LA TROBE
College Australia

Examinations Policy

Foundation Studies
& Diploma Programs
V3.1 August 2024

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1. Introduction

During examinations, students are expected to conduct themselves in an honest and ethical manner and in accordance with La Trobe College Australia's standards for the conduct of examinations. Any form of behaviour that is in breach of these standards will be considered academic misconduct (refer to the Academic Integrity Policy).

2. Timetabling

The timetable will appear on the Student Portal website on or before week 7 of the trimester.

2.1 Final Examination Grid Criteria

In order to create the best possible examination timetable, La Trobe College Australia implements the following criteria to plot the grid:

- The timetable should allow a break of at least one hour between examinations;
- Morning, afternoon or evening examination sessions are acceptable, however certain restrictions have been placed on evening sessions:

    1. Evening sessions will only be scheduled where available daytime space is limited
    2. Foundation Studies level examinations will not be scheduled in the evening

- An individual student will have no more than two (2) examinations in one day;
- Examinations will not be scheduled on Sundays

2.2 Official Examination Period

La Trobe College Australia will schedule all end of trimester examinations within the official examination period. The official examination period operates from Saturday, Week 12 to Saturday Week 14

3. Conduct of students during examinations on campus

During examinations students are expected to conduct themselves in an honest and ethical manner in accordance with La Trobe College Australia's standards for the conduct of examinations. Any form of behaviour that is in breach of these standards will be considered academic misconduct.

3.1 Personal Belongings

All bags and other personal belongings, including coats and pencil cases, must be placed under the desk or chair, or at the back of the room, as directed by examination invigilators.

3.2 Seating

Students must sit at the desk number allocated to them if numbers have been allocated. Once inside the examination room, students may not communicate with other students in any way. Students who are found to be communicating may be given a warning. If students communicate a second time, they may receive a notice of alleged academic misconduct, and the Academic Integrity Policy procedures will apply.

3.3 Student ID Cards

Students must place their student ID card on their desk, where it can be clearly seen by the examination invigilator.

3.4 Mobile Phones and interactive devices

All mobile phones smart watches and other similar devices (eg pens, glasses, ear buds) must be turned off and placed in a bag under the student's desk. If a device is found in a student's possession during an examination, they may be charged with academic misconduct. Mobile phones and similar devices are not acceptable in open book examinations. They cannot be used in place of a calculator or watch.

3.5 Stationery

Students must supply all of their own pens, pencils, calculators, etc. Students are not permitted to borrow such materials from each other. For closed book exams, no additional paper must be brought into the examination.

3.6 Communication

Covered in Seating 3.2, Students are not permitted to communicate during examinations conducted at the college.

3.7 Authorised material and devices

Students are permitted to take into the examination room, authorised writing materials to enable them to complete their examination, including pens and pencils and rulers. The dictionary clause outlines the conditions under which dictionaries can be taken into an examination room.

Students are also permitted to take into the examination room bottled water in a clear container with label removed.

Students will also be permitted to take into the examination room any other materials approved for that examination.

3.8 Entering and Leaving an Examination Room

Students are not permitted to enter or leave an examination room unless instructed by an examination invigilator. A student is not permitted to leave an examination room:

- In the first 30 minutes of the examination working time
- In the last 15 minutes of the examination working time.

A student who arrives late but before 30 minutes of working time has elapsed will be permitted to undertake the examination. However, no additional working time will be allowed. Students may not be permitted to enter the examination room after this time. Students with exceptional circumstances may meet with the Academic Director or representative for special arrangements to be made.

If a student wishes to leave the examination room early, they must raise their hand to allow staff to collect their examination paper before leaving. Students will not be allowed to return to the

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examination room under any circumstances until the examination has finished and all papers have been collected.

3.9 Comply with Directions

Students must comply with all directions given by the examination invigilator and all instructions outlined on the examination material or displayed in the examination room.

During reading time, unless specified on the examination paper, no writing is allowed. Any exam which is written on during reading time will be removed and a new exam issued at the start of writing time. A warning will be given.

No food or drink is allowed in the examination room with the exception of a bottle of water and throat lozenges.

Students who require a toilet break will be accompanied by an examination invigilator.

Students must allow examination invigilators to inspect any material taken into an examination room.

3.10 Open Book Examinations

Some examinations are open book. This means additional material such as textbooks or class notes may be taken into the examination. The examination will clearly list the allowable materials. In addition, this information will be communicated to students in class prior to the examination and in the unit outline.

3.11 Dictionaries

Dictionaries can only be brought into the examination room when an examination allows it. Dictionaries must be in book form, that is, electronic dictionaries are not allowed. Synonym dictionaries are also not allowed. The dictionary must be unmarked. All dictionaries will be checked by the examination invigilator. Any dictionary found to contain writing will be confiscated and not replaced. The student may be reported for academic misconduct.

3.12 Calculators

Students may use a calculator in an examination only if its use is specifically authorised in the paper's instructions to candidates. Where the use of a calculator has been permitted, students may use any type of calculator. Other devices which are not primarily calculators but which have a calculator function are not permitted.

3.13 Removal of papers

A student will not remove any examination material from the examination room at any point in time. All examination papers and materials must be handed to an examination invigilator before leaving the examination room.

3.14 Headwear

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Students are not permitted to wear hats i.e. baseball caps during an examination. Headwear for religious purposes is not included in this rule but proof must be shown no devices such as earbuds are being used under the headwear.

4. Conduct of students during examinations online

Students are not allowed to communicate with anyone else during an online test or exam. This means during an exam, communication devices such as smartphones and other devices are not permitted in the exam environment (desk, or room).

Because headphones are often enabled for communication purposes, students are also not allowed to wear headphones.

If students are observed wearing headphones or any kind of earpiece that can be used for communication purposes, regardless of whether it is being used for this purpose, this will most likely be seen as an example of exam cheating and a breach of academic honesty.

4.1 Examination Guidelines for online exam provisions

Examination guidelines for students should consider and evaluate software and hardware requirements.

Problems may include the following:

- Technical issues
- Students do not have access to the LMS for the duration of the examination (e.g. internet outage)
- Students are unfamiliar with the technology that is used to access the examination
- Volume of traffic (e.g. multiple contemporaneous submissions) causing connectivity issues
- Internet connection problems at the student end
- The examination involves dependencies of third-party providers, e.g. publisher material
- Time-zone differences that have not been appropriately addressed in the LMS or by the student.

4.2…Provision for Support

It is important to notify students in advance of the problems that they may encounter and to provide them with pathways for addressing issues such as the ones outlined above. Potential contingency plans include the following:

- Increase the window of time during which the examination is available. This can range from over a few days or a week
- Provide the opportunity for multiple submission attempts
- Extend the deadline in the event of issues related to access to the examination
- If attempt is set to greater than 1 then configure the 'highest mark' setting in the LMS to ensure that grades are recorded
- Provide contact information (e.g. call SAS, Subject Coordinator or both).

5. Penalties

Students who are found to breach any of the above standards for examinations conduct may be found to have engaged in academic misconduct. Students who are found to have engaged in academic misconduct may have penalties applied as per those outlined in the La Trobe College Australia Academic Integrity Policy.

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6. Special Consideration and Deferred Assessment Policy

Special consideration and deferred assessments are only granted in exceptional circumstances. Please refer to the Special Consideration and Deferred Assessment Policy.

Students whose performance in an examination is affected by serious and exceptional circumstances beyond their control (for example, serious illness, bereavement, or hardship or trauma) may apply for special consideration. Applications must be submitted on the Special Consideration Application form, with original, dated documentary evidence from a registered practitioner covering the period of the examination, no more than 72 hours after the examination was scheduled. Students who are prevented from sitting a final examination may be granted a deferred examination, which usually takes place in the week following the examination period. A student who does not sit a scheduled deferred examination forfeits the right to sit that examination.
Students under a Learning Assessment Plan (LAPs) will be considered under special consideration for exam purposes. Individual LAPs will form the basis of the consideration.

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Key Stakeholders	Academic Staff Students	
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	La Trobe Melbourne Academic Board	December 1 2017
	LTCA Academic Board	November 20 2018
	LTCA Executive Committee	February 21 2019
	LTCA Academic Board	30 August 2021
	LTCA SMT	11 June 2024
	LTCA Academic Board	30 August 2024
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Related Guidelines		
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Date Effective	30 August 2024	**Next Review Date** August 2026
AMENDMENT HISTORY		
Revision Date	**Version**	**Summary of changes**
12/7/18	2.0	College name change to LTCA
13/02/19	2.1	Merged separate LTCA Melbourne and Sydney policies into one policy.
23/08/2021	3.0	Conduct of students during online exams, exam guidelines for online provision and provision of support sections added in the policy. Additional context provided Updates made throughout the document.
11 June 2024	3.1	Sentence structures refined Additional minor amendments made to include exceptional circumstances

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