Student Administration
Email: enquiries@ecu.edu.au
Got a question? Ask us

STUDENT EXAMINATION TERMS AND CONDITIONS

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

1. Prior to the Commencement of the Examination

1.1 Invigilator Instructions

An invigilator will instruct you on the following procedures:

a) The permitted entry time into the examination venue, which is generally 5–10 minutes before the scheduled commencement, or 30 minutes for examinations held in the Sports Hall.

b) Entry is to be conducted in a single file, and you will be directed to your designated seat.

Note: If allocated to the Joondalup Sports Hall, it is your responsibility to know your assigned seat number, as specified on your SIMO examination timetable.

c) Once admitted to the examination room, you are not permitted to leave until one (1) hour has elapsed or within the final ten (10) minutes of the examination period, unless authorised due to exceptional or emergent circumstances.

d) Completion and signing of the Examination Registration Form, including documentation of your details on any answer booklets or associated materials, must occur only after the invigilator has read the 'Examination Instructions for Students.'

Do not complete this form until instructed.
If you are unable to complete all required fields within the allocated time, you may do so during the examination. If you are unable to complete the form before submitting your paper, you must inform the invigilator at the time of collection.

e) Failure to comply with the conditions of the examination, as acknowledged by your signature on the Examination Registration Form, will result in immediate removal from the venue and an automatic mark of zero (0) for the examination in question.

Note: All examinations have a stated duration of either two (2) or three (3) hours, as specified on the front of the examination paper. There is no additional reading time provided.

2. Photographic Identification Requirements

You must bring one (1) of the following acceptable forms of photographic identification to all examinations:

- Your current ECU student identification card;
- A valid Australian photo driver's licence;
- A valid passport.

You are required to present this identification prior to entering the examination venue. Once seated, the identification must be placed in the top right-hand corner of your desk and remain visible throughout the duration of the examination.

Important:
If you arrive without photographic identification, you must attend the Student Hub for identity verification **before** entering the venue. **No additional time** will be granted if the examination has already commenced.

---

3. Authorised and Unauthorised Materials

3.1 Authorised Materials

The following items are permitted to be placed on your desk:

a) Writing implements - pens, pencils, an eraser, and a ruler (if specifically required for the examination). *White-out is not permitted*.

b) A water bottle (clear or solid-coloured), preferably reusable, with no adhesive labels or writing (except for manufacturer branding).

c) Any examination aids approved for your specific unit or as part of an official Learning Assessment Plan (LAP).

d) A programmable calculator, only if authorised. Calculators must have cleared memory prior to entry.

e) A bilingual English translation dictionary is permitted if English is not your first language, including during open-book examinations.
The dictionary must meet the following criteria:

- Be in paper (book) form only;
- Contain translations only, either English to another language, another language to English, or both;
- Be free from any notes, annotations, or attachments, other than the owner's name.

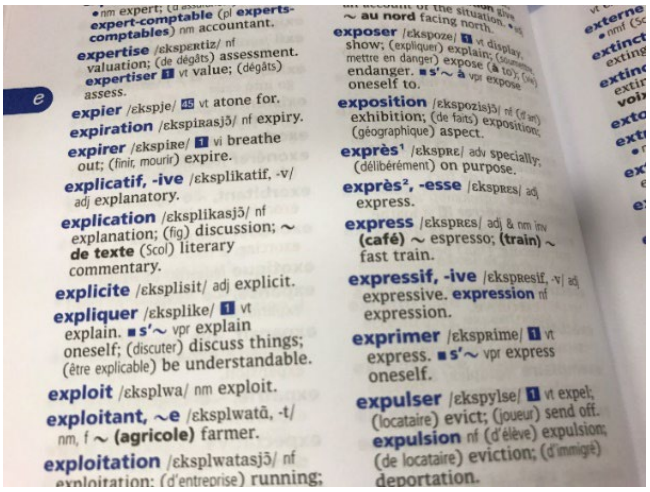
The dictionary must be placed in the top left-hand corner of your desk immediately upon sitting down and remain there for the duration of the examination unless being used.

❗ **Dictionaries will be inspected.**

If an invigilator discovers that a dictionary contains non-permitted content (e.g., explanatory definitions, writing, or attachments), the item will be confiscated, and a report will be filed in accordance with the Academic Misconduct Rules.

Where the use of bilingual dictionaries is not permitted, students will be informed in writing by the Unit Coordinator prior to the examination.

Visual Example Below:



3.2 Unauthorised Materials

The following items are not permitted on your person or desk and must be stored in your bag or carrier, which is to be placed under your chair:

a) Mobile phones, smartwatches, or any device capable of wireless communication or data storage (unless explicitly authorised). These must be switched off and not accessed during the examination.

b) Any other watches or timekeeping devices.

c) Summary notes or study materials unless specifically authorised.

d) White-out (correction fluid), pencil cases, containers, sleeves, or bags.

e) Water bottles with adhesive labels or unauthorised designs.

f) Food, lollies, chap-stick, tissues, or any items not listed under 'Authorised Materials.'

g) Tissues will be provided by invigilators if required.

h) Hats, helmets, or headwear of any kind must not be worn during the examination. These must be stored under your chair.

Note: Head coverings required for religious or cultural reasons are permitted. If clarification is required, contact the Assessments and Student Records Office in advance of your scheduled examination.

---

4. Conduct During and After the Examination

4.1 Student Obligations

Throughout the examination, you are required to:

a) Comply immediately with all directions issued by an invigilator before, during, or after the examination.

b) Remain seated unless permission is granted by an invigilator to leave your seat, whether temporarily or permanently.

c) Ensure that all examination materials are concealed when leaving the room temporarily.

d) Cease writing immediately when instructed.

e) Remain seated at the conclusion of the examination until an invigilator advises you that you may leave.

f) Ensure that all examination materials and answer booklets are collected by an invigilator prior to leaving the venue.

g) Upon receiving permission to leave, do so quietly and without speaking until you are outside and clear of the examination building.

4.2 Prohibited Conduct

Engaging in any of the following constitutes a breach of examination conditions and may result in disciplinary action:

- Speaking, communicating, or attempting to communicate with any other student during the examination;
- Sharing or borrowing materials or equipment from another student;
- Viewing or attempting to view another student's work, or allowing your own work to be viewed;
- Accessing or attempting to access your bag or belongings under your chair during the examination;
- Leaving the venue without prior approval from an invigilator (including before the examination commences).

❗ **If you leave the examination venue without permission, you will not be permitted to re-enter.**