

EXAMINATION CONDITIONS INSTRUCTIONS TO STUDENTS

These conditions must be read in conjunction with the Academic Misconduct Rules (Students), available at: <http://policysearch.ecu.edu.au>.

Prior to the commencement of the examination

Invigilator instructions

An invigilator will instruct you on the following:

- a) When you can enter the examination venue, typically 5-10 minutes, or 30 minutes for examinations in the Sports Hall.
- b) To enter the room in a single line and be directed to your assigned seat. (If allocated to the Joondalup Sports Hall, ensure you know your seat number, displayed on your timetable in SIMO before the scheduled start of the examination).
- c) Once you have entered the room, you may not leave until the first hour of the examination has elapsed or during the final ten (10) minutes, unless under exceptional or emergent circumstances.
- d) When to complete and sign the Examination Registration Form and provide details on answer booklets and any other answer form(s). This instruction will be given after the invigilator reads the 'Examination Instructions for Students.' Do not complete this form until instructed to do so.

If you are unable to complete all fields within the allocated time, you can return to complete them during your examination. If, however, you cannot do so by the session's end, inform the invigilator collecting your exam paper to allow additional time if necessary.

- e) Failure to comply with the examination conditions, as indicated by signing the Examination Registration Form, will result in being asked to leave the venue, and you will receive zero marks for the examination.

The duration for all examinations is either 2 or 3 hours, as specified on your examination paper. There is no separate reading time.

Photographic Identification

You must have your student identification card, valid Australian photo driver's licence, or passport with you at all examinations. You will be required to show your identification before entering the examination venue.

Place it on the top right corner of your desk and leave it there throughout the examination.

If you have no identification, you will be advised to go to the Student Hub to have your identification verified. This must be done before entering the examination venue, and no extra time will be allowed if the examination has commenced.

Authorised and Unauthorised Examination Materials

After you have removed all authorised examination materials and placed them on your desk, you are required to put any bag or other carrier under your chair. Your bag must remain under your chair until you have completed the examination, and the invigilator instructs you that you may leave the room. You are not permitted to touch, access, or attempt to touch or access in any way your bag or other carrier, or the contents of them, during the examination.

Only authorised examination materials (refer below for approved list) may be on your desk. The invigilator is permitted to inspect any item on your desk. The invigilator is also allowed to ask you to display the contents of your pockets. Declining to do so could be construed as evidence that you have unauthorised materials in your possession.

List of authorised examination materials

You may have the following items on your desk during the examinations:

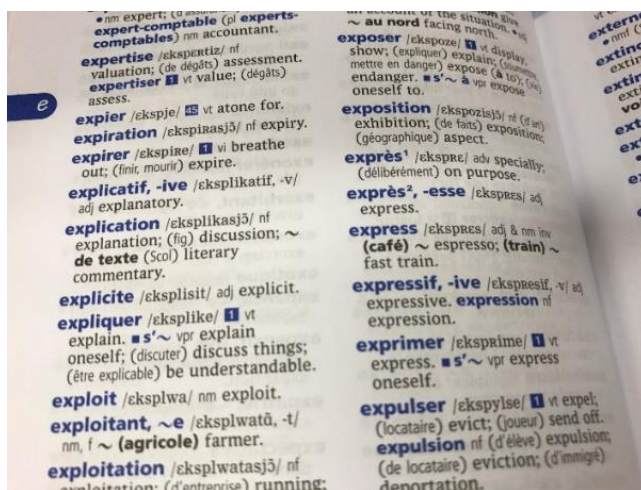
- a) Writing materials - pens, pencils, an eraser; a ruler (only if required for the specific examination); white-out is NOT permitted.
- b) A clear or solid – coloured bottle (preferably reusable) containing water. No adhesive label or writing is permitted on the bottle (excluding brand name labels/logos).
- c) Any examination aids approved for use in a specific examination, or by any special conditions of your Learning Assessment Plan.
- d) A programmable calculator, if authorised for the examination. The calculator must have its memory cleared before entering the examination room.
- e) If English is not your first language, you may use an approved bilingual English translation dictionary*, which must comply with the standard listed below. This includes open book examinations.

Place the dictionary on the top left corner of your desk as soon as you sit down. The dictionary must remain there throughout the examination unless you are using it.

You cannot use electronic dictionaries or discipline specific dictionaries such as medical, legal or life science dictionaries.

*Dictionaries will be inspected by invigilators to ensure compliance with the following criteria:

- i. The dictionary must be in paper (book) form.
- ii. It should contain only translations of words from English to another language, or translations of words from a language other than English to their English equivalents, or dual translations. An example of an approved dictionary is provided below:



Please also note the following:

- Dictionaries that include explanations of what a word means are not permitted.
- Other than the owner's name, dictionaries must not contain any entries or attachments other than the original text.
- If an invigilator finds any writing or other annotations in a dictionary, or the dictionary includes more than the translations of words, the dictionary will be confiscated, and a report will be made by the invigilator as required by the [Academic Misconduct Rules](#).
- In examinations where bilingual dictionaries are not permitted, students will be informed in advance in writing by the Unit Coordinator.

List of unauthorised examination materials

You are not permitted to have in your possession or under your control during an examination:

- a) Your mobile phone, smartwatch, or any other portable electronic device that provides the capacity for wireless connectivity and/or data storage unless specifically authorised for use in an examination. Any unauthorised electronic device must be turned off and placed in your bag or other carrier, under your chair, before the examination begins.
- b) Any other watch or timepiece. These must also be placed in your bag or other carrier, under your chair, before the examination begins.
- c) Summary notes and/or study sheets (unless specifically approved for the examination) must be placed in your bag or other carrier before you enter the examination room.
- d) White-out or a pencil case (or plastic container, sleeve, or bag).
- e) A water bottle with an adhesive label (including brand names) or any other form of design on it.
- f) Lollies, chap-stick, tissues, or any other item not specified in the 'Authorised Materials' section for the examination. The invigilator will have tissues available if required.
- g) Hats, helmets, baseball caps, or any other headwear are not permitted to be worn during an exam and must be placed in your bag or other carrier, under your chair, before the examination begins. Please note that head coverings required to be worn for obligatory religious or cultural purposes are permitted inside the venue. If you have any questions about which head coverings are permitted, please contact the [Assessments and Student Records office](#) to seek clarification before your exam.

During and at the end of the examination

Throughout your examination, you must:

- a) Adhere to all instructions given by an invigilator immediately before, during, and immediately after an examination.
- b) Please remain seated throughout the exam, seeking permission from the invigilator before leaving your seat. This includes if you want to leave the venue temporarily or if you have finished the examination early and want your answer papers to be collected.
- c) If given permission to leave the room temporarily, it is your responsibility to ensure that your examination papers are closed, and no answers are visible.
- d) Stop writing immediately when instructed by an invigilator.
- e) Remain seated until told by an invigilator that you may leave the venue.
- f) Ensure that all your answer papers and other examination material have been collected by an invigilator before leaving the venue.
- g) When given permission by the invigilator to leave the venue (after completing the examination and having your papers collected), do so quickly and quietly. Refrain from speaking or making any noise until outside and away from the building.

You must not engage in any of the following behaviours or activities during the examination:

- a) Speaking, communicating, or attempting to communicate verbally or non-verbally in any manner with another student or person.
- b) Sharing any equipment such as calculators, dictionaries, pens, pencils, rulers, or erasers with another student.
- c) Viewing or attempting to view the work of another student or permitting another student to view or attempt to view your work.
- d) Accessing or attempting to access your bag or looking at or touching any other item under your chair.
- e) Leaving the venue without the permission of an invigilator (including before the commencement of the examination). If you leave without permission, you will not be allowed to return.