

## Summary of changes made to the current Examinations Regulations.

Information from the current Examinations Regulations have been split into the following two documents:

- Examinations Regulations (ER)
- Administration of Examinations Procedures (AEP)

### Paragraphs shifted from the current Examinations Regulations

The following sections were shifted to the “Administration of Examinations Procedure” as the information is more relevant to staff and not to students.

- 4.1 Examination dates
- 4.2 Room bookings
- 4.3 Examination requirements
- 4.5 Examination question papers
- 4.6 Examination answer booklets
- 4.7 Students requiring special assistance
- 4.8 Preparation of examination rooms
- 4.9 Availability of Examiners
- 4.10 Student entry to examinations
- 4.11 Student identification
- 4.12 Special assessment circumstances: Examination re-sits
- 4.15 Student illness during an examination
- 4.17 Invigilators needing assistance
- 4.21 Access to/archiving of examination materials

### Change of Wordings with reference to current Examinations Regulations

Section	Current wording	New wording	Rationale for change
2	This is a Unitec-wide policy and applies to all examinations, identified as such in official course documents, that form part of or the whole of the summative assessment requirements for a Unitec course of study for which academic credit is granted. It is to be read in conjunction with the <i>Assessment and Feedback Policy</i> .	<b>These are</b> Unitec-wide <b>regulations</b> and apply to all examinations, identified as such in the <b>relevant current programme documentation</b> . Examinations can form part of or the whole of the summative assessment requirements for a Unitec course of study for which academic credit is granted. <b>These regulations are</b> to be read in conjunction with the Assessment Moderation and Grades Policy and related procedures.	Words changed for additional clarity  Assessment and Feedback Policy is not current and has been replaced by the Assessment Moderation and Grades Policy
3	Examinations shall comprise such written, oral, and/or	Examinations shall comprise of written, oral, and/or practical	

	practical tests or events as the examiner(s) may determine, <del>with the prior approval of Programme Action and Quality Committee (PAQC).</del>	tests or events as the examiner(s) (Course Co-ordinator/Lecturer/Academic Programme Manager) may determine.	Examiners could be Lecturer/Course Co-ordinator/APM
3.3	Except where special assistance for assessment is approved, students will not be allowed any time over and above the time allotted to any paper for reading over their answers or making an amendment or addition to their answers.	Except where special assistance for assessment or alternative arrangement for an examination is approved prior to the examination, students will not be allowed any time over and above the time allotted to any paper for reading over their answers or making an amendment or addition to their answers.	Additional information included to provide clarity for students
3.4	Students shall be allowed to read their examination question papers for a period as specified by the Examiner and as appropriate to the context of the examination before the examination commences.	Students shall be allowed to read their examination question papers for a period as specified within the examination documentation by the Examiner and as appropriate to the context of the examination before the examination commences.	Additional information included to provide clarity for students and examination invigilators
3.5	No student may be examined in any course or part of a course at any time other than that set down for them in the timetable, unless approval has been obtained and proper arrangements have been made through the Course Co-ordinator	No student may be examined in any course or part of a course at any time other than that set down for them in the examination timetable, unless approval has been obtained and proper arrangements have been made through the Examiner.	Course Co-ordinator is being changed to Examiner for consistency
3.6	Where satisfied that special circumstances exist, the Course Co-ordinator may allow a student to sit the examination at a different place and/or at a different time from that specified in the timetable.	Where satisfied that special circumstances exist, the Examiner may allow a student to sit the examination at a different place and/or at a different time from that specified in the timetable. This must be within three weeks of the initial examination. In exceptional circumstances, approval may be given by the	Course Co-ordinator is being changed to Examiner for consistency  To ensure resits happen in a timely manner  To clarify the need for HOS's approval for

		Head of School, to extend this period until the end of the following semester. The Examiner is responsible for arranging/setting a different version of the examination question paper in this circumstance.	exceptional circumstance  Also clarifying the need to have a different version of the examination question paper for every resit.
3	In addition to the principles stated above, students shall be subject to the Examinations Rules	In addition to the principles stated above, students and staff shall be subject to the Examination Rules, Processes and Procedures listed below.	Additional information included to provide clarity for staff.
4	Process	Examination Rules, Processes and Procedures	The current Regulations has Process as section 4 and Examination Rules as section 9 Appendix1. In the revised Regulations Rules, Processes and procedures are all combined and sits within section 4
4.1 now 3.1.1 of AEP	Examination dates are set by the PAQC, and are ideally available before online enrolment opens in the semester of the current academic year.	Examination weeks must be set before online enrolment portal opens for the following academic year.	Only possible to indicate the examination weeks before the online enrolment opens. Dates and times are only confirmed 6-8 weeks prior to the start of the examination week
4.1.2 now 3.1.2 of AEP & 4.3.2 of ER	Dates will be given to students prior to the semester commencing and will normally be confirmed through standard Unitec course information documents, the course handbook and/or through Unitec's learning management systems.	Examiners (Lecturer/Course Co-ordinator/Academic Programme Manager) must inform students details about the examination dates, types, requirements and all other relevant information at least eight weeks prior to the start of the examination period This should normally be confirmed through standard Unitec course information	Exam dates and times to be confirmed eight weeks prior to the start of the examination week.

		documents, the course handbook and/or through Moodle, Unitec's learning management systems.	
4.1.2 now 3.1.3 of AEP	Final examination dates are entered into the student management system against the appropriate course, and the system is set to alert <del>students</del> of any examination clashes in their chosen courses.	Final examination dates are entered into the student timetable management system against the appropriate course, and the system is set to alert the timetable staff of any examination clashes in their chosen courses.	Examination dates and times are only entered in Syllabus Plus (Timetabling system) and not in PeopleSoft which is Unitec's student management system
	Examinations may be specified as	Examinations types may include	To be consistent with the heading for this section
4.3.3 now 3.3 of AEP	The Course Co-ordinator must communicate the requirements for the examination to the <del>Invigilator</del> prior to start of the examination.	Information about the examination type and requirements will be communicated through the standard Unitec course information documents and/or Moodle page eight weeks prior to the start of the examination period. This will also be accompanied by clear explanations by the Examiner.	Additional information included to clarify the timeframe and the need to inform students in advance
4.4 now 4.2 of new ER	Examination <del>methods</del>	Examination types and methods	Types and methods combined in the proposed Regulations
4.4.1.a now 4.2.1 of new ER	Where an examination is designated as 'Open book', students may take into the examination room any permitted and <del>specified</del> materials.	Where an examination is designated as 'Open book', students may take into the examination room any written or permitted resources, including books. The material must be physical copies; electronic copies are NOT allowed. No prepared material taken into the examination room may be attached to the examination answer booklet and submitted as part of that exam.	Additional information included to provide clarity to students

4.4.5.a now 4.2.5.a of new ER	Other examination methods as <del>approved by the PAQC</del> may also be employed; these will be <del>accompanied by clear explanations for students.</del>	Other examination methods as approved by the <b>Examiner, in keeping with the requirements of the programme approval, and approved by the Programme Academic Quality Committee (PAQC)</b> may also be employed.	Additional information included to provide clarity to examiners and students
4.5 now 3.5.1 of AEP	Once an examination question paper has been compiled, the Course Co-ordinator will ensure: it is moderated; the final version is proof-read; and that sufficient copies are made for the examination.	Once an examination question paper has been compiled, the Examiner will ensure: it is <b>formatted</b> ; moderated; the final version is proof-read; <b>and the number of copies required is confirmed and communicated to the Examination Team Leader at least ten working days prior to the examination date.</b>	Additional information included to confirm timeframes and responsibilities
4.5.3.a now 3.5.3.a of AEP	the examination question papers;	the examination question papers <b>and answer booklet</b> ;	Additional information included for clarity
4.6.1 Now 3.6.1 of AEP	Examination answer booklets are ordered <del>via an internal requisition sent to the Academic Records Administrator, Student Registry.</del>	Examination answer booklets are ordered <b>centrally by the examinations office</b>	Centralisation of process for increased efficiency and cost saving
4.7.1 now 3.7.2 of AEP	<del>The Disability Liaison Manager</del> liaises with <del>department staff or Examination Supervisors</del> to ensure student examination requirements are met.	The <b>Disability Support Services</b> staff liaises with the <b>Examination Team Leader</b> to <b>ensure all requests are attended to</b> and student examination requirements are met.	Role titles updated  Additional information included for clarity.
4.12 now 3.12 of AEP	<del>Special assessment circumstances:</del> Examination re-sits	<b>Examination re-sits</b>	Information is specific to re-sits and not special assessment circumstances.
4.12.2 now	A record of all students who are re-sitting an examination as specified in the	A record of all students who are re-sitting an examination as specified in the Programme	Re-sits are specified in the Programme

3.12.2 of AEP	programme schedule or because of exceptional circumstances should be made on the class list.	Regulations or because of exceptional circumstances should be indicated on the class list by the Examiner	Regulations and not the programme schedule.  Additional information to clarify responsibility.
4.18.5 now 3.6.2 of AEP	The examination answer booklets are either collected for marking directly from the examination room, or from the Examination Supervisor's office.	Examiners can collect student marked answer booklets for marking from the Examination Supervisor's office immediately after the examination is finished.	More efficient system
4.20.1 now 4.16.1 of ER	Re-counts are available for examinations. Re-counts involve only the checking of the addition of marks or the calculation of the grade; <b>not</b> re-marking	Re-counts are available for examinations. Re-counts involve only the checking of the addition of marks or the calculation of the grade; not re-marking. An administration fee will be charged per course.	Additional information included to provide clarity for students
4.20.2 Now 4.16.2 of ER	A re-count may lead to no change or to either a raising or lowering of the examination mark/grade	A re-count may lead to no change or to either a raising or lowering of the examination mark/grade. If the re-count results in a change of mark/grade the administrative fee will be refunded to the student	Additional information included in the interest of students
4.20.3.a now 4.16.3.a of ER	A written application for re-counts, together with the prescribed fee, must be received by Student Central within 15 working days of the date on which the results are mailed to students;	a written application for re-counts, together with the prescribed fee, must be received by Student Central within 15 working days of the date on which the results are published;	Results are not currently mailed to students, they are published in the student grade management system (PeopleSoft)
4.21.1 Now 3.21.1 of AEP	Departments must retain all students' original marked examination booklets and marking schedules for a period of one year	Schools must return all student's original marked examination booklets and marking schedules to the Examination Office. These will be retained for a period of one year.	Shift of task from Schools to Examination Office. This will result in prompt responses to student queries.
4.21.1.a now 3.21.1.a of AEP	At the conclusion of this retention period, a sample range of the 'top, middle and	At the conclusion of this retention period, a sample range of the 'top, middle (two samples) and bottom' marked	To meet NZQA requirements

	bottom' marked examination booklets	examination booklets,	
4.21.2 Now 3.21.2 of AEP	Departments must provide a copy of the course examination questions and related marking schedule to the Library as soon as practical following publication / communication of examination / course results	The Examination Supervisor must provide a copy of the course examination questions and related marking schedule to the Library as soon as practical following publication / communication of examination / course results	To ensure timely processing of this task
4.21.2.b now 3.21.2.b of ER	In exceptional circumstances, departments may apply to the Dean: Teaching and Learning for permission to with-hold student access to this material.	In exceptional circumstances, schools may apply to the Director – Ako, Learning and Teaching for permission to with-hold student access to this material. Schools must inform the Examination Supervisor of all such approvals	To reflect current Unitec roles and also to clarify process
9.6 now 4.4 of ER	<p><b>9.6 Students requiring special assistance</b></p> <p>1. Unless exempted, students with a disability who require special assistance to complete their examinations must first apply in writing to the Course Co-ordinator, no later than 15 working days prior to the examination.</p> <p>2. To be eligible for special assistance, students must provide verifiable proof of their disability.</p> <p>3. Special assistance may be provided in one or more of the following forms:</p> <p>a. additional time normally not exceeding 15 minutes for each hour of the examination;</p> <p>b. assistance by a reader;</p> <p>c. assistance by a writer;</p>	<p><b>Students requiring alternative examination arrangements</b></p> <p>1. Unless exempted, students with a disability/impairment who requires alternative examination arrangements must be registered with the Disability Support Service. Interest can be expressed <a href="#">online</a>.</p> <p>2. To be eligible for alternative examination arrangements, students must provide verification of their disability/impairment to the Disability Support Service.</p> <p>3. Students must complete the prescribed <a href="#">application form</a> and forward it to the Disability Support Service. This has to be submitted</p>	Clarifying the requirement and additional information included for more clarity to students

	<p>d. assistance by a reader/writer;</p> <p>e. assistance by a signer;</p> <p>f. the provision of separate accommodation; or</p> <p>g. the use of special equipment</p> <p>4. In exceptional circumstances, a PAQC may, in its absolute discretion, authorise an alternative form of assessment.</p>	<p>no later than two weeks prior to the start of the examination period.</p> <p>4. Alternative examination arrangements might include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>a. Additional time normally not exceeding 15 minutes for each hour of the examination;</li> <li>b. Assistance by a reader and/or writer;</li> <li>c. Assistance by a sign language interpreter;</li> <li>d. The provision of separate accommodation; or</li> <li>e. The use of special equipment including approved Assistive Technology;</li> <li>f. The use of rest breaks</li> <li>g. Any other arrangements as appropriate.</li> </ul> <p>In exceptional circumstances, a PAQC may, in its absolute discretion, authorise an alternative form of assessment.</p> <p>Applications for <a href="#">Alternative Examination Arrangements</a> made prior to two weeks of the start of the examination period and approved by the Academic Programme Manager will be actioned by the Disability Support Service/Examination Office in consultation with the Examiner.</p> <p>Any application received beyond this timeframe will be actioned at the discretion of the Disability Support Service/Examination Office.</p>	
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