

EXAMINATION CONDITIONS INFORMATION FOR STUDENTS

This information must be read together with the Academic Misconduct Rules (Students), which can be found at: <http://policysearch.ecu.edu.au/WebDrawer.PolicySearch/Record/174/file/document>

NOTE: The duration for all examinations is 2 hours or 3 hours, as specified on your examination paper.

There is no separate reading time.

1. Before the Examination starts

- a) An invigilator will tell you:
- when you are able to enter the examination venue, which will be approximately 5-10 or 20 minutes (for examinations in the Sports Hall) before the scheduled start of the examination;
 - to enter the room in a single line and will direct you to where you are required to sit;
 - that once you enter the room, you may
 - not leave until after the examination has commenced, and the 1 hour time period has elapsed, AND
 - only leave when advised you may do so, by the invigilator;
 - when to complete and sign the Examination Registration Form and the details required on answer booklets and any other answer form(s). This instruction will be given at the conclusion of the invigilator reading the 'Examination Instructions for Students'. You must not complete this form until instructed to do so.

If you do not agree to comply with the conditions under which the examination is held by signing the Examination Registration Form you will be required to leave the venue and will receive zero marks for the examination.

- b) You must have your student identification card, photo driver's licence or passport with you at all examinations:
- You will be required to show your identification prior to 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. You must do this prior to entering the examination venue and no extra time will be allowed if the examination has commenced.
- c) After you have removed all authorised examination materials and placed them on your desk, you are required to put any bag or other carrier you have under your chair. Your bag must remain under your chair until you have completed the examination and you are told by the invigilator that you may leave the room. You are not permitted to touch or access, or attempt to touch or access in any way, your bag or other carrier or the contents of your bag, or other carrier, during the examination;
- d) You may only have authorised examination materials on your desk (refer point 2). The invigilator is permitted to inspect any item on your desk. The invigilator is also permitted 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.

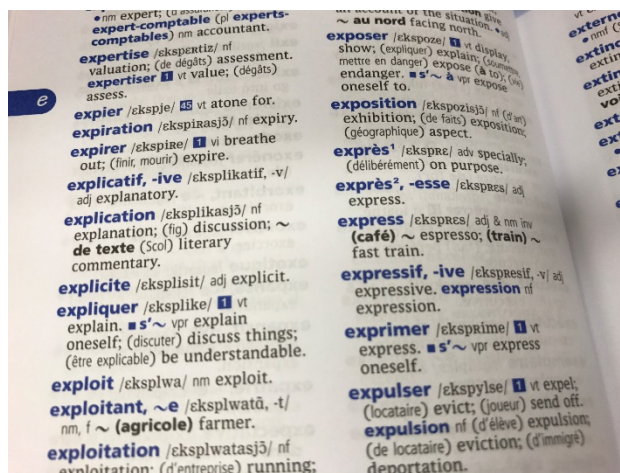
2. Authorised Examination Materials

You may have on your desk during the examinations:

- writing materials - pens, pencils, an eraser; a ruler (only if required for the specific examination); white-out is NOT permitted;
- a clear bottle (reusable preferred) containing water. No adhesive label is permitted on the bottle (including brand name labels);
- any examination aids approved for use in a specific examination, or by any special conditions of your Learning Assessment Plan;
- a programmable calculator, if authorised for the examination. The calculator must have the memory cleared prior to entering the examination room;
- if English is not your first language an [approved](#) bilingual English translation dictionary* that complies with the standard listed below may only be used, including for open book examinations. The dictionary must be placed on the top left corner of your desk as soon as you sit down at your desk. The dictionary must remain there throughout the examination unless you are using it.

* Dictionaries will be inspected by Invigilators to ensure that they comply with the following:

- The dictionary must be in paper (book) form;
- Contain only:
 - translations of words in the English language to their equivalents in a language other than English; or
 - translations of any words in a language other than English to their equivalent words in English; or
 - dual translations as described in (a) and (b) above.



NOTE:

- 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](#).

3. Unauthorised Examination Materials

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

- Your mobile phone, smart watch or any other portable electronic device which 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 prior to the commencement of the examination;
- Any other watch or time piece. These must also be placed in your bag or other carrier, under your chair prior to the commencement of the examination;

- 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, pencil case (or plastic bag).
 - e. A water bottle with an adhesive label (includes brand names).
 - 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, prior to the commencement of the examination. 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 on what head coverings are permitted, please contact the [Assessments and Student Records](#) office to seek clarification before your exam.

4. During and at the end of the Examination

- a) You must:
 - i. Adhere to all instructions given by an Invigilator immediately prior to, during and immediately after an examination;
 - ii. Remain seated and raise your hand if you want to attract the attention of an Invigilator. 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;
 - iii. If you are given permission to leave the room temporarily, it is your responsibility to ensure that your examination papers are closed and no answers are able to be seen;
 - iv. Stop writing immediately when instructed by an Invigilator;
 - v. Remain seated until told by an Invigilator that you may leave the venue;
 - vi. Ensure that all of your answer papers and other examination material has been collected by an Invigilator before you leave the venue;
 - vii. When you have been given permission by the Invigilator to leave the venue (after you have completed the examination and your papers have been collected), do so quickly and quietly. You must refrain from speaking or making any noise until you are outside and away from the building.
- b) You must not engage in any of the following behaviours or activities during the examination:
 - i. Speaking, communicating or attempting to communicate verbally or non-verbally in any manner with another student or person;
 - ii. Share any equipment such as calculators, dictionaries, pens, pencils, rulers or erasers with another student;
 - iii. View or attempt to view the work of another student or permit another student to view or attempt to view your work;
 - iv. Access or attempt to access your bag or look at or touch any other item under your chair;
 - v. Leave the venue without the permission of an Invigilator, (including prior to the commencement of the examination). If you leave without permission you will not be allowed to return.