Examinations - Procedures

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PPL 3.10.02 Assessment
PPL 3.10.07 Grading System
PPL 3.10.08 Release of Examination Papers
PPL 3.10.09 Supplementary Assessment
PPL 3.10.10 Assessment Re-mark
PPL 3.50.06 Academic Adjustments
PPL 3.50.07 Programs and Assessment for Elite Athletes
PPL 3.50.09 Arrangements for Reasonable Adjustments in Examinations for Students with a Disability
PPL 3.60.02 Student Grievance Resolution

Notes:
November 2018 - hyperlink/URL updated in sections 5.6.1, 5.6.2, 5.6.3 to reflect implementation of webform. December 2018 - change to section 5.1.4: permissible duration of written, centrally-administered, end of semester examinations. June 2019 - nomenclature updates.
1. Purpose and Objectives

These procedures outline the processes for the conduct of examinations, and enact PPL 3.10.02 Assessment [4].

2. Definitions, Terms, 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 in the end of semester examination period and during the 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.

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

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.

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 paper from the school/centre, or lodging copies of past end of semester examination question papers, or sample papers, in the Library.
Scheduled class – a class timetabled for a course at a specified time during a teaching week.

School-based examinations – examinations held (i) during the study period, or (ii) during the end of semester examination period where a 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.

3. Procedures Scope/Coverage

These procedures apply to all students enrolled in, and all staff involved in the delivery of, undergraduate and postgraduate courses at The University of Queensland.

4. Procedures Statement

These procedures apply to any form of examination which takes place in a supervised environment at an approved university location, which is the work of a single student, and for which authentication of a student’s identity is required. The procedures pertain to both central and school-based examinations, including written, invigilated assessment but not, for example, unsupervised online assessment.

5. Conduct of Examinations

5.1 Administration and scheduling of examinations

Many courses at the University include mid semester and end of semester examinations. In addition, there is provision in specific circumstances for the award of deferred and supplementary examinations.

Examinations can be administered centrally or by the school. Central examinations are administered by Examinations Section. School-based examinations are administered by the relevant school.

5.1.1 Setting a school-based examination

5.1.1.1 A head of school may set school-based examinations for a course.

5.1.1.2 Despite 5.1.1.1, a school-based examination must not be held during classes in the final 2 teaching weeks of a semester unless —
(a) the examination forms part of practical class in a series conducted regularly during
the semester; or

(b) approved by the President of the Academic Board in exceptional circumstances for
a period of up to three years.

5.1.1.3 Section 5.1.1.2 does not apply to examinations arranged by individual
appointment between the head of school and the student.

5.1.2 Mid-semester examinations

5.1.2.1 Mid-semester examinations are school-based examinations administered by the
relevant school. In most instances mid-semester examinations are held within class
times scheduled for the course.

5.1.2.2 One-off scheduled class

Scheduled classes for a course may include an evening session for the purpose of
conducting an in-class mid-semester examination, commencing on or after 6:00pm. In
such cases, the scheduled class will be displayed on the academic timetable as an
“Exam”. The following criteria apply:

- the examination must be weighted not less than 20% of the overall assessment
  for the course;
- an examination duration of between 60 to 90 minutes working time is permitted;
- a reading time duration of 10 minutes must be set; and
- there must be more than 50 students enrolled in the course.

5.1.2.3 Saturday mid-semester examinations

Mid-semester school-based examinations held outside of scheduled classes (on a
Saturday) are permitted only in the circumstances as outlined below, and require the
prior approval of the President of the Academic Board. A case is made through the
relevant associate dean (academic) as to why it cannot be held in scheduled class
time. The following criteria apply:

- the examination must be justifiable on academic grounds, after other forms of
  assessment have been explored and judged to be less appropriate;
- there must be multiple lecture streams or greater than 100 students enrolled in
  the course;
- the examination must be weighted not less than 20% of the overall assessment
  for the course;
- an examination duration of 60 minutes or 90 minutes working time is permitted;
- a reading time duration of 10 minutes must be set; and
- the mid-semester examination must be included in the course profile showing the
  three (3) possible Saturday dates.

Where a course does not meet the criteria above, and there are compelling academic
reasons for the examination to be held outside of scheduled classes, a case may be
made to the President of the Academic Board.
The President of the Academic Board reviews requests on a three-yearly basis (or earlier if changes to the assessment of a course require an earlier review).

In order to avoid timetable clashes, mid-semester examinations, where approved to be held outside of scheduled classes and conducted on a Saturday, are timetabled by Examinations Section.

5.1.2.4 Ad hoc class

Subject to room availability, an *ad hoc* room booking may be made for a one-off class for the purpose of conducting an examination. The following criteria apply:

- the examination must be weighted not less than 20% of the overall assessment for the course;
- an examination duration of between 60 to 90 minutes working time is permitted;
- there must be more than 100 students enrolled in the course;
- a reading time duration of 10 minutes must be set;
- the examination must not be held prior to teaching week 5 of semester;
- the mid-semester 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
- confirmation of the examination date, time and venue must be communicated to students via Blackboard and email by no later than the end of week 3 of semester.

5.1.3 End of semester examinations

5.1.3.1 End of semester written examinations should be set as central examinations and administered by Examinations Section. However, examinations with a practical component, for example lab work or examinations where students require access to computers, should be school-based.

5.1.3.2 Regardless of whether central or school-based, all end of semester examinations are timetabled by Examinations Section to avoid timetable clashes.

5.1.4 End of semester examination duration

5.1.4.1 Subject to 5.1.4.2, a written examination to be held within the end of semester examination period may be scheduled and administered as a central examination only where the exam duration is set for 60 minutes, 90 minutes, 120 minutes or 180 minutes.

5.1.4.2 The maximum duration of a written examination scheduled to be held within the end of semester examination period for levels 1 and 2 courses is —

(a) 1 hour for a 1 unit course;

(b) 2 hours for a 2 unit course; and

(c) 4 hours for courses exceeding 2 units.
5.1.4.3 Section 5.1.4.2 overrides any program rule.

5.1.4.4 The associate dean (academic) must determine the maximum duration for examinations scheduled to be held within the end of semester examination period for late year courses.

5.1.4.5 Despite 5.1.4.2, the President of the Academic Board may approve a longer examination duration, valid for up to 3 years.

5.1.4.6 —

(a) In addition to the duration prescribed in 5.1.4.2, the associate dean (academic) must impose a reading time for an examination scheduled to be held within the end of semester examination period.

(b) The duration of reading time in an examination scheduled to be held within the end of semester examination period, other than a practical examination, is 10 minutes.

(c) A student must not write on an examination paper or examination answer booklet during reading time, unless the examination instructions permit and blank paper is provided for the student to write notes.

5.1.5 Notification of examination timetables

Examination periods are set and published at least 12 months in advance. Students will be given appropriate notice of examination timetables.

5.1.6 Cancellation or postponement of examination

5.1.6.1 Central examinations

5.1.6.1.1 The President of the Academic Board may cancel or postpone a central examination but must be satisfied that reasonable alternative arrangements for affected students have been made.

5.1.6.1.2 The Manager, Examinations, may cancel a central examination in accordance with an emergency cancellation plan approved by the President of the Academic Board.

5.1.6.2 School-based examinations

5.1.6.2.1 The head of school may cancel or postpone a school-based examination but must make reasonable alternative arrangements for affected students.

5.2 Staff attendance at examinations

5.2.1 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.
5.2.2 In school-based examinations either the examiner is present or provides the examination supervisor with contact information.

5.3 Student attendance at examinations

5.3.1 Internally enrolled students

Students are expected to be available to undertake their examinations at the time scheduled and at the campus of their enrolment.

5.3.2 Externally enrolled students

Students whose enrolment is wholly external will be permitted to sit their examinations at an approved examination centre or a UQ campus.

5.3.3 Multi-modal enrolled students

Students whose enrolment is multi-modal, that is partly external and partly internal, will be expected to sit their examinations at the campus of their internal enrolment.

5.3.4 Attending the examination

5.3.4.1 A student must comply with directions given by an examination supervisor when undertaking an examination.

5.3.4.2 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 apply accordingly.

5.3.4.3 An examination supervisor may allow a student to enter an examination room for the purpose of taking an examination only if the student produces to the examination supervisor for inspection —

(a) a valid UQ student card that:

I. bears a photograph of the student, and the student's name and student identification number; and
II. is current for the semester in which the exam is held; or

(b) a document issued by the Student Centre that bears:

I. a photograph of the student; and
II. the student’s name and student identification number; and
III. a statement to the effect that the student is enrolled in a course offered by the university; and
IV. the date and time for the examination; and
V. the official stamp of the Student Centre; or

(c) both:
I. a document issued by the Student Centre that bears:

A. a statement to the effect that a staff member of the Student Centre has sighted a current driver’s licence, or a current passport, that bears a photograph of the student to verify the student’s identity; and
B. the student’s name and student identification number; and
C. a statement to the effect that the student is enrolled in a course offered by the university; and
D. the date and time for the examination; and
E. the official stamp of the Student Centre; and

II. a current driver’s licence, or a current passport, that bears:

A. the same name as the name stated on the document issued by the Student Centre; and
B. a photograph of the student.

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

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

5.3.4.6 For examinations scheduled to be held within the end of semester examination period, unless the duration is less than 1 hour, permission to leave the examination room will not be granted under 5.3.4.5 during —

(a) the first 60 minutes of examination time; and
(b) the final 30 minutes of examination time.

5.3.4.7 Despite 5.3.4.6, the examination supervisor may allow a student to leave an examination room at any time when the examination supervisor considers there are exceptional circumstances.

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

5.3.4.9 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.

5.4 Use of materials and equipment in examinations

5.4.1 The front cover of the examination paper lists details of any additional material or equipment that is authorised for use by students during the examination (see permitted materials below).
5.4.2 A student must not bring unauthorised material or equipment into the examination room unless the material —

(a) is brought in with the permission of the examiner or examination supervisor; or

(b) is left with the examination supervisor immediately on entering the examination room.

5.4.3 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 may be treated as “unauthorised material” under PPL 3.60.04 Student Integrity and Misconduct – Policy [13].

5.4.4 The examination supervisor may confiscate any material or equipment which they reasonably suspect to be or to contain unauthorised material.

5.4.5 The University has wireless technology installed on all campuses which may be accessible from examination venues. Access to the internet and external communication devices is not permitted in centrally administered examinations, and is only permitted in school-based examinations where 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.

5.4.6 A student may remove examination books, scripts or material provided to the student during the examination only with the permission of the examination supervisor.

5.4.7 Written or printed material

The following paragraphs describe types of examinations 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.
- **Closed book with specified materials permitted**: The specific items of written or printed material permitted in the examination room and details regarding the extent to which it may or may not 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.

5.4.7.1 Dictionaries

Students may be allowed access to English, foreign language, or dual language dictionaries at the discretion of the examiner. A student may bring a dictionary (in paper form and unannotated) into Closed book or Closed book with specific materials 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.

For Open book examinations, the dictionary may be annotated.

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.

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.

5.4.8 Calculators

Where permitted by the relevant examiner, calculators may be used in examinations. The course profile and the examination paper coversheet list the type of calculator permitted:

- Casio FX82 series calculator only;
- Casio FX82 series or UQ approved (and labelled) calculator only;
- Unrestricted – any calculator permitted.

Except in “unrestricted – any calculator permitted” examinations, calculators with alphanumeric/advanced text storage capabilities are not permitted.

The University has a list of approved and non-approved calculators 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 website.

During an examination, examination supervisors have authority to confiscate calculators which do not comply with the type permitted for that examination.

5.5 Alternative examination arrangements

5.5.1 Students are expected to undertake examinations at the scheduled dates and times. No student may be given permission to sit an examination earlier than the scheduled date of the examination.

5.5.2 Alternative examination arrangements may be made in the instances set out below. In all instances, for both school-based and central examinations, students must submit a Request for Alternative Examination Arrangements form.

5.5.3 The application must be made to the academic registrar —

(a) at least fourteen (14) calendar days before the commencement of the relevant examination period for all examinations scheduled to be held within the end of semester examination period; or
(b) at least fourteen (14) calendar days before the examination date for examinations scheduled to be held outside the end of semester examination period; or

(c) at the same time as an application for a supplementary or deferred examination.

5.5.4 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.

5.5.5 Students with a disability

5.5.5.1 A student who, because of a disability —

(a) is unable to sit for a central or school-based examination at the place scheduled; or

(b) would be seriously disadvantaged by having to sit for the central or school-based examination under normal circumstances,

may apply for special arrangements to be made. Refer to PPL 3.50.09 Arrangements for Reasonable Adjustments in Examinations for Students with a Disability [11].

5.5.5.2 These procedures apply to all students with a disability at The University of Queensland and include all scheduled examinations, including mid-semester examinations, end of semester examinations, deferred examinations and supplementary examinations.

5.5.6 Examination timetable clash

Alternative arrangements may be made for students for one or more examinations if:

1. two examinations are timetabled for the same session; or
2. three examinations are scheduled on a single calendar day during the end of semester examination period; or
3. three mid-semester school-based examinations are scheduled in one calendar day outside of scheduled classes.

5.5.7 Examination campus clash

Alternative arrangements may be made for students with cross-campus enrolment if an examination at one campus is immediately followed by another examination at a different campus. Students must submit a Request for Alternative Examination Arrangements form [15] to Examinations Section.

5.5.8 Religious observance

Alternative arrangements may be made for students for one or more examinations if a specific religious belief will prevent the student sitting an examination at the scheduled time. For the purpose of this provision, religious observance is defined as:
1. the act or compliance of observing or complying with a religious law, custom, command or rule; or
2. the act or custom of celebrating a religious holiday or similar occasion.

Students must submit a Request for Alternative Examination Arrangements form [15] to Examinations Section. A letter from the student’s regular place of worship in support of the request for alternative arrangements must be provided.

5.6 Off-campus examinations

5.6.1 Internal students

For internally enrolled students, off-campus examinations may be available in the following cases:

1. Semester 1 deferred and supplementary examination period for non-returning students only;
2. Semester 2 deferred and supplementary examination period; and
3. Summer Semester deferred and supplementary examination period for non-returning students only.

In all cases, students must submit an Off-campus exam request [16], and the following requirements must be fulfilled:

1. The application is submitted at the same time as the application for deferred examination or request for supplementary assessment, or by no later than the deadline for requests for supplementary assessment;
2. The deferred examination or supplementary assessment for the course is approved;
3. The student meets the costs as set out in the Fee Rules [17];
4. The student is available in the one location for the full duration of the examination period; and
5. A suitable off-campus location is available.

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.

The list of available domestic and overseas venues for off-campus examinations is available on the my.uq.edu.au [18] website.

Off-campus examinations are generally not available for the end of semester examination period. However, PPL 3.50.06 Academic Adjustments - Policy [9] provides for academic adjustment for defence reservists and elite athletes. Internally enrolled students who comply with PPL 3.50.06 may be permitted to undertake end of semester examinations off-campus at the same time as other enrolled students, with the student to meet the costs as set out in the Fee Rules [17].

5.6.2 External students
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.

However, for deferred and supplementary examinations, externally enrolled students must notify Examinations Section by submitting an Off-campus exam request [16]. This must be done at the time of submitting an application for deferred examination or a request for supplementary assessment, or by no later than the deadline for requests for supplementary assessment.

5.6.3 Multi-modal students

Students whose enrolment is multi-modal, 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.

However, for deferred and supplementary examinations, multi-modal enrolled students must notify Examinations Section by submitting an Off-campus exam request [16]. This must be done at the time of submitting an application for deferred examination or a request for supplementary assessment, or by no later than the deadline for requests for supplementary assessment.

6. Deferred Examinations

6.1.1 Students may apply for a deferred examination if they are unable to sit for the original examination and meet all the criteria in this section.

6.1.2 No student can be given permission to defer an already deferred examination.

6.1.3 No student can be given permission to defer a supplementary assessment.

6.2 Applications

6.2.1 A student’s application for a deferred examination must be made in the form approved by the Academic Registrar.

6.2.2 Students applying for deferred examinations must make the application no later than five (5) calendar days after the date the original examination was held.

6.2.3 For the purposes of online applications, a scanned image or copy of supporting documentation is acceptable; however the original documentation must be retained by students for a period of six (6) months and provided for verification upon request.

6.2.4 Where a student is making a discretionary deferred examination application (see 6.3.2), they must indicate this in the online application. Once granted, this discretionary option will no longer be available to the student for subsequent requests, whether or not the student sits the deferred examination.
6.2.5 Students are able to view the status of their requests online via mySI-net.

6.3 Awarding deferred examinations

6.3.1 A deferred examination may be granted to a student by —

(a) the Deputy Director, Academic Services, for original examinations scheduled to be held within the end of semester examination period; or

(b) the head of school, for original examinations scheduled to be held during other periods; and

a student is unable to sit or complete an original examination —

(a) for medical or compassionate reasons; or

(b) if, in the opinion of the Deputy Director, Academic Services, or head of school, there are exceptional circumstances

6.3.2 Students may also be granted one discretionary deferred examination on a single occasion throughout their studies at the University. The intent of allowing a single discretionary deferred examination is to enable a student to sit their examination in circumstances that would not otherwise be considered sufficient to justify deferral of the examination.

6.3.3 The Deputy Director, Academic Services or the head of school may authorise appropriate decision makers to consider or decide upon applications on specified grounds.

6.4 Medical reasons

6.4.1 Applications for deferred examinations based on medical grounds must include a medical certificate provided by a registered medical practitioner, registered nurse or registered pharmacist no later than two (2) business days after the examination and stating that the student was unfit to sit the original examination on the relevant day.

6.4.2 Acceptance of medical certificates provided by non-registered medical practitioners will require the approval of the Academic Registrar.

6.4.3 Medical certificates must not be provided by a near relative or close associate of the student.

6.4.4 The University reserves the right to check the validity of the medical certificate with the medical practitioner.

6.5 Compassionate or exceptional circumstances

6.5.1 If an application is made based on compassionate or exceptional 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 application.
6.5.2 Compassionate or exceptional circumstances could include, but are not limited to:

- a sporting or cultural commitment at state, national or international level (refer to PPL 3.50.07 Programs and Assessment for Elite Athletes – Procedures [10]);
- serious personal or emotional trauma; or
- in very exceptional circumstances, for example, an important planned family or social commitment or unavoidable work commitment.

6.6 Illness during an examination

6.6.1 A student who attends and attempts whole or part of the original examination will not be eligible for a deferred examination.

6.6.2 Despite 6.6.1, 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).

6.6.3 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.

6.7 Unacceptable grounds for deferred examinations

6.7.1 Except in the case of a discretionary deferred examination application, 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.

6.7.2 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.

6.7.3 Appeals against denied deferred examinations must be lodged within five (5) business days of the date of the decision. See PPL 3.60.02 Student Grievance Resolution [12].

6.8 Scheduling
6.8.1 Deferred examinations for end of semester examinations whether central or school-based are scheduled by Examinations Section and held during the deferred and supplementary examination period.

6.8.2 The deferred examinations for end of semester examinations must be held on or during the following periods —

- for first semester courses - July and August of the same year;
- for second semester courses - December of the same year and January of the following year; and
- for summer semester courses - the following March.

6.8.3 Deferred examinations for mid-semester examinations held outside the end of semester examination period are scheduled and managed by schools.

6.8.4 The President of the Academic Board may vary the timing of deferred examinations.

**6.9 Finalisation of grades for deferred examinations**

Where a student has been awarded a deferred examination during the deferred and supplementary examination period, their grade for that course will typically be finalised within:

1. ten (10) calendar days of the examination date for semester one deferred examinations;
2. twenty-one (21) calendar days of the examination date for semester two deferred examinations;
3. ten (10) calendar days of the examination date for summer semester deferred examinations.

**7. Supplementary Examinations**

Supplementary assessment granted on a failing grade may, where appropriate, take the form of a written examination (refer to PPL 3.10.09 Supplementary Assessment – Procedures). Unless advised otherwise by the school, Examinations Section will assume that the format of supplementary assessment is a written examination.

**7.1 Scheduling**

Supplementary examinations are usually held in the relevant deferred and supplementary examination period (refer to PPL 3.10.09 Supplementary Assessment – Procedures).

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 deferred and supplementary examination period.
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 PPL 3.10.09 Supplementary Assessment - Procedures [7].

7.2 Applications

Applications for supplementary assessment are made and awarded according to PPL 3.10.09 Supplementary Assessment - Procedures [7].

7.3 Finalisation of grades for supplementary examinations

Where a student has been granted supplementary assessment and the form of assessment is a written examination during the deferred and supplementary examination period, their grade for that course will typically be finalised within:

1. ten (10) calendar days of the examination date for semester one supplementary examinations;
2. twenty-one (21) calendar days of the examination date for semester two supplementary examinations;
3. ten (10) calendar days of the examination date for summer semester supplementary examinations.

8. Release of Examination Papers

Students are given access to past end of semester examination question papers or sample papers by mid semester break of the following semester, in accordance with PPL 3.10.08 Release of Examination Papers - Procedures. [6]

9. Retention and Disposal of Examination Papers

The schedule below outlines the minimum storage requirements for examination related documents:

- 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 week after the examination.
- Attendance slips - two years (24 months) after the examination period.
- Supervisors' Reports - two years (24 months) after the examination period.

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.


Links:
[3] https://ppl.app.uq.edu.au/content/3.10.11-examinations#Procedures
[12] https://ppl.app.uq.edu.au/content/3.60.02-student-grievance-resolution
[14] https://my.uq.edu.au
[20] mailto:'+academic.registrar@uq.edu.au'+
[22] https://ppl.app.uq.edu.au/node/1237/talk#comment-form