

Final Examination Procedure

Section 1 - Purpose

(1) This Procedure outlines the activities required for the development of final examination papers and arrangements for the conduct of final examinations. Whilst these Procedures relate to the University's officially designated final examination periods, they provide a guide to the conduct of all other examinations held by the University.

Scope

(2) This Procedure applies to all coursework units offered by or on behalf of Macquarie University, including those undertaken by research students.

(3) It is relevant to all staff and students involved in any aspect of the coursework unit final examination process.

Section 2 - Policy

(4) Refer to the [Assessment Policy](#) and Schedule 4: Final Examination Requirements.

Section 3 - Procedure

Responsibilities and Required Actions

(5) This Procedure requires actions by the following:

- a. Examination Room Supervisor;
- b. Examinations Manager;
- c. Head of Department / Deputy Director, MUIC;
- d. Student; and
- e. Unit Convenor / Macquarie University International College (the College) Teacher.

(6) The Procedure covers the following topics:

- a. Development;
- b. Conduct;
- c. Emergencies; and
- d. Marking.

Student

Check

(7) Check the final examination timetable noting carefully the time, day and room for each final examination.

(8) Adhere to the final examination timetable. Misreading the final examination timetable does not meet the grounds

for special consideration.

Availability

(9) Note the requirement to ensure availability to the last day of the final examination period.

(10) Note that if a final examination is required to be rescheduled, it will be rescheduled to the last day of the final examination period, where possible. Unavailability on this day does not meet the grounds for special consideration.

Compliance

(11) Comply with:

- a. all instructions given by a staff member involved in the conduct of a final examination;
- b. any written instructions, including those on the examination paper;
- c. any instruction given in the event of an emergency; and
- d. all instructions given by a Fire Warden or similar officer.

(12) Bring photographic identification in the form of the Macquarie University Student ID card to the examination venue. If for valid reasons this is not possible, bring an alternative valid form of photographic identification.

(13) Note that permission to attempt the final examination depends, at a minimum, on the presentation of valid photographic identification.

Additional Materials

(14) Check well in advance of the time and date of the final examination to determine if any additional materials are able to be brought into the final examination venue. Where permitted, ensure the additional materials (e.g. calculator) comply with the stated requirements.

Emergencies

(15) Where a final examination has been interrupted due to an emergency, check your official email account for updates. Note that whilst every effort will be made to make this advice available as soon as possible, it might take up to two (2) working days for it to become available.

(16) Do not contact the Unit Convenor / the College Teacher directly in these circumstances.

Unit Convenor / the College Teacher

Development

(17) Ensure the final examination paper is developed and moderated by the due date for submission to the Academic Programs Section (APS).

Security and Storage

(18) Take all necessary measures to ensure that all copies of a final examination paper, whether in draft or final form, are stored and transmitted in a secure manner.

(19) Lock physical copies in Departmental offices.

(20) Do not transmit a final examination paper through the internal or external mail.

(21) Store electronic copies only on devices that are secured by a password and that can only be accessed by

authorised personnel.

(22) Encrypt and secure with a password a final examination paper that is to be transmitted electronically, stored on an email server or via cloud storage facilities (such as GMail, Dropbox or iCloud).

(23) Once the final examination paper has been moderated arrange for a hard copy to be included in the APS-supplied envelope and sent to APS. Delete all but the final version from any stored on a server.

(24) Shred any paper copies.

(25) Ensure all staff involved in the development of the final examination paper comply with these storage and security arrangements.

Availability

(26) Provide a telephone number to APS for contact on the day of the final examination. Be contactable at this number for at least 30 minutes prior to the scheduled commencement time, and for the full duration of the final examination.

Marking

(27) Ensure all staff involved in marking final examination scripts are provided with:

- a. sample answers;
- b. marking rubric;
- c. due dates and process for submission of results;
- d. requirements for annotations; and
- e. contact details for any questions.

(28) Where the marking of a final examination involves more than one staff member, undertake moderation of the marking.

Emergencies

(29) Where there has been an emergency during a final examination:

- a. ensure those students who were affected are notified, via their official student email account and within two (2) working days of the original date of final examination, of the consequences of the emergency;
- b. notify the Faculty office accordingly; and
- c. work with the Examinations Manager to reschedule the final examination, where appropriate.

Options Following an Emergency

(30) Where an emergency has interrupted a final examination determine:

- a. whether the students had sufficient time to attempt the final examination paper such that the completed examination scripts can be marked;
- b. if it is appropriate to reschedule the final examination (preferably to the final day of the scheduled final examination period); and
- c. whether an alternative assessment task would be more appropriate.

(31) In all cases, the students affected by the emergency will still be required to demonstrate that they have met the learning outcomes.

(32) If not all students in the unit were affected by the emergency, ensure neither group is advantaged nor disadvantaged in being able to demonstrate that they have met the learning outcomes.

Head of Department / Deputy Director, MUIC

Moderation

(33) Establish and implement a system to ensure all final examination papers are moderated prior to being submitted to APS.

Examinations Manager

Timetable

(34) Develop and publish the final examination timetable.

(35) Co-ordinate the timetable for students requiring reasonable adjustments.

(36) Notify external students of the location of external final examination centres.

Staffing

(37) Recruit, select, appoint, train and manage sufficient staff to undertake the role of an examination supervisor.

Manage

(38) Oversee the entire final examination process in relation to scheduling, conduct and security.

Distribution

(39) Coordinate the distribution of completed final examination scripts to Unit Convenors.

Emergencies

(40) In the event of an emergency:

- a. contact security, if not already notified;
- b. record the:
 - i. building and room details;
 - ii. time and date;
 - iii. units impacted; and
 - iv. students impacted;
- c. arrange for the relevant unit convenors to be notified as soon as possible; and
- d. work with the unit convenors to reschedule the final examination to the final day of the scheduled final examination period, where appropriate.

(41) Review the circumstances of the emergency. Identify if any changes to existing practices need to be implemented for future final examination periods.

Examination Room Supervisor

Preparation

(42) Check the room to ensure it complies with the setup required for a final examination.

Identification

(43) Require each student to prove their identity by presenting their Macquarie University Student ID card prior to commencing the final examination. Where a student does not have their Macquarie University ID card, require an alternative valid form of photographic identification.

(44) Do not permit any student to attempt a final examination without adequate photographic proof of their identity.

Conduct

(45) Permit students with valid photographic identification to enter the room. Explain:

- a. that students are not permitted to talk to any other person, except the Examination Room Supervisor, whilst in the final examination venue;
- b. that it is the student's individual responsibility to read and follow the instructions on the final examination paper;
- c. how students will be notified regarding time remaining;
- d. that any student considered to be in breach of a request from any staff member will be required to cease their attempt at the examination paper and leave the room;
- e. that any student who is unwell or becomes unwell during the final examination is to complete a sickness form.

(46) Commence the final examination.

(47) On conclusion of the time period allocated for the final examination require all students to stop writing and follow instructions.

Emergencies

(48) In the event of an emergency implement the emergency room evacuation process, ensuring the safe egress of students and staff.

(49) Ensure APS is contacted as soon as possible with details of the emergency, time it commenced and any other relevant details. Await instructions from APS.

(50) Keep students at the muster point until advised that it is safe to leave.

(51) Once security advises that it is safe to re-enter the room do so and collect all final examination papers and scripts. Ensure the attendance lists are completed and that any students who left prior to the evacuation have been identified.

(52) Only once this process has been completed, allow students to re-enter to collect any items they may have left in the room.

(53) Advise students that:

- a. details regarding consequences will be emailed to their official student email account within two (2) working days, and may also be available on the relevant faculty website; and
- b. it is not necessary to apply for special consideration for the emergency.

Section 4 - Definitions

(54) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are

contained in the accompanying [Assessment Policy](#).

Status and Details

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