

## Examinations – Principles and Procedures

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<b>Contact Officer</b>	Examinations Arrangement Senior Coordinator – Records, Examinations and Graduation

### Introduction

This document provides details concerning the University’s examination procedures and guidelines: the preparation of exam papers for printing, behavioural expectations of students sitting examination, collection of scripts following the exam, and return of grades.

For the purposes of this policy, the words “examination/s” or “exam/s” denote both exams and tests which are administered by the Examinations Office.

### Definitions

**University examinations** – Formal University examinations are administered twice per year by the Examinations Office.

**Examination period** – Specific dates for the start of examinations, mid-semester breaks and term dates as agreed by the Academic Administration Committee (AAC) can be found at [Key Dates \(University Study website\)](#).

**Departmental/school tests** – May be set at any time and are organised by course lecturers or co-ordinators (the Examinations Office will provide supervisors if requested, on a cost-recovery basis.) Tests scheduled within the official exam periods will be administered by the Examinations Office.

**Device** – Any machine, tool, mechanism, apparatus or gadget. Specifically, those that enable communication, store information, emit sound, or could cause distraction or disruption.

**Examiner** – The examiner is deemed to be the course co-ordinator. The examiner will be the principal contact for the exam.

**Examination Master** – The final copy of the examination paper, submitted to the Examinations Office ready for printing.

## Core Principles

- **Security**

The Examinations Office considers the security of exam masters/papers to be of the utmost importance.

- **Accuracy**

The original master submitted for printing must be correct in every detail. It is recommended that examiners print a copy of the exam paper following conversion to PDF to check all details are correctly defined.

Examiners will submit their examination requests and exam masters to the Examinations Office in an accurate and timely manner.

- **Student Experience**

Examinations are to be conducted in a well organised and professional way as part of the high quality learning environment the University offers.

## Procedures

Further information may be viewed at [Examinations \(Student Services and Communications Intranet\) \(Staff Only\)](#). Any queries should be directed to the [Examination Arrangements Senior Co-ordinator](#).

### 1. Requesting Examinations/Tests

All tests and examinations held during the official examinations periods must be timetabled and administered by the Examinations Office.

All requests for examinations/tests to be held in the official examination periods, and the conditions pertaining to each examination/test, must be entered in the Examinations Manager Portal (“the Portal”) by the advertised deadlines. Instructions of how to do this and the dates are available at [Examinations \(Student Services and Communications Intranet\) \(Staff Only\)](#).

## 2. Examination Conditions

The viability of providing appropriate conditions for candidates is dependent upon the accuracy and promptness of the examiner.

Examination instructions for candidates are available at [Examination Instructions \(University Study website\)](#).

As the information entered into the Portal is the **only** source of information available to those administering the exams, it is vital that it should contain **all** information required for administering the exam and that this data is accurate. It is this information that is printed on the documentation for the Examinations Office, to the Room Supervisors, and is displayed on the personal examination correspondence sent out to each student.

Once the Portal is closed on the advertised date, departments/schools will not be able to make any further changes to the request.

If an examiner does want to make a change to the exam conditions for an exam following the close of The Portal, they may contact the [Examination Arrangements Senior Co-ordinator](#) to discuss. Changes to examination conditions that have been officially notified to students by the Examinations Office will not be considered.

**Exception: At the point of uploading the exam, administrators may amend the examiner details and the instructions on the front cover of the exam.**

Examiners must not enter the exam room. All contact with candidates must be made through the Examination Control Room, or through the [Examination Arrangements Senior Co-ordinator](#).

## 3. Provision of Original Script for Examination and Test Papers

All exam papers administered by the Examinations Office will be printed by the University's preferred provider of printing and copying services, [UC Print \(UC Print Intranet\) \(Staff Only\)](#). The deadlines for the receipt of the original script to the Examinations Office may be viewed at [Examinations \(Student Services and Communications Intranet\) \(Staff Only\)](#).

Please note that these dates represent the deadlines. However, it is preferable for original scripts to be submitted earlier. Non-adherence to these deadlines creates unnecessary pressure on departmental administrators, the Examinations Office and UC Print staff.

After the close-off date for each exam printing deadline, a list of the courses for which papers are outstanding will be submitted to the Deputy Vice-Chancellor, Assistant Vice-Chancellor, University Registrar, Pro-Vice-Chancellors (PVCs) and relevant Deans to follow up.

All examiners are required to submit their exam masters in standardised format ready for printing. The examination template must be downloaded from the Portal (see [Appendix 1](#)). The template is pre-populated with information regarding the exam from the Portal.

Since this information is also printed on other examination documentation, the examiner must not alter any of the information on the coversheet.

The exception to this is the Instructions to Students field which may be amended, provided this information is copied back into the Portal at the point of upload.

Please ensure that all exam materials (including diagrams, graphs, photographs, etc.) are of suitable quality for printing.

Any queries regarding the preparation of the exam master should be addressed to the Examinations Office.

Examiners are responsible for the correctness of their exam papers. To reduce both formatting and content errors, examiners must have each exam paper proof-read and signed off by a second person who has **appropriate content knowledge** of that paper.

#### **4. Submission of the Examination to the Examinations Office.**

All Examination masters must be submitted via the Portal in Exams Manager by the advertised deadlines.

**For security reasons emailing of examination masters is not permissible, either within the academic department or from the department to the Examinations Office.**

Within departments the Examinations Office encourages the use of a secure SharePoint site, rather than the use of e-mail, K-drives or USB drives which are considered to be a security risk.

#### **5. Preparation of the Examination Master**

Details on how to prepare an examination master may be viewed at [Examinations \(Student Services and Communications Intranet\) \(Staff Only\)](#).

See the [Appendix 1](#) for a sample.

#### **6. Availability of Examiners During Examinations**

Examiners, or in their absence their nominees, must be contactable both prior to and during the examination period. If a nominee is appointed, this must be communicated to the Examinations Office. The nominee must have a thorough knowledge of the entire content of the exam.

Contact details for examiners/their nominees will be requested prior to the examinations. Should an examiner find that this information changes, it is his/her responsibility to inform

the [Examination Arrangements Senior Co-ordinator](#) of the change of contact person and their details.

Problems and queries may arise when the examination papers are being distributed by the examination invigilators, as well as at any time during the examination. In addition, candidates may be sitting their exams under special arrangements (see [Section 7: Special Arrangements for Examinations](#)) which begin 30 minutes before the stated time of the examination. Since candidates require instant answers to queries, reliance on voicemail messages is not adequate. **Therefore examiners, or their nominees, must be available at a telephone (with a copy of the examination paper) from 8:45am (morning exam), 1:45pm (afternoon exam) and 4:45pm (evening exam) until the end of the examination.**

Examiners should note that, because of examination clashes or special arrangements, some candidates may be sitting morning examinations in the afternoon or vice versa. In these cases, examiners or their proxy must be available for both sessions. If an examiner is required to be available for both examination sessions, as a result of an examination clash, they will be notified by the Examinations Office.

## 7. Special Arrangements for Examinations

If there are any candidates that require special arrangements for examinations (e.g., candidates requiring a reader/writer, an extension of time, special seating, etc.), please refer to the [Equity & Disability Service \(EDS\) \(University Equity & Disability Service website\)](#).

Any change to normal exam/test conditions requires the approval of DRS acting on behalf of the Academic Administration Committee (AAC). Approval is normally given only after consultation with an EDS advisor and with a letter of support for the application from a doctor or other appropriate health professional. Departments/schools will be notified of these decisions via UC SMS.

The final dates for applications for special arrangements for examinations are available at [Examinations \(Student Services and Communications Intranet\) \(Staff Only\)](#).

Students who require special arrangements, will sit their examinations in rooms allocated specifically for this purpose.

## 8. Examination information

If a student needs to be contactable during an examination arrangements can be made with the Examination Control Room Staff.

Students are not to be permitted into the examination room later than 45 minutes after the official start of an examination and are not to be allowed to leave the room during the first hour or final 15 minutes of the examination.

However, students granted Examination Special Arrangements (by the Equity & Disability Service) start their exams 30 minutes prior to the officially published start time. Therefore, these candidates may still enter the exam room up to 75 minutes after their revised start

time (45 minutes after the official start time) and may not leave in the first 90 minutes from their revised start time.

An exception to this is where an exam is scheduled into a computer lab for all students. In this case, ESA students will start at the same time as the main cohort and receive their extra time after the official end time of the exam.

On entering the examination room, Students are to be directed to take their seats, and advised to fill in the attendance slip and the front cover of the answer book by

- a) entering his/her name,
- b) student ID number,
- c) seat number, and
- d) the course code and title in the spaces provided.

The Supervisor/s are to provide details regarding the conditions and permitted materials for each exam and instructions to candidates on behavioural expectations of students.

Cheating in examinations is considered an extremely serious offence which may lead to expulsion from the University (see [Academic Integrity and Breach of Instruction Regulations](#)). Cheating may be enabled or facilitated by the use of devices such as storage devices and communication devices. Students that have prohibited devices **on their person** in an examination room or in an adjoining area (including toilets) during an examination, will be subject to a fine (see **Schedule 4 Fees and Fines Regulations** . Where a student is seen attempting to use a communication or storage device **in an examination room or an adjoining room**, the student will be subject to disciplinary measures (see [Discipline Regulations \(University Regulations website\)](#)). See [Appendix 2](#) for a list of prohibited devices.

Where the exam supervisor is unable to tell definitively whether a device is an electronic device, the exam supervisor is to treat the device as prohibited.

Disruption to other students during an examination caused by the emission of sound from a device, is to be avoided as much as possible. To discourage this type of disruption a penalty may be imposed (see **Schedule 4 Fees and Fines Regulations**)

Students that do not follow the instructions given by the Supervisor/s during examinations may be subject to a penalty (see **Schedule 4** of the [Fees and Fines Regulations](#)) and/or other disciplinary measures. General instructions will be published and updated as necessary via the relevant University web pages prior to the start of examinations.

At the end of the examination, no further addition to answers is permitted.

The Supervisor is to receive all answer books and (if required) question papers from students before the students leave the examination room. Failure of students to do so may result in a candidate's answers becoming invalid.

## 9. Candidates who are Unwell

Students who report ill prior to sitting an exam should be advised that they should at least start the exam, unless specifically advised by a doctor not to do so. Following the exam, the student may apply for a Special Consideration for Assessment (Impaired Performance). See [Special Consideration \(University Study website\)](#) for further information.

## 10. Candidates who miss Examinations

- A candidate who misses an exam as a result of illness or other approved circumstances may apply for a Special Consideration for Assessment (Impaired Performance). See [Special Consideration \(University Study website\)](#) for further information.
- Where a candidate misses an exam as a result of late arrival, no alternative sitting will be offered. An exception to this is if the student has valid grounds as covered under the regulations for Special Consideration. See [Special Consideration \(University Study website\)](#) for further information.

## 11. Collection of Scripts

As secure storage is limited, examiners should, ideally, collect their scripts on the same day that their exam is held, in which case, they should arrive at the Control Room 15-20 minutes following the official finish time. Please be aware that the Control Room closes promptly 30 minutes after the conclusion of the final exam session for the day.

See [Examinations \(Student Services and Communications Intranet\) \(Staff Only\)](#) for further information, including the location of the Control Room.

In order to maintain security, examiners are requested to provide some form of identification when collecting scripts. Scripts from candidates sitting at centres other than Christchurch will be hand-delivered to examiners/departmental administrators when they arrive back.

## 12. Return of Grades to the Examinations Office

Grades are to be entered in UC SMS by departments/schools and set to “Released to Records” status by the deadlines unless permission to delay grades has been granted by the AAC. For further information regarding entry of grades into UC SMS, please refer to [UC SMS Guides – Results Entry and Reporting \(PDF, 147KB\) \(Staff only\)](#) or contact the [IT Service Desk \(University Information and Technology Services website\)](#).

In order to complete the records of the candidates for submission to the various meetings, it would greatly facilitate the work required if grades could be **submitted at an earlier date**. For permission to delay a grade or grades, please contact the [Examination Arrangements Senior Co-ordinator](#).

Information on the University's Grading Scale is available at [Grading Scale \(University Study website\)](#).

The Examinations Office receives honours classifications via the respective college office.

Please notify the Examinations Office of any grade additions or changes made outside the main result release periods so that they may be officially released to the student's transcript.

### **13. Release of Results to Students**

Information about the formal release of grades is available at [Result dates and appeals \(University Study website\)](#).

Formal results for Semester 1 courses will be released to students online in [myUC \(University Enrol website\)](#). Students may also refer to the [Key Dates \(University Study website\)](#).

### **14. Special Consideration & Recommendations**

Please see [Special Consideration \(University Study website\)](#) for information regarding the application procedures for students and medical practitioners.

### **15. Reconsideration of Grades**

A student may apply in writing to the [Examination Arrangements Senior Co-ordinator](#) within four weeks of the date of publication of final results for a reconsideration of a final grade. Application forms are available online at [Results and Appeals \(University Study website\)](#). Each application must be accompanied by the prescribed fee, which will be refunded if the application results in a change of grade.

The reconsideration will normally consist of a remarking and recounting of the final examination script (if any) together with a recount of the marks awarded for any other items of work.

**Departments/Schools should limit their recommendations for changes to final grades to those cases where there is clear evidence of error in the original assessment.**

### **16. Access to Examination Scripts**

Examination scripts must be preserved for six months from the date of publication of results. For up to three months after the publication of results, any candidate may apply to the Examination Arrangements Senior Co-ordinator for a copy of his/her exam script. Application forms are available online at [Result dates and appeals \(University Study website\)](#). Each application must be accompanied by the prescribed fee.



During this three month period, candidates may view their scripts (free of charge) under supervision at the departmental/school office. Scripts **must not** be removed from the department/school by the candidate.

Thereafter, and until the scripts are destroyed, a candidate may apply to the department/school to have their original script returned. Original scripts are returned free of charge.

## 17. Release of Examination Papers to the UC Library

At a suitable juncture from the release of results to the student, all final examination papers will be released by the Examinations Office to the Central Library, unless the Head of Department/School has received permission from the Academic Board not to release examination papers to the library.

## Related Documents and Information

### UC Regulations

- [Special Consideration Regulations \(University Regulations Website\)](#)
- [Taught and Project Course Regulations \(University Regulations website\)](#)

### UC Policy Library

- [Assessment Policy, Principles and Guidelines \(PDF, 297KB\) \(UC Policy Library Website\)](#)
- [Key Dates Policy \(PDF, 343KB\)](#)

### UC Website and Intranet

- [Disability Resource Service \(University Disability Resource Service website\)](#)
- [Equity and Disability Services \(University Equity and Disability Service website\)](#)
- [Examination Contacts \(University Study website\)](#)
- [Examination instructions \(University Study website\)](#)
- [Examinations \(Student Services and Communications Intranet\) \(Staff Only\)](#)
- [Grading Scale \(University Study website\)](#)
- [IT Service Desk \(University IT Services website\)](#)
- [Key dates \(University Study website\)](#)
- [Regulations \(University Regulations website\)](#)
- [Results dates and appeals \(University Study website\)](#)
- [Special Consideration \(University Study website\)](#)

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- [UC Examinations \(University Study website\)](#)
- [UC Print \(UC Print Intranet\)](#)
- [UC SMS Guides – Results Entry and Reporting \(PDF, 147KB\) \(University Intranet SMS Forms and User Guides\) \(Staff Only\)](#)
- [UC SMS Training \(UC Student Management System Intranet\) \(Staff Only\)](#)
- [What is myUC \(University Enrol website\)](#)

## Appendices

- [Appendix 1: Sample Examination Master](#)
- [Appendix 2: Types of Prohibited Devices](#)

<b>Document History and Version Control Table</b>			
<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Creation of document and adding to UCPL.	Chair, Academic Board	Mar 2014
1.01	A/A changed from Chair, Academic Board to DVC(A&I).	Policy Unit	Mar 2014
1.02	Hyperlinks updated.	Policy Unit	Apr 2014
1.03	Scheduled review by Contact Officer.	Policy Unit	Feb 2015
2.00	Scheduled review by Contact Officer, AA changed to AVC(A) from DVC, change of name from <i>Examinations – Procedures and Guidelines and Procedures</i>	AVC(A)	May 2018
2.01	Unscheduled review, minor changes, correction of typo's and website descriptions	Policy Unit	Aug 2018
3.00	Scheduled review by Contact Officer	Policy Unit	Jan 2019
3.01	Removed "Staff Only" watermark and associated minor changes.	Policy Unit	June 2019
3.02	Merged sections of content from the <b><i>Examinations Instructions to Candidates Policy</i></b>	AVC(A)	Oct 2019
4.00	Scheduled review by Contact Officer, minor changes to content.	Policy Unit	Oct 2020

**This document remains in force until it is updated.**



## Appendix 2

### Types of Prohibited Devices

Include, but are not limited to the following

- Cell Phones
- Laptops
- Tablets
- Watches (digital and analogue)
- Fitness trackers
- MP3 players
- iPods
- Timers