

Conduct During Exams Policy (GC)



Queensland Institute of Business Technology Pty Ltd
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Document

Document Name	Conduct During Exams Policy (GC)
Brief Description	This Policy outlines how students are expected to conduct themselves during examinations. Any form of behaviour that is in breach of these guidelines will be considered academic misconduct, and as such will be dealt with in terms of the penalties and sanctions outlined in the Griffith College Academic Integrity Policy.
Responsibility	Academic Director
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Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
27/01/2017	7	Policy changes prior to December 2019 are found on H drive.	Academic Director

Related Documents

Name	Location
Academic Integrity Policy	Policy HUB

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1 Purpose and Scope

1.1 Introduction

This Conduct During Exams Policy sets out the approach of Griffith College relating to the management and expectations of student behaviour during exams.

1.2 Purpose

The purpose of this Policy is to provide details and guidelines as to how students are expected to conduct themselves during exams. It is expected that students will act in an honest and ethical manner and in accordance with Griffith College's guidelines for the conduct of examinations. Any form of behaviour that is in breach of these guidelines will be considered academic misconduct, and as such will be dealt with in terms of the penalties and sanctions outlined in the Griffith College [Academic Integrity Policy](#).

1.3 Scope

This Policy has been prepared in accordance with the Griffith College's [Academic Integrity Policy](#).

2 Policy Statement

2.1 Conduct of students during examinations

2.1.1 Student identification

Students must bring their current student identification card into the examination room and keep it displayed at all times. Students must also be able to produce a second form of photo identification (e.g. driver licence or passport) and be prepared to present this if asked during the examination.

2.1.2 Comply with directions

Students must comply with all directions given by the examination invigilator, or their teacher, and all instructions outlined on the examination material or displayed in the examination room. When requested, students must permit examination invigilators and teachers to inspect any materials or devices taken by a student into an examination room.

A student's behaviour within an examination venue must not disturb, distract or adversely affect any other student.

2.1.3 Entering and leaving an examination room

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

- during perusal time;
- in the first 30 minutes of the examination working time;
- in the last 15 minutes of working time;

Students leaving the examination early must do so without causing any distractions to other students or removing any examination materials from the venue.

A student who arrives during or after perusal time, and before the first 30 minutes of working time has elapsed will be permitted to undertake the examination. However, no additional working time will be allowed. Students who arrive after this time will not be permitted to enter the examination room. Students are advised to contact their relevant teaching staff member, as soon as possible, if they are not permitted to undertake an examination due to late arrival at the venue.

2.1.4 Authorised material and devices

Students are permitted to take into the examination room writing materials to enable them to complete their examination, including pens and pencils, rulers and erasing or white-out implements. Due to possible distractions caused by liquid white-out devices, students are only permitted to use white-out tape devices. The dictionary clause below 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 plastic container. Where a container has a label, this must be removed prior to entering the examination room. Coloured drink bottles, and coloured drinks such as cordial, soda (soft drink) or juice are not permitted in the examination venue.

Students will also be permitted to take into the examination room any other materials approved for that examination. It is the student's responsibility to ensure they are aware of the materials allowed for their examinations.

2.1.5 Dictionaries

Except where expressly stated otherwise, students are permitted to take the following dictionaries into the examination room:

- English dictionaries (i.e. English to English);
- Language translation dictionaries (e.g. English to- Cantonese); and/or
- Open Dictionaries (any dictionary with meanings and pictures).

Dictionaries for a specific discipline or related to a course of study (e.g business or finance dictionary) and thesauruses are not permitted.

Dictionaries brought into an examination must be in book form, that is, electronic dictionaries are not allowed. Dictionaries must be unmarked, that is there must be no writing annotations or comments in the dictionary. Highlighting and/or underlining is also not permitted. Dictionaries must not have any material attached to them or inserted into pages. Personal identification details written in the dictionary such as a name and student number will be permitted. It is the student's responsibility to ensure they have all required materials for their examinations.

Borrowing dictionaries from other students in the examination venue will not be permitted.

2.1.6 Calculators

Calculators (non-programmable) are permitted in the examination room if specified on the Examination Cover Sheet. Where use of a calculator is permitted, the calculator case must be removed prior to the calculator being taken into the examination venue. No notes or writing are permitted on the calculator.

Types of allowable calculators:

- non-programmable calculator- any hand-held calculator that is not able to store/save text. Such calculators must not have a full alphabetic display or graphical display.
- non-programmable simple function calculator – a non-programmable hand-held calculator with only the four basic functions i.e. add, subtract, multiply, divide.
- non-programmable/scientific calculator
- Scientific calculator – any hand-held scientific calculator.

Programmable calculators are not permitted unless stated on the Examination Cover Sheet. Students should check with their relevant teacher prior to the exam if they are unsure about the type of calculator they are permitted to use during in the examination.

2.1.7 Headwear

Students are not permitted to wear hats or other headwear during an examination. Students who are required to wear headwear for religious or cultural reasons, are required to obtain a letter of permission from the Griffith College Student Counsellor and Welfare Officer prior to the examination period. This letter of permission must be shown to examination invigilators at the examination venue prior to entering the room.

2.1.8 Personal Items

Students are permitted to take small valuable items (such as purses, wallets, passports and mobile phones) into the examination venue. Mobile phones must be switched off, at all times, in the examination venue. All small valuable items (other than those permitted as authorised materials and devices, see above) must be placed under the students' examination chair or left in bags and placed in an area within the examination venue designated as a storage area. Any belongings not permitted at the students' examination desk must be placed in the storage areas provided in the examination venue.

Students concerned about the security of valuable items not permitted at their examination desk, should make alternative arrangements for their care prior to bringing them into the examination venue. Griffith College does not guarantee the safe keeping of students' personal items during examinations.

2.1.9 Communication with others

Upon entering an examination room, a student will not communicate verbally or otherwise with any other person except the examination invigilator or examiner. Communication with other students or any unauthorised person within an examination venue may result in penalties or sanctions as specified in the Griffith College [Academic Integrity Policy](#).

2.1.10 Removal of papers

A student will not remove any examination material or data from an examination room at any point in time. All examination papers and materials must be handed to an examination invigilator before leaving the examination room. Removal of any examination material from the examination room may result in penalties or sanctions as specified in the Griffith College [Academic Integrity Policy](#).

2.1.11 Penalties

Students who are found to breach any of the above guidelines regarding conduct during examinations may be found to have engaged in academic misconduct. Students who are found to have engaged in academic misconduct may be subject to penalties or sanctions as outlined in the Griffith College policy for [Academic Integrity](#).