request for deferred examination or a request for supplementary assessment, or by no

later than the deadline for requests for supplementary assessment. Off-campus arrangements will be subject to approval of the deferred or supplementary requests.

3.9 Deferred examinations

1. This section applies to both mid-semester examinations and end-of-semester examination periods. It does not apply to extensions to assessment due dates, as outlined in section 3.3.1 of the [Assessment Procedure](#) [20].
2. A student who is unable to sit an original examination may be eligible for a deferred examination—
 - i. for medical reasons (see section 3.9.2); or
 - ii. if, in the opinion of the Deputy Director, Academic Services, or Head of School, there are compassionate or extenuating circumstances which are beyond the student's control (see section 3.9.3); or
 - iii. for a discretionary deferred examination, for use by students on a single occasion throughout the duration of their studies at the University.
3. A deferred examination may be granted to a student by—
 - i. the Deputy Director, Academic Services Division or an Associate Director in Academic Services Division, for original examinations scheduled to be held during end-of-semester examination periods; or
 - ii. the Head of School, for original mid-semester examinations, including examinations held during scheduled classes and on the mid-semester Saturdays.
4. The Deputy Director, Academic Services Division or an Associate Director in Academic Services Division or the Head of School may authorise appropriate decision makers to consider or decide upon applications on specified grounds.
5. A student who attends and attempts whole or part of the original examination will not be eligible for a deferred examination unless approved on the basis of sudden onset of illness that impacts on the student's ability to remain and complete the examination (see section 3.9.2.1).
6. No student can be given permission to defer an already deferred examination. Options available to students who are unable to complete the deferred examination are:
 - a. Finalisation of the grade for the course based on the completed assessment; or
 - b. Where there are exceptional and unavoidable circumstances, supported by documentary evidence—
 - i. apply for [Removal of Course](#) [21], or
 - ii. apply for alternative assessment under the [Reasonable Adjustments Students Procedure](#). [13]

3.9.1 Applications

1. Students applying for deferred examinations must submit a request through [mySI-net](#) [22] no later than five calendar days after the date the original examination was held.
2. Requests for deferred examinations must be accompanied by supporting documentation corroborating the reason for the request (see [Table of Acceptable Evidence for Deferred Examinations](#) [23] for relevant supporting documentation). An exception applies where the request is on the basis of the one-off discretionary deferred examination wherein provision of supporting documentation is optional.
3. Where a student is requesting a discretionary deferred examination, they must indicate this in the request. The intent of allowing a one-off single discretionary deferred examination is to enable a student to sit their examination for circumstances that would not otherwise be considered sufficient grounds to justify deferral of the examination. Once granted, the discretionary option will no longer be available to the student for subsequent requests, whether or not the student sits the deferred examination.
4. Documentation not in English must be accompanied by an English translation completed by a translator certified by the National Accreditation Authority for Translators and Interpreters.
5. Statutory Declarations will only be accepted where there is no alternative formal documentation that can be obtained by the student.
6. A scanned image or copy of supporting documentation is acceptable; however the original documentation must be retained by students for a period of six months and provided for verification upon request. Failure to produce the original documentation for verification, within the required timeframe, may result in the approval of the deferred examination being rescinded.
7. Students will be notified of the outcome of their request typically within five business days of the request being submitted via [mySI-net](#) [22]. If the request is approved the student will be advised of the date, time and venue of the deferred examination by the school (for mid-semester examinations) or

3.9.2 Medical reasons

1. Applications for deferred examinations based on medical grounds must include a medical certificate provided by:
 - i. a registered medical practitioner or registered nurse obtained no later than two business days after the examination and stating that the student was unfit to sit the original examination on the relevant day; or
 - ii. a registered pharmacist obtained on the date of the examination and stating that the student was unfit to sit the original examination on that day.
2. Acceptance of medical certificates provided by non-registered medical practitioners will require the approval of the Academic Registrar.
3. Medical certificates must not be provided by a near relative or close associate of the student.
4. The University reserves the right to check the validity of the medical certificate with the medical practitioner.

3.9.2.1 Illness during an examination

1. A student who attends and attempts whole or part of the original examination will not be eligible for a deferred examination.
2. Despite clause 1, the Deputy Director, Academic Services, or Head of School may approve a deferred examination if they are satisfied there are exceptional circumstances (for example, an epileptic seizure during the examination).
3. Consideration of these exceptional circumstances would require confirmation in a medical certificate dated the date of the examination and which details the following criteria in relation to the medical conditions:
 - suddenness of the onset of the condition;
 - predisposition to the condition;
 - seriousness of the symptoms; and
 - impact on the student's ability to remain and complete the examination.

3.9.3 Compassionate or extenuating circumstances

1. If a request is made based on compassionate or extenuating circumstances, a statement of reasons why the student was unable to sit the examination on the relevant day and all corroborative evidence must be submitted with the request.
2. Compassionate or extenuating circumstances could include, but are not limited to:
 - an elite athlete engaging a sporting or cultural commitment at state, national or international level (refer to the [Reasonable Adjustments Students Procedure](#) [13]); or
 - serious personal or emotional trauma.
3. Except in the case of a discretionary deferred examination request, where the Deputy Director, Academic Services or Head of School is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student missing the examination, a deferred examination will not be awarded. For example, the following are not grounds for the award of a deferred examination:
 - misreading an examination timetable;
 - holiday arrangements, including overseas travel; and
 - social and leisure events, including sporting and cultural commitments other than at state, national or international representative level.

3.9.4 Appeals process

Appeals are considered in accordance with the [Student Grievance Resolution Policy and Procedure](#) [9]. The outcome of an appeal will typically be provided to the student within ten business days of lodgement.

3.9.4.1 Appeals against denied deferred examinations

1. Appeals against denied deferred examinations must be submitted via the online [Complaints and Appeals system](#) [24] within five business days of the date of the decision.

2. The appeal must outline the reason/s for believing the decision was not made in accordance with the eligibility criteria and provide any additional documentation in support of the appeal.

3.9.4.2 Appeals for consideration of late requests for deferral of examinations

1. An appeal against the decision not to accept a student's late request for deferral of an examination must be submitted via the online [Complaints and Appeals system](#) [25] within ten business days of the date of the original examination.
2. The appeal must include—
 1. Student name and Student ID;
 2. details of the exam (course code, exam item, date and time);
 3. reason/s outlining why the deferred examination request could not be submitted within the required five calendar day period; and
 4. documentation in support of the request for deferral of the examination.

3.10 Supplementary examinations

1. Where supplementary assessment has been granted on the basis of a final grade uploaded on the official grade release date and takes the form of a written examination, it will be scheduled in the University's designated deferred and supplementary examination period.
2. In cases of late grade finalisation that lead to the award of a supplementary examination, the school will schedule and administer the examination according to timelines as outlined in the [Assessment Procedure](#) [26].

3.11 Release of examination papers

1. At the conclusion of the end-of-semester examination period, Examinations section will release to the Library a copy of the end-of-semester written-based examination papers, or a sample paper in the case of papers exempted from release to the Library.
2. In the case of centrally administered end-of-semester examinations for which prior approval has been received for exemption from release to the Library, Course Coordinators must indicate that such exemption has been received when submitting the examination paper to the Examinations section. Unless otherwise indicated, all examination papers will be considered fit for release by the Examinations section to the Library.

3.11.1 Exemption from release of end-of-semester examination papers

1. There may be rare and exceptional circumstances that will significantly compromise the educational value of future examinations if an examination paper is released to the Library.
2. In such circumstances, examination papers may be exempted from release, and instead a sample examination paper must be released to the Library.
3. Where exemption is approved, the original examination paper cover sheet will reflect the paper is not for release to the Library.

3.11.1.1 Applying for exemption

1. Should a Course Coordinator wish to apply for exemption from release of an examination paper to the Library, a case must be made through the Head of School to the Deputy Vice-Chancellor (Academic).
2. The request for exemption must be submitted by the Deputy Vice-Chancellor (Academic) no later than the end of the first week of the semester in which the course is to be offered.
3. In deciding whether to approve the application, the Deputy Vice-Chancellor (Academic) may give consideration to—
 1. whether and how the disclosure of the examination paper would prejudice the testing method or procedure, and
 2. whether there are any other compelling factors that support non-disclosure, and
 3. the alternative methods by which students will be provided with opportunities to prepare for the examination.
4. Where approval is granted, the Deputy Vice-Chancellor (Academic) will set the duration of the exemption, up to a period of three years.
5. Examinations section will maintain the record of approval and expiry.
6. The Deputy Vice-Chancellor (Academic) will provide a report to the Academic Board annually

regarding applications for exemption from release of end-of-semester examination papers.

3.11.1.2 Provision of sample examination papers

1. Where an end-of-semester examination paper has been exempted from release, a sample examination paper must be made available for lodgement in the Library. Sample examination papers must be in a format similar to that of the final examination paper, so that students are well prepared in terms of the requirements (for example: length, scope, rigour).
2. A new sample paper may not need to be set each year. The sample paper can be re-used, unmodified or with minor changes, for the duration of the exemption from release of the examination paper; however, the sample paper must reflect the expectations for the current year.
3. Through Heads of Schools, an appropriate quality control mechanism must be in place to check the ongoing relevance of sample papers, and to ensure that any change in the course content is reflected in a new sample paper.
4. The Assessment Sub-Committee will conduct an audit of a random selection of non-released end-of-semester examination papers to ensure that the sample paper is reflective of the actual examination paper.

3.11.2 Access to examination scripts

3.11.2.1 Inspection of examination scripts

1. In the case of end-of-semester examinations, once grades have been finalised, all students, including those awarded supplementary assessment, will be given an opportunity to peruse, under supervision:
 1. the examination question paper and their own answers; and
 2. the marking criteria (such as the marking scheme or model answers).
2. Students are not entitled to make copies of these documents; this is at the discretion of the Course Coordinator.
3. Students must be given the opportunity to view their examination script within twenty calendar days of the release of the final grade, and within the first two weeks of the following semester (note – for the purpose of this clause, both semester 2 and summer semester are followed by semester 1).

3.11.2.2 Restricted access to examination scripts

Where an examination question paper has been exempted from release and the Course Coordinator also wishes to prohibit students from accessing their answers, on the grounds that it is tantamount to providing access to the question paper, the Course Coordinator must make a special case directly to the Deputy Vice Chancellor (Academic).

3.11.3 Right to information

Access to an examination question paper or examination script may be sought under the Queensland [Right To Information Act 2009](#) [27] (the RTI Act). Refer to the [Information Management Policy](#) [13] for information on the application process.

A case for non-disclosure based on educational grounds must be consistent with the prima facie case that would need to be argued under the RTI Act. However, considerations favouring disclosure, such as the desirability of providing students with feedback, will also be taken into account in determining whether an examination question paper should be disclosed under the RTI Act. Course Coordinators must take such factors into account when applying for exemption under this procedure.

4.0 Roles, Responsibilities and Accountabilities

4.1 Examinations Section

The Examinations Section is responsible for the administration and conduct of—

- a. central examinations held during the mid-semester Saturday, end of semester, and end-of-semester deferred and supplementary examination periods;
- b. alternative examination arrangements for students for theory-based examinations, i.e. where the examination does not have a practical component such as laboratory, orals, or video; and
- c. off-campus examinations.

They also provide policy and procedural advice on all matters relating to examinations.

4.2 Schools

Schools are responsible for the scheduling and administration of—

- a. examinations held during scheduled classes;
- b. examinations which include a practical component;
- c. deferred examinations where the original examination is held during scheduled classes and mid-semester Saturdays; and
- d. alternative examination arrangements for students where the examination has a practical component.

5.0 Monitoring, Review and Assurance

1. The Academic Registrar is responsible for implementation and communication of this procedure, including ensuring that faculties and schools are informed of their obligations under this procedure.
2. Assessment Sub-Committee is responsible for monitoring university-wide compliance with, and review of this policy for its effectiveness and ongoing relevance.
3. Authentication and validity of medical certificates provided in support of requests for deferral of examinations are randomly verified with the medical provider. Where medical certificates are identified as having being falsified, appropriate action is taken as set out in the [Student Integrity and Misconduct Policy](#) [14].

6.0 Recording and Reporting

1. Student grades and reports related to this procedure are recorded in [SI-net](#) [28].
2. Timetabling and administration of central examinations, and reports related to this procedure, are recorded primarily in the Exams Manager System.
3. Exception reports generated through [SI-net](#) [28] identify students who have been approved a deferred end-of-semester examination and subsequently attend the original end-of-semester examination.
4. Students who submit five or more requests for deferral of examinations within a six month period are contacted, with advice on the services and support available within the University.
5. Schools must keep appropriate account of all records associated with this procedure in accordance with the [Information Management Policy](#) [30] and section 6.1 below.

6.1 Retention and disposal of examination papers

1. The schedule below outlines the minimum storage requirements for examination related records:
 - Examination scripts, answer booklets, multiple choice question sheets - a minimum period of twelve months from the date of certification of results.
 - Examination question papers: master copy - within six months, either archived at Records Management (where the final paper is exempted from release to the Library), or released as past papers through the UQ Library.
 - Examination question papers: used or unused printed copies - one month after the examination.
 - Attendance slips - two years (24 months) after the examination period.
 - Supervisors' Reports - two years (24 months) after the examination period.
2. Where results are disputed or other administrative requirements such as Right to Information Application or pending legal action must be dealt with, scripts will need to be held until the matter is determined or any available appeal avenues are exhausted. At the date the matter is finally determined, the standard requirement to retain examination scripts for a minimum of a further 12 months applies. Completed scripts must be held in a secure location with restricted access. Destruction of scripts must be by confidential means.

7.0 Appendix

7.1 Definitions, terms and acronyms

Associate Dean (Academic) – The relevant Associate Dean (Academic) of the faculty administering the award. For non-award students, the Associate Dean (Academic) of the faculty administering the course.

Central examinations – examinations held on mid-semester Saturdays, and during the end-of-semester and deferred and supplementary examination periods for which the administration and conduct are managed by Examinations Section.

Emergency cancellation plan – a plan approved by the President of the Academic Board to cancel or postpone examinations due to unforeseen circumstances.

Defence service – service (including training) for the Australian Defence Force Reserves (Naval Reserve, Army Reserve, or Air Force Reserve), in accordance with the *Defence Reserve Service (Protection) Act 2001* (Cth).

Deferred examination – an examination (sat at a specified later date) that may be approved where extenuating circumstances affected attendance on the day of the original examination (for example illness or unexpected personal circumstances).

Examination script – a student's written responses to examination questions.

Examination supervisor – person assigned to oversee and invigilate the conduct of exams.

Examiner – the nominated academic responsible for the examination content and method. The examiner may or may not be the course coordinator.

Late year course – a course at level 3 or higher.

Marking Scheme – the mechanism by which marks, including part marks where appropriate, were allocated to student answers to examination questions.

Medical practitioner – a person who is registered under the *Health Practitioner Regulation National Law Act 2009* in the medical profession.

Original examination – means a regular examination in the course and does not include a supplementary or deferred examination.

Registered nurse – a person who is registered as a nurse under the Nursing Act 1992 and who is issuing a medical certificate as part of the nurse's clinical role in a general practice setting.

Registered pharmacist – a person who is registered by the Pharmacy Board of Australia as a pharmacist. *Pharmacists have limited scope for issuing medical certificates. They can only be issued for a certain range of medical conditions and can't be backdated (i.e. they can only be dated for the date the student presents to the pharmacist for a consultation).*

Release of examination papers – making available copies of the question papers from the school/centre, or lodging copies of past end-of-semester examination question papers, or sample papers, in the Library.

RTI – Right To Information.

Scheduled class – a class timetabled for a course at a specified time during a teaching week.

School-based examinations – all in-class examinations and those which involve a practical component during the central examination periods, where the faculty or school takes responsibility for administration and conduct of the examination.

Study period – a semester, trimester, research quarter, or teaching period.

Supplementary assessment – assessment offered after a failing final grade that is designed to provide a second opportunity for a student to demonstrate that they have achieved all the required learning outcomes for a course.

Unannotated materials – books, papers and permitted materials without any additional markings, such as handwriting, highlighting of text, underlining of text, reference tabs, post-it notes.

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- [16] <https://my.uq.edu.au/>
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