

## SCHEDULE 4: FINAL EXAMINATION REQUIREMENTS

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### 1 PURPOSE

This Schedule supports implementation of the [Assessment Policy](#).

### 2 SCHEDULE

The Assessment Policy does not prescribe the use of a final examination. Staff are actively encouraged to explore alternative assessment tasks which may provide more appropriate means of determining whether students have met learning outcomes. However, should a final invigilated examination be set, it must be conducted in accordance with this Schedule.

#### 1. Timetable

- 1.1 The University will publish the exam timetable of each final examination period a minimum of 4 weeks before the commencement of that period.
- 1.2 The University will keep available the last day of the final examination period for final examinations that need to be rescheduled.
- 1.3 Students will be responsible for:
  - checking the final examination timetable
  - knowing the examination location (including seat number allocation) and arriving at allocated examination venue on time.
  - knowing the structure and format of the examination
  - adhering to the final examination timetable
  - ensuring they are available for the full duration of the final examination period and supplementary examination period.
- 1.4 The University will notify external students of the location of external final examination centres.

#### 2 Duration of Examination

- 2.1 The maximum duration of a final written examination will normally be two hours per unit (excluding reading time).
- 2.2 Ten minutes reading time will be allowed at the beginning of each final examination. Students must not commence writing until advised by the supervisor at the conclusion of reading time.

2.3 If the start time of a final examination is delayed for any reason, the concluding time of the examination may only be extended by the amount of the delay.

2.4 If a final examination is disrupted for any reason, the examination may be:

- continued, with an adjustment made up to the length of the disruption
- considered completed, with the examination scripts marked
- abandoned and rescheduled (to the last day of the official final examination period where possible).

### **3. Quality Assurance**

3.1 Details of the structure and format of the final examination paper will be made available to students prior to the start of the final examination period. This detail will include:

- a copy of the examination coversheet, giving the conditions under which the examination will be held
- information on the types of questions the examination will contain, and
- an indication of the unit content the paper may examine.

3.2 Students should be advised if the style of previous examination papers will not be representative of that of the final examination paper for the current offering.

3.3 If a supplementary examination is required, a different paper must be prepared in accordance with the requirements of 3.1 and 3.2 above.

### **4. Conduct**

4.1 There will be a Final Examination Supervisor in charge at every final examination. Students must follow directions given by the Final Examination Supervisor.

4.2 The Unit Convenor or appropriate delegate will be contactable by phone for the duration of the final examination.

4.3 Students will be required to present their Macquarie University Campus Card as photographic proof of identity for the duration of the final examination. This must be visible at all times during the examination. In exceptional circumstances, the Final Examination Supervisor may allow alternative photographic proof of identity such as a current Australian driver's licence, a current Australian Proof of Identity card or a current passport.

4.4 Students are not permitted to:

- enter a final examination venue once one hour from the time of commencement (excluding any reading time) has elapsed
- leave a final examination venue *before* one hour from the time of commencement (excluding any reading time) has elapsed

- leave a final examination venue during the last 15 minutes of the examination
- be readmitted to a final examination venue unless they were under approved supervision during the full period of their absence
- obtain, or attempt to obtain, assistance in undertaking or completing the final examination script
- receive, or attempt to receive, assistance in undertaking or completing the final examination script <sup>1</sup>.
- communicate in any way with another student once they have entered the final examination venue

## **5. Authorised material in examinations**

- 5.1 It is a student's responsibility to ascertain whether an examination is an open book or closed book examination. This information will be published in the Unit Guide and will be specified on the examination paper.
- 5.2 In open book examinations, students may bring in hardcopy written reference material, as specified by the unit convenor.
- 5.3 Aids such as calculators and electronic dictionaries (paper-based or electronic) may only be brought into examinations where their use has been specifically authorised. Unit convenors may specify the type of aid allowed and this information must be published in the unit guide and will be specified on the examination paper. Neither calculators nor dictionaries will be supplied at the examination.
- 5.4 Where specific materials are required for a particular examination, such as a legal document or a table of data, they will be provided as part of the examination paper.
- 5.5 Electronic devices (such as computers, tablets, phones) and wallets/purses may be brought into an examination room but must be placed under the student's examination desk throughout the examination. All devices must be switched off.
- 5.6 All watches must be removed and placed at the top of the examination desk, where they can be seen clearly and easily by supervisors, and must remain there for the duration of the exam. All alarms, notifications and alerts must be switched off.
- 5.7 Bottled water is permitted in the examination room but it must be in a clear and unmarked bottle.

## **6 Unauthorised material in examinations**

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<sup>1</sup> Unless an application for reasonable adjustment has been approved.

- 6.1 Materials other than the authorised materials described above must not be taken into the examination venue. Materials prohibited from being brought into examinations include (but are not restricted to):
- bags (these may be left outside examination rooms, however students should note that there will not be any security monitoring provided in these areas)
  - pencil cases
  - notes of any kind including those written on persons, rulers, calculators, calculator covers or anywhere else
  - blank paper, note pads, writing paper/pad
  - electronic recording devices
- 6.2 Any unauthorised material detected will be confiscated by the supervisor. Cases of alleged academic misconduct will be handled under the provisions of the relevant University policies

## **7. Application for reasonable adjustments**

- 7.1 Applications for reasonable adjustments will be considered in accordance with the University's Student Disability Support [Policy](#).

## **8. Handling of examination scripts**

- 8.1 A marker is required to annotate each page of a final examination script to indicate that it has been marked.
- 8.2 A student is entitled to view their annotated final examination script. The viewing will be conducted in a secure location. The Unit Convenor (or nominee) will be present at all times. The student is not entitled to copy, destroy, alter or annotate the script in any way. The script will remain the property of Macquarie University.
- 8.3 All necessary measures must be taken to ensure that all copies of a final examination paper, whether in draft or final form, are stored and transmitted in a secure manner.
- 8.4 Each final examination script will be kept by the University for a minimum of six months, or longer if deemed appropriate by the relevant Executive Dean. The six months starts from the end date of the relevant final examination period. Where an appeal has been lodged, the final examination script is to be kept for a minimum of six months following the outcome of the appeal.
- 8.5 Completed final examination scripts will be disposed of via confidential waste.
- 8.6 The final examination paper for each unit will be made available by the University and published on the University Library website after the official end date of the scheduled final examination period. Note, for certain units an exemption applies, see table below:

**Table of exemptions from requirement to publish final examination papers**

<b>Unit</b>	<b>Period of Exemption</b>	<b>Approved by</b>	<b>Codes requiring update following 2020 review</b>
Partial exemption for Macquarie University International College (MUIC)  MUIC only required to publish one final examination paper per unit in an academic year, irrespective of the number of offerings of the unit in the academic calendar year.	Ongoing	Academic Senate Res 16/162	
SPH308, The Science of Speech Production / SPH399, The Acoustics of Speech	Ongoing	Academic Senate Res 17/65	SPHL3308, Speech Production / SPHL2216 Speech acoustics
LING 214, Introduction to Psycholinguistics / Co-badged with PSY238 Introduction with Psycholinguistics	Ongoing	Academic Senate Res 18/6	LING2214 – Introduction to Psycholinguistics / Co-badged with PSYU2238 Introduction to Psycholinguistics
CAUD808, Clinical Practicum II / CAUD817, Clinical Practicum IV	Ongoing	Academic Senate Res 18/6	CAUD8008 - Clinical Practicum II / CAUD8017 - Clinical Practicum IV
LING390 Current Issues in Phonology	Ongoing	Academic Senate Res 18/27	LING3390 - Phonological Analysis
SPHL299 Speech Acoustics	Ongoing	Academic Senate Res 18/80	SPHL2216 – Speech Acoustics
BIOL108 Human Biology	Three (3) years effective from October 2018	Academic Senate Res 18/93	BIOL1210 - Human Biology

Broad exemption for all language units* offered by the Department of International Studies: Languages and Cultures in the Faculty of Arts  *Language units: Chinese Studies, Croatian Studies, French Studies, German Studies, Italian Studies, Japanese Studies, Modern Greek Studies, Polish Studies, Russian Studies, Spanish Studies	Ongoing, effective from 28 May 2019, <i>excluding existing examination papers for language units already published by the Library</i>	Academic Senate Res 19/49	
MEDI207 – Professional Development 1	Session 3, 2019	Academic Senate Res 20/22	
MEDI2401 – Medical Admissions Preparation	2020 onwards	Academic Senate Res 20/22	
MEDI924 – Reflective Medical Practice 1	MDB, 2019	Academic Senate Res 20/22	
MEDI8204 – Reflective Medical Practice 1	2020 onwards	Academic Senate Res 20/22	
Broad exemption for all psychology units offered by the Department of Psychology in the Faculty of Medicine, Health and Human Sciences	Ongoing	Academic Senate Res 20/46	
Exemption for Macquarie Business School (MBS) post-work experience programs: <ul style="list-style-type: none"> <li>• Master of Business Administration</li> <li>• Master of Applied Finance</li> <li>• Master of Applied Finance (Advanced)</li> </ul> In respect of all MMBA and AFCP units, only one final examination paper for each unit per year be published on the University Library.	Ongoing	Executive Action approval by the Chair of Academic Senate 19 June 2020	
MEDI8100 – Applied Medical Sciences 1	Ongoing, effective from Session 1, 2021	Academic Senate Res 20/105	
MEDI8101 – Clinical Practice 1	Ongoing, effective from Session 1, 2021	Academic Senate Res 20/105	
MEDI8103 – Applied Medical Sciences 2	Ongoing, effective from Session 2, 2020	Academic Senate Res 20/105	

MEDI8104 – Clinical Practice 2	Ongoing, effective from Session 2, 2020	Academic Senate Res 20/105	
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8.7 Approved exemptions from the requirement to publish final examination papers listed in the table above will be subject to a regular three-year review by the Academic Standards and Quality Committee.

**9. Other assessment during the Final Examination period**

9.1 Any other assessment scheduled during the Final Examination period must be approved by the Faculty Board.

9.2 The Faculty Board must ensure that the conduct of the assessment will not adversely affect those students taking other final examinations in the examinations period.

**RELEVANT DOCUMENTS**

Assessment [Policy](#)

[Schedule 1](#) Grading Requirements

[Schedule 2](#) Program and Unit Assessment Requirements

[Schedule 3](#) Higher Degree Research Assessment Requirements - see the Higher Degree Research Thesis Preparation, Submission and Examination [Policy](#)

[Schedule 5](#) Moderation Requirements

Schedule 6 Unit Guide Requirements

Final Examination [Procedure](#)

**3 NOTES**

3.1	Contact Officer	Chair, Senate Learning and Teaching Committee
3.2	Implementation Officer	Associate Deans Learning and Teaching & Associate Deans Quality and Standards
3.3	Approval Authority / Authorities	Academic Senate
3.4	Date Approved	5 April 2016
3.5	Date of Commencement	Beginning of Session 2, 2016
3.6	Date for Review	April 2019
3.7	Documents Superseded by this Schedule	Assessment Policy approved 4 October 2011 Grading Policy approved 3 August 2010 Final Examinations Policy approved 5 June 2012
3.8	Amendment History	1 January 2021 – amendments to Assessment Policy Schedule 1 Grading Requirements and Schedule 4 Final Examination Requirements in accordance with Academic Senate Resolution (20/97); removal of emergency amendments introduced in response to the COVID-19 pandemic.

		<p>27 October 2020 - Amendments per Academic Senate approval of exemption from requirements to publish final examination papers for MEDI8100 – Applied Medical Sciences 1; MEDI8101 – Clinical Practice 1; MEDI8103 – Applied Medical Sciences 2; MEDI8104 – Clinical Practice 2 (Resolution 20/105).</p> <p>19 June 2020 – Executive action approval by the Chair of Academic Senate; inclusion of exemption from requirement to publish final examination papers for MQBS post-work experience programs:</p> <ul style="list-style-type: none"> <li>• Master of Business Administration</li> <li>• Master of Applied Finance</li> <li>• Master of Applied Finance (Advanced)</li> </ul> <p>In respect of all MMBA and AFCP units, only one final examination paper for each unit per year be published on the University Library.</p> <p>4 June 2020 – Inclusion of amendments approved by Academic Senate on 28 May 2020 (Resolution 20/46), specifically amendment to the ‘Table of exemptions from requirement to publish final examination papers’ including new column listing ‘Codes requiring update following 2020 review’ and inclusion of psychology units granted exemptions under the former Final Examinations Policy. Additional clause 8.7 added to note regular three-year review by the Academic Standards and Quality Committee.</p> <p>9 April 2020 – Amendments per Academic Senate approval of exemption from requirements to publish final examination papers for MEDI207 – Professional Development 1 / MEDI2401 – Medical Admissions Preparation / MEDI924 – Reflective Medical Practice 1 / MEDI8204 – Reflective Medical Practice 1 (Resolution 20/22).</p> <p>27 March 2020 – Inclusion of temporary COVID-19 exceptions relating to final examination scripts under clauses 8.2 and 8.4, approved by the Chair of ASQC and the Chair of Academic Senate by Executive Action.</p> <p>30 August 2019 – Amendment to ‘Table of exemptions from requirement to publish final examination papers confirming MUIC partial exemption.</p> <p>28 May 2019 - Academic Senate approval of exemption from requirements to publish final examination papers for all language units, excluding existing examination papers for language units already published by the Library, (Resolution 19/49).</p> <p>5 November 2018 – Inclusion of exemption from requirement to publish final examination papers for BIOL108 Human Biology for a three (3) year period, per Academic Senate meeting of 23 October 2018 (Resolution 18/93).</p> <p>4 September 2018 – Academic Senate approval of exemption from requirement to publish final examination papers for SPHL299 Speech Acoustics (Resolution 18/80).</p> <p>2 July 2018 - Minor amendment to section 7.1 so as to reference the Student Disability Support Policy with hyperlink.</p> <p>10 April 2018 – Academic Senate approval of partial exemption from requirement to publish final examination papers for LING390 Current Issues in Phonology (Resolution 18/27).</p>
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3.9	Policy Authorisation	Assessment Policy (effective Session 2 2016)

Expired