



ADMINISTRATION OF EXAMINATIONS PROCEDURES

1 Purpose

1. The purpose of this document is to outline Unitec's procedures for administering examinations to ensure our students are treated fairly and consistently.
2. This document outlines the School's responsibilities to ensure efficient and smooth running of examinations.

2 Scope

The Administration of Examinations Procedures are relevant to:

1. All academic staff including Lecturers, Course Co-ordinators, Academic Programme Managers and Heads of Schools.
2. Examination Supervisors, Examination Team Leader and Invigilators
3. All programmes and courses that have an examination

The Academic Programme Managers are deemed to be responsible for ensuring compliance with these procedures and associated timeframes.

This document is to be read in conjunction with the Examinations Regulations.

3 Rules, Processes and Procedures

The following outlines the range of rules, processes and procedures relevant to examination protocol and quality assurance at Unitec.

Before the start of the Examination period

3.1 Examination dates

1. Examination weeks must be set before the online enrolment portal opens for the following academic year.
2. Examiners (Lecturer/Course Co-ordinator/Academic Programme Manager) must provide students with full details regarding 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 documents, the course handbook and/or through Moodle, Unitec's learning management systems.
3. 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. If a clash is identified at this stage it will be discussed with the examiner and resolved.

- a. The process for dealing with examination timetable clashes must be communicated to students by the Examiner eight weeks prior to the start of the examination period.
- b. Students should be informed about the need to check for possible clashes and to contact the Examiner at least four weeks prior to the start of the examination period to resolve the clash.

3.2 Room bookings

1. Determining the number of students for each examination, and managing the allocation of students into examination rooms, is the responsibility of the Examination Team Leader in consultation with Examiner. This task may be delegated to the Examination Supervisor.
2. Room bookings are requested by the Examination Team Leader in consultation with the Examiner through the Timetabling Office, no less than two months before the start of examinations.

3.3 Examination requirements

1. The requirements for the examination may include:
 - a. use of graph or other paper in addition to the examination booklet;
 - c. additional booklets or the number of sheets of additional paper likely to be required by each student;
 - d. the type of electronic device to be used; and
 - e. any additional material a student may be permitted to bring in to the examination room.

The Course Co-ordinator, in consultation with other Examiners and with the approval of the Academic Programme Manager, determines the examination type and requirements for an examination.

The Course Co-ordinator should communicate this information through Unitec course information documents, the course handbook and/or through Moodle at least eight weeks prior to the start of the examination period. This should also be accompanied by clear explanations to the students and Examination Supervisor.

3.4 Examination types and methods

Examination methods are variable and a range of methods and approaches to examination are encouraged. A list and description of commonly-used examinations methods are described below.

1. Open book

- a. Where an examination is designated as 'Open book', students may take into the examination room any written or printed 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. There will be no check on items taken

into the examination room.

2. Restricted book

- a. Where an examination is designated as 'Restricted book', students shall take into the examination room only such material as may be specified by the Examiner.
- b. Such material shall not be annotated, written, or typed upon, or otherwise marked. Material taken into the examination room will be subject to inspection by the Examiner/Invigilator.

3. Restricted book – 'may be written'

- a. Where an examination is designated as 'Restricted book – may be written', the student can take into the examination room only material specified by the Examiner.
- b. Such material may be annotated, written or typed upon or otherwise marked in a relevant and contextual manner.

4. Closed book

- a. Where an examination is designated as 'Closed book', students shall not take any written, printed, or electronic materials into the examination room.

5. Other examination methods

- a. Other examination methods as approved by the Examiner, in keeping with the requirements of the programme approval, and approved by the PAQC may also be employed; these will be clearly communicated to the students in advance.

For open book; restricted book and restricted book – may be written; there will be a check on the items taken into the examination room. The Examiner should arrange for the inspection of books and other written material and ensure this is completed before the start of the examination. This responsibility may not be delegated to the Invigilator and inspection must not be extended into the examination period.

3.5 Examination question papers

1. Once an examination question paper has been compiled, the Examiner will ensure: it is formatted; moderated; the final version is proof-read; and the number of copies required is confirmed and communicated to the Examination Team Leader at least ten working days prior to the start of examination period.
2. In all phases of production, the examination question paper and all copies made must be kept under tight security, with limited staff access until examination day.
3. On the time-tabled day of the examination, authorised staff will take to the designated examination room(s):
 - a. the examination question papers and answer booklets;
 - b. a printed class list, including photographic student IDs of those students expected to sit the examination; and
 - c. any other information of relevance to the invigilation of the examination.

3.6 Examination answer booklets

1. Examination answer booklets are ordered centrally by the Examination Office.
2. Examiners can collect student answer booklets for marking from the Examination

Supervisor's office immediately after the examination is finished.

3.7 Students requiring alternative examination arrangements

1. All applications received for alternative examination arrangements should be approved by the Examiner and forwarded to the Disability Support Service at least two weeks prior to the start of the examination.
2. The Disability Support Service staff will liaise with the Examination Team Leader to ensure all requests are attended to and student examination requirements are met.

During the Examination period

3.8 Preparation of examination rooms

1. Examination Supervisors and Invigilators must ensure all examination rooms have a working clock that is set to the correct time and visible to both students and Invigilator.
2. Where additional booklets or pages are to be included with examination answer booklets, these should be securely attached.
3. The following information is to be provided either through written whiteboard instructions or via projection, and must be legible from all parts of the examination room:
 - a. the name of the examination(s)/course and any specific examination instructions;
 - b. the time for commencing the examination, including the start of reading time and the examination start and finish times;
 - c. an instruction that no-one may leave the examination room in the last 15 minutes of the examination.
4. Invigilators must adhere to the instructions outlined in the examination information provided by the Examiner.

3.9 Availability of Examiners

1. At least one Examiner, normally the Course Co-ordinator, must be available for the duration of the examination to respond to any issues that may arise.

3.10 Student entry to examinations

1. Examination rooms will be opened for student entry no more than 15 minutes before the start-time of the examination.

3.11 Student identification

1. The Invigilator is required to check the identity of all students in the examination room.
2. The Examiner could be called up to confirm the identity of a student who does not have an ID card.
3. Invigilators are to use the tear-off slips to check off against the class list.

3.12 Examination re-sits

1. Re-sits of examinations will be allowed if stated in the relevant *Programme Regulations*.

2. A record of all students who are re-sitting an examination as specified in the *Programme Regulations* or because of exceptional circumstances should be communicated to the examination Supervisor and indicated on the class list by the Examiner.

3.13 Unauthorised material

1. Any material on a student's desk, chair or person is deemed to be in that person's possession.
2. Any electronic devices taken into an examination room must be checked to ensure they conform to the examination requirements.

3.14 Student misconduct

1. Where a student is suspected of breaching examination regulations, other than behavioural breaches outlined herein, during an examination, or causing any incident that may have adversely affected the examination process, the following steps will be taken:
 - a. the student is allowed to continue the examination through to its conclusion;
 - b. an incident report is prepared by the Invigilator while the student is completing the examination;
 - c. the incident report is sent to the Examiner at the conclusion of the examination.
2. Students who continue writing after the end of the examination has been signalled will have their examination answer booklet annotated accordingly, and an incident report will be completed and sent to the Examiner.
3. All incident reports relating to breaches of student conduct will be dealt with in accordance with the [*Student Disciplinary Statute*](#).

3.15 Student illness during an examination

1. When a student notifies the Invigilator during an examination they are unable to continue because of illness, the Invigilator must complete an incident report and send this to the Examiner at the conclusion of the examination.

3.16 Examination interruptions/incidents

1. In the event of an interruption where either a student or authorised staff member is at serious risk from assault or other similar perceived danger, a direct emergency contact will be made with Unitec Security who will take appropriate action.
2. Where an examination is disrupted because of a significant interruption or incident (for example, a fire alarm), students will be told to leave their examination answer booklets and question paper face-down on their desk and to evacuate the room with the Invigilator.
3. Invigilator to inform students that any material taken out of the examination room, will not be permitted back into the room.
4. The examination room will be locked when the last student leaves.
5. It is the responsibility of the Examination Supervisor together with the Examiner to

decide whether and how the examination is to continue, and if so, whether and what additional time is allowed for the disruption.

3.17 Invigilators needing assistance during an examination

1. All Invigilators must have access to a telephone and a list of emergency contact numbers, including the Examiner and Examination Supervisor.
2. In the absence of a phone, alternative arrangements must be made for contacting the Examiner during the examination.
3. Examination Supervisors must ensure all Invigilators are satisfied with all arrangements for invigilation.

3.18 Collection and distribution of examination answer booklets

1. All students will remain seated while the examination answer booklets and any collated additional booklets or pages are collected at the end of the examination.
2. Completed examination answer booklets are collected and counted at the end of the examination to ensure the number of examination booklets collected equals the number of students that have been checked off against the class list.
3. The checked list is retained by the Invigilator and/or Examination Supervisor.
4. A copy of the checked list is also given to the Examiner/staff who collects the examination scripts.
5. The examination answer booklets are to be collected for marking from the Examination Supervisor's office after the finish of the examination.
6. At no time are examination booklets to be left in an examination room unattended.

After the Examination period

3.19 Student access to marked examination answer booklets

1. Once the mark/grade for the examination has been approved by the PAQC, students are entitled on request:
 - a. To be given supervised access to their original marked examination answer booklet and a copy of the marking schedule used to mark the examination; and
 - b. To take away a copy of their marked final examination answer booklet at no cost to the student.

For further detail see section 3.4.6 Availability of Marked Assessments in the AC 2.1 [Assessment and Grading Procedures and Regulations](#)

3.20 Re-count of examinations

1. Re-counts are available for examinations. Students may apply for a Re-count within 15 working days from the date the results were published. An administration fee will be charged for this. Re-counts involve only the checking of the addition of marks or the calculation of the grade; **not** re-marking. Students may not apply for a re-mark.
2. A re-count may lead to no change or to either a raising or lowering of the examination mark/grade.
3. The procedure for having a particular examination re-counted shall be as follows:

- a. 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 to students;
 - b. the Examiner will arrange for a recount of the marks;
 - c. the Examiner will confirm the outcome of the re-count and advise the student within five working days of the confirmation.
4. The decision of the Examiner shall be final.
5. If the Re-count results in a change of mark/grade the Examiner should inform the Examination Team Leader to refund the fee to the student.

3.21 Access to/archiving of examination materials

1. Schools must return all students' original marked examination answer booklets, question papers and marking schedules to the Examination Office. These will be retained for a period of one year.
 - a. At the conclusion of this retention period, a sample range of the 'top, middle (two samples) and bottom' marked examination booklets, together with a copy of the related course examination questions and marking schedule, must be retained by the Examination office for moderation purposes.
 - b. The remaining marked examination booklets must be destroyed.
 - c. The material retained for moderation purposes must be retained for seven years and then destroyed.
 - d. All destruction of marked examination booklets and marking schedules must be completed in accordance with Unitec's approved records disposal procedure.
2. The Examination Supervisor must provide a copy of the course examination question paper and related marking schedule to the Library as soon as practical following publication / communication of examination / course results.
 - a. The Library will make this material available to students for a period of five years, after which it will be archived.
 - b. 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.

4 Responsibilities

Role	Responsibilities
PAQCs (Programme Academic Quality Committee)	<ul style="list-style-type: none"> • Approve examinations and their form. • Approve examination marks/grades.
Examiners	<ul style="list-style-type: none"> • Approve requests from students to sit an examination at a different place and/or time. • Confirm the date, type and requirements for all examinations and communicate to students. • Forward appropriately formatted and moderated examination question papers to the Examination Team Leader ten days prior to the examination period.

	<ul style="list-style-type: none"> • Confirm process for dealing with examination clashes to students • Specify the amount of time allocated for an examination, including the amount of reading time. • Make decisions surrounding the continuation of examinations following interruptions/incidents. • Arrange, where necessary, examination re-counts. • Be available for inspection of material where applicable before the start of the examination and to answer to queries. • Indicate details of students who are re-sitting an examination in the class list • Communicate outcomes of Re-counts to students within five working day from the receipt of the application • Ensure all marked examination answer booklets are returned to the examinations office • Mark samples of top, middle (two) and bottom examination booklets to be retained for moderation purposes. • Seek permission (as required) and inform the Examination Supervisor to with-hold question papers from being sent to the library.
Examination Team Leader	<ul style="list-style-type: none"> • Confirm Timetable details with the Examiners eight weeks prior to the start of the examination period. • Ensure appropriate rooms are booked for each examination • Ensure examination question papers are received from the Examiners in time for making copies • Ensure appropriate arrangements are made for students requiring special assistance • Respond to student applications in a timely manner.
Examination Supervisors	<ul style="list-style-type: none"> • Arrange and confirm availability of Invigilators for each exam. • Send appropriate information to Invigilators in a timely manner. • Ensure student applications are processed. • Make all arrangements for Invigilators to conduct the invigilation • Ensure availability of clocks in rooms. • Ensure seating arrangements are appropriate. • Maintain appropriate record of students who sat the examination. • Arrange for answer booklet pickups by Examiners
Invigilators	<ul style="list-style-type: none"> • Prepare examination rooms. • Supervise examinations in accordance with these regulations. • Where needed, prepare examination incident reports. • Collect completed examination answer booklets and tick off against class list.
Disability Liaison Manager	<ul style="list-style-type: none"> • Ensures resources are in place to support students with a disability to meet examination requirements.

Library Staff

- Make course examination questions available to students and archive historical examination questions.

5 Definitions

Unless otherwise specified the definitions in the *Policy Framework Glossary* (to be completed) apply. If a definition is not listed in that resource, ask the Policy Framework Manager to consider adding it.

Term	Means & Links
Disability Support Services	Access4Success works to support students across Unitec with long-term, short-term and temporary impairments. Link for details https://www.unitec.ac.nz/current-students/study-support/disability-support-services
Examination	Written tests and formal examinations conducted under examination conditions. All assessments conducted under examination conditions will occur at a specified place and time, in invigilated setting and without access to any written or printed matter or any blank paper unless permitted by direction of the examiner.
Examination Answer Booklets	Paperwork containing a student's responses to an examination question paper
Examination Period	The period at the end of each semester during which final examinations are standardly scheduled.
Examination Question paper	Document containing examination questions and instructions which is prepared by the Examiner for a paper/course.
Examiner	Lecturer, Course Coordinator or Academic Programme Manager
Formatting	To arrange the examination question paper to be printed in a manner that is appropriate and consistent with all other course question papers
Library	Offers a range of services including print and electronic resources, books, journals, DVDs and newspapers. Link for details https://www.unitec.ac.nz/library
Moderation	The process of ensuring that summative assessment activities are fair, valid, and consistent with the required standard across a number of assessors or assessing organisation
Proof reading	It is the final stage of the editing process, focusing on errors such as misspelling and mistakes in grammar and punctuation.
Student	Any person enrolled, or in the process of applying to be enrolled, in a programme or training scheme delivered by UNITEC, or participating in any course, programme or training scheme delivered by UNITEC.
Student Central	Is a one-stop shop for help on campus. They answer student application queries, help with course choices, process fee payments and refer students to health and wellbeing services. Link for details https://www.unitec.ac.nz/current-students/on-campus/student-central

Student Council	Represents the collective voice of students. Student voice refers to the range of ways in which students can engage in actions and decisions which shape their learning environment at UNITEC. Link for details https://www.unitec.ac.nz/current-students/student-life/student-voice
Student Support Advisors	Provide guidance or support to students. They work closely with all Unitec student support services and can refer students to the right people and services. Link for details https://www.unitec.ac.nz/current-students/student-life/student-support-advisors

6 Reference Documents

[*Affected Performance Consideration*](#)

[*Assessment Moderation and Grades Policy;*](#)

[*Assessment and Grading Procedures and Regulations;*](#)

[*Academic Statute;*](#)

[*Examinations Regulations*](#)

[*Student Disciplinary Statute.*](#)

7 Document Details

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