

# EXAMINATION PROCESS

## Timeframes for Semester 1 and 2, 2025

Who	Process	Action	Action Deadline S1	Action Deadline S2
APM Examiner Exam Coordinator	Book Exam Timetable	<p>Exam Coordinator to confirm timetabling with Schools. APMs to confirm exam requirements including course ID, course title and specific room requirements.</p> <p>Exam Coordinator to consult with Timetabling to confirm available rooms/dates.</p>	By Friday 14 <sup>th</sup> March (end semester wk 3)	By Friday 8 <sup>th</sup> August (end semester wk 3)
Examiner	Communication of exam details to students	<p>Prior to the start of the exam period:</p> <ul style="list-style-type: none"> <li>Information about the exam type and requirements must be clearly communicated and published to ākonga through the standard course information documents via Moodle.</li> <li>Exact exam dates must be communicated to ākonga through the standard course information documents via Moodle at least six weeks before Exam Week One.</li> <li>Ākonga must contact the Examiner in the case of any clashes at least four weeks before the examination date. The Examination Office must be advised immediately so alternative arrangements can be made.</li> </ul>	<p>By Friday 11<sup>th</sup> April (end semester wk 7)</p> <p>By Friday 2<sup>nd</sup> May</p> <p>4 weeks prior to the exam</p>	<p>By Friday 5<sup>th</sup> Sept (end semester wk 7)</p> <p>By Friday 26<sup>th</sup> Sept</p> <p>4 weeks prior to the exam</p>

Who	Process	Action	Action Deadline S1	Action Deadline S2
APM Examiner Moderator	Exam paper submission and requests for special arrangements	<p>All exam papers and Exam Information Forms must be formatted, proof-read, pre-moderated and submitted by the Examiner.</p> <ul style="list-style-type: none"> <li>Formatted, proof-read, and pre-moderated exam papers must be submitted through the <a href="#">Exam Paper Submission Form</a> on The Nest.</li> <li>Examiners must use the correct <a href="#">Exam Paper Template(s)</a>.</li> <li>Examiners are to upload all exams in PDF format and with the <a href="#">Exam Information Form</a>.</li> </ul> <p><b>Note: Exam papers will NOT be accepted by email, unless by prior agreement with the Exam Coordinator.</b></p> <ul style="list-style-type: none"> <li>All approvals for special arrangements requested by students with a disability must be forwarded to <a href="mailto:disabilitysupport@unitec.ac.nz">disabilitysupport@unitec.ac.nz</a>.</li> </ul>	<p>By Friday 16 May (end semester wk 10)</p> <p><b>OR</b></p> <p>3 weeks prior to the exam for programmes using alternate Academic Calendars</p> <p>By Friday 23 May (3 weeks prior to Exam Week One)</p>	<p>By Friday 10 Oct (end semester wk 10)</p> <p><b>OR</b></p> <p>3 weeks prior to the exam for programmes using alternate Academic Calendars</p> <p>By Friday 17 Oct 3 weeks prior to Exam Week One)</p>
APM Examiner	Approval of Assessment Concession	<p>When an Assessment Concession is approved:</p> <ul style="list-style-type: none"> <li>The examiner must ensure the examination for such students is held within <b>three</b> weeks of the initial examination.</li> <li>In exceptional circumstances, the HoS may give approval to extend this period in consultation with Simon Tries, Director, Te Korowai Kahurangi. This must be advised to <a href="mailto:exams@unitec.ac.nz">exams@unitec.ac.nz</a>.</li> <li>The examiner is responsible for the creation of a different version of the original exam question paper and ensuring pre-moderation of the examination assessment materials. This must be submitted in PDF format to the <a href="mailto:exams@unitec.ac.nz">exams@unitec.ac.nz</a>.</li> </ul> <p>See 6.5 and 6.7 of <a href="#">Te Kawa Maiorooro</a> for variations to the exam which could be considered (depending on individual programme regulations).</p>	Within 3 weeks of initial examination.	Within 3 weeks of initial examination.

Who	Process	Action	Action Deadline S1	Action Deadline S2
Examiner	Inspection of examination materials and collection of documents	<p>On examination day:</p> <ul style="list-style-type: none"> <li>Examiner/nominated person must be available during the reading time to answer student queries.</li> <li>Examiner/nominated person must be available prior to the start of the exam for inspection of books and other written materials, calculators, student identification etc, if applicable.</li> <li>Examiner's cellphone number will be given to the Invigilator. Examiner should respond to any text queries as soon as possible.</li> <li>Examiner must collect the student answer booklets from the Exam Office (112-2019) within 24 hours or when notified by the Exam Supervisor (Mt Albert only).</li> </ul>	Exam day	Exam day

More information regarding exams can be found on [The Nest](#).