



Instructions for Examination Candidates

UNSW@ADFA
(Slide Show Format)



Topics

- Examination Timetable
- Electronic Calculators
- Preparing to Enter the Examination Room
- Beginning an Examination
- During an Examination
- Finishing an Examination
- Special Consideration (Illness, etc)
- Academic Misconduct



Examination Timetable

Timetable

1/2

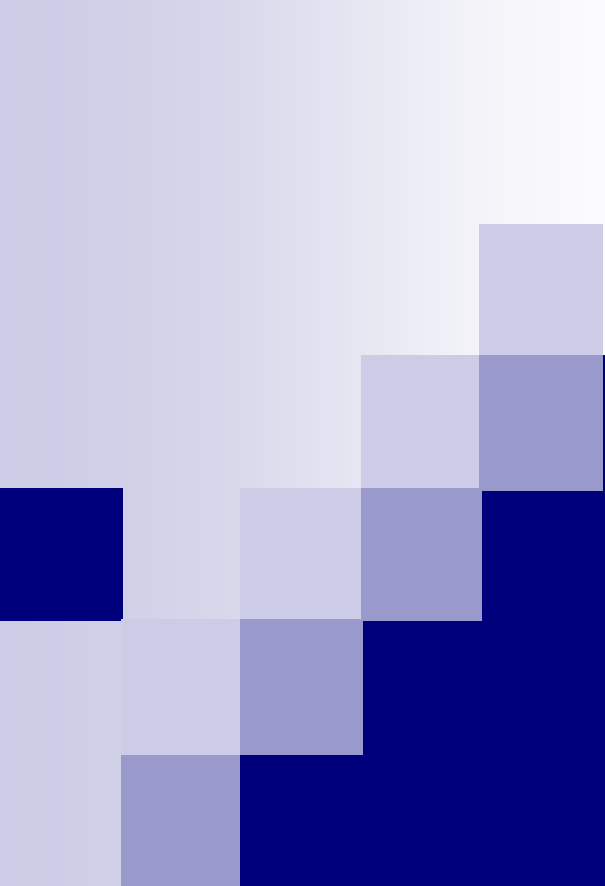
Candidates are advised to read the Final Examination Timetable carefully.

Candidates must be sure they know exactly which examination they must take, the course number, course name and paper (if required), exam materials and the location and date of the exam.

Timetable

2/2

Misreading the Final Exam Timetable will NOT be accepted as a reason for failing to attend an examination.



Electronic Calculators

Electronic Calculators

1/3

The use of electronic devices for calculation and data retrieval will only be permitted in an examination when specifically prescribed by the examiner.

In these circumstances candidates will be required to comply with the examiner's directions concerning the properties and use of the device.

CANDIDATES ARE NOT PERMITTED TO BRING THE COVER INTO THE EXAM ROOM.

Electronic Calculators

2/3

Candidates are reminded that the use of calculators in examinations is governed by the rules for the conduct of the examination.

Miss-use of the calculator, or any other electronic device, may be considered as a form of academic misconduct for which severe penalties may be imposed by the University.

Electronic Calculators

3/3

The use of the stored memory capability of programmable calculators in closed book examinations, *except where expressly allowed by the examiner*, is contrary to the conduct of such examinations and is clearly a form of academic misconduct.



Preparing to Enter the Examination Room

Preparing to Enter the Examination Room

1/4

Copies of the examination room seating plan, listing course code and course name, will be posted outside the examination room for each session by 8.15am for morning exams, and 1.15pm for afternoon exams.

Students must consult these listings before entering the examination room.



Preparing to Enter the Examination Room

2/4

Candidates will be called into the examination room in the order of the course listings posted on the seating plan.

Please assemble in a calm and orderly manner with your fellow course candidates to assist with starting the examination session on schedule.

Preparing to Enter the Examination Room

3/4

Various announcements are made directly before candidates are invited into the examination venue.

Candidates are requested to be quiet and respectful during these announcements.

(We appreciate that you might have heard it before, and know what's going on, but some of your fellow students might not!)

Preparing to Enter the Examination Room

4/4

Candidates must know the course code and course name for the exam they are sitting before entering the examination room.

Candidates will be required to enter the course code and course name onto their attendance slip and exam book/s before the commencement of the examination.



Beginning and Examination

Beginning an Examination

1/14

Candidates may only take into the room their Student ID card, pens, pencils, rulers and drawing instruments, unless special materials (including electronic calculators) are permitted for a particular course.

Candidates should ensure that they have spare batteries for their calculators during the examination period.

Beginning an Examination

2/14

No bags, pencil cases, writing paper, blotting paper, manuscript or book, other than specified material, are to be brought into the examination room.

A transparent plastic bag may be used as a substitute for a pencil case.

Beginning an Examination

3/14

Any mobile telephone brought into the examination room must be **switched off** and placed in an envelope with the Candidates name and Student ID number and given to an Exam Supervisor for the duration of the examination.

Beginning an Examination

4/14

Answers must be written in INK.

Except where they are expressly required, pencils may only be used for drawing, sketching or graphical work.

Beginning an Examination

5/14

Candidates should arrive at the examination venue approximately 25 minutes before the scheduled commencement time of the examination.

Candidates will be called into the examination room in course groups.

Beginning an Examination

6/14

If a candidate is late to arrive at the venue, or does not hear their course group being called into the room, they are requested to wait until all other courses have been processed.

An examination supervisor will assist late candidates with entering the examination room.

Beginning an Examination

7/14

Candidates will be given a seating card and **MUST** sit at the desk number corresponding to this card.

Beginning an Examination

8/14

IMPORTANT

DO NOT TURN YOUR EXAMINATION
PAPER OVER

AND

DO NOT WRITE
UNTIL GIVEN PERMISSION!

Beginning an Examination

9/14

Candidates are required to place their Student ID Card on the left hand top corner of their desk for the duration of the examination.

Beginning an Examination 10/14

Five minutes before reading time commences the Supervisor-in-Charge will tell candidates to complete their attendance slip that is attached to the right hand side of their examination book.

Only one (1) attendance slip per candidate is required for each examination.



Beginning an Examination 11/14

Candidates should detach the completed attendance slip and place it on the left hand side of their desk.

Beginning an Examination

12/14

Once the attendance slip has been completed candidates may then fill in the details required on the cover of their examination book/s – including their Student ID number.

Remember that only 1 attendance slip is required – please leave the covers of any additional examination books intact.

Beginning an Examination

13/14

The Supervisor-in-Charge will advise candidates when they can turn over their examination paper.

Candidates should immediately check that they have the correct paper (course name and number).

Beginning an Examination 14/14

Candidates will have ten (10) minutes to read through the paper before the examination starts.

**DO NOT WRITE OR USE CALCULATORS
DURING THE READING PERIOD.**

The time allowed for the writing of answers will be that shown in the heading of the examination paper.



During an Examination

During an Examination

1/4

Once inside the examination room candidates may not speak to anybody except a supervisor or an examiner.

During an Examination

2/4

If more examination books or scribble paper are required, or if you wish to speak to a supervisor, please raise your hand.



During an Examination

3/4

Smoking is not permitted during the course of the examination.

No food or drink may be brought into the examination room.

Water will be provided during the examination on request.

Mascots of any kind are not permitted inside the examination room.

During an Examination

4/4

Candidates cannot leave the examination room during the first 30 minutes or the final 10 minutes of an examination.

If a candidate wishes to leave early they should raise their hand and wait until a Supervisor collects their examination books, etc and directs them to exit.

Candidates must submit at least one (1) examination book even if no attempt has been made to answer the examination paper.



Finishing an Examination

Finishing an Examination 1/9

The Supervisor-in-Charge will give candidates a 10 minute warning before the completion time is up.

At the end of the examination the Supervisor-in-Charge will direct all candidates to stop writing. Upon receiving this direction Candidates **MUST** stop writing and close their examination booklet.

Finishing an Examination 2/9

Candidates should check that they have entered the information required on the cover of all examination books used, and have placed their name and student ID number on any loose pages (graphs, scribble pages, etc).

All additional books and loose pages should be placed inside the cover of the first exam booklet.

Finishing an Examination 3/9

Candidates are required to remain seated until the Supervisor-in-Charge directs them to leave the venue.

Upon receiving this direction Candidates are to move directly out of the room, taking care not to disturb other candidates who may still be working on their examination papers.

Finishing an Examination 4/9

When leaving the examination room
Candidates may only take with them their
personal belongings and examination
papers that the lecturer has authorised the
students to retain.

Any unused examination books,
mathematical tables, etc must remain on the
desk if not already collected by a supervisor.



Finishing an Examination 5/9

Candidates **MUST NOT** take examination books, used or unused, from the examination venue under any circumstances.

Finishing an Examination 6/9

In the event of a dispute about whether a candidate should be able to retain an item or paper the supervisor is to collect the item and the candidate should attend Student Administrative Services to discuss their concerns.



Finishing an Examination 7/9

Any calculator issued to a candidate for use during an examination must not be taken from the examination room.

Finishing an Examination 8/9

Don't forget to collect any stored items (mobile telephones, calculator covers, etc) from the supervisor attending the door on your exit from the examination room.

If you forget to collect your belongings please contact Student Administrative Services and/or check your student email account for directions on how to recover your items.

Finishing an Examination 9/9

Candidates are requested NOT to congregate immediately outside the examination room on leaving an examination.

We appreciate that you will probably feel relief and jubilation that your examination is over but please be respectful of your fellow students who are still working within the examination room.



Special Consideration

Special Consideration

1/5

If a Candidate believes that circumstances beyond their control (e.g. illness or compassionate reasons) have affected their performance in an examination they can apply for Special Consideration.

Special Consideration

2/5

Candidates are able to report their particular circumstances on a “Special Consideration for Assessment Application” form.

Applications for Special Consideration must be submitted to the Manager of Student Administrative Services as soon as possible, and no later than 3 working days after the examination.

Special Consideration

3/5

Applications for Special Consideration will be brought to the notice of the appropriate Assessment Committee for consideration.

Special Consideration

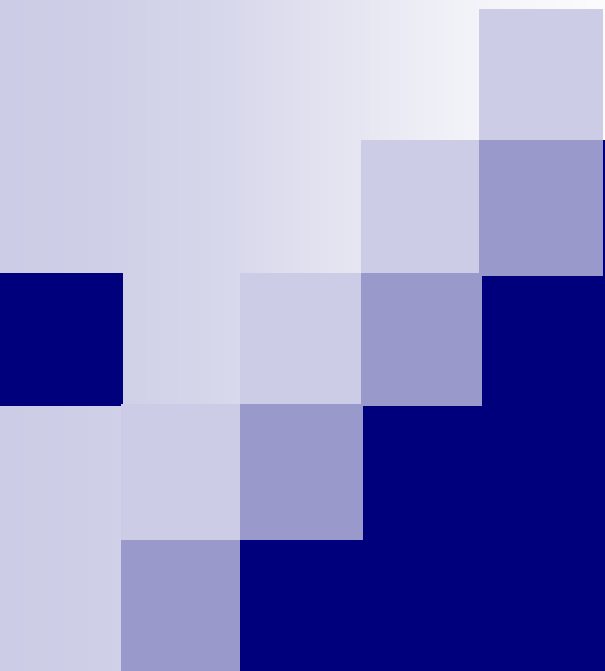
4/5

Candidates are advised to discuss their circumstances with a medical practitioner or personal counsellor as soon as possible as it may be necessary for independent evidence to be provided in support of a Special Consideration application.

Special Consideration

5/5

In special circumstances candidates who are hospitalised may be permitted to take their examination at the hospital.



Academic Misconduct

Academic Misconduct

1/2

The University requires the following statement to be brought to the attention of all students:

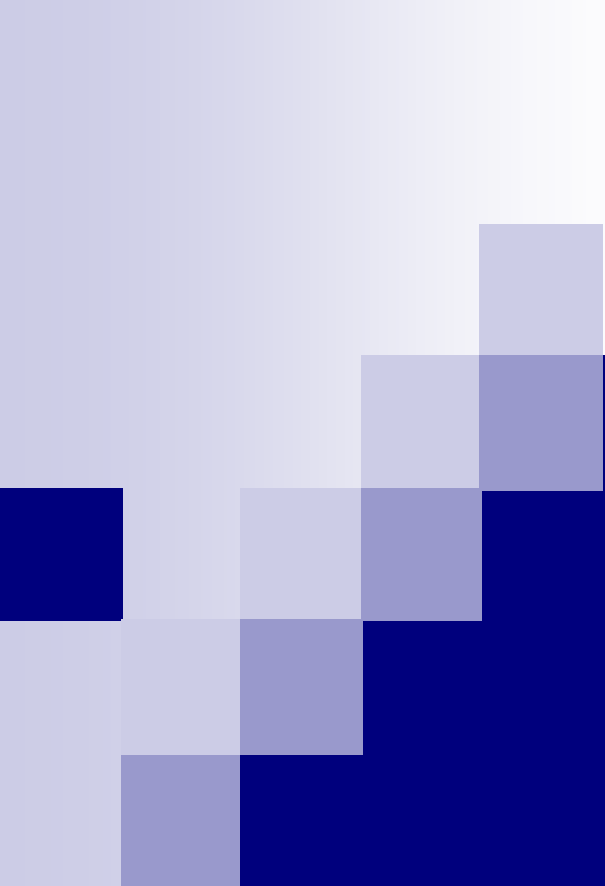
“Students are reminded that the University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct are usually excluded from the University for two years. Because of the circumstances in individual cases the period of exclusion can range from one session to permanent exclusion from the University.”

Academic Misconduct

2/2

The following are some of the actions, which have resulted in students being found guilty of academic misconduct in recent years:

- Use of unauthorised materials in an examination.
- Submitting work for assessment knowing it to be the work of another person.
- Improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination.
- Failing to acknowledge the source of material in an assignment.



Best wishes for your exams!

If you have any queries or concerns regarding the content of this presentation please contact UNSW@ADFA Student Administrative Services.