

Examination Timetabling Policy (GC)



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Document

Document Name	Examination Timetabling Policy (GC)
Brief Description	This Policy outlines the timetabling for exams at Griffith College. This Policy applies to all Griffith College students. The timetabling grid is intended to create the best possible examination timetable, without clashes, for as many students as possible.
Responsibility	Academic Director
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Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
14/09/2016	5	Policy changes prior to December 2019 are found on H drive.	Academic Director

Related Documents

Name	Location
Deferred Assessment Policy	Policy HUB

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1 Purpose and Scope

1.1 Introduction

This Examination Timetabling Policy sets out the approach of Griffith College relating to the management and scheduling of examinations at Griffith College.

1.2 Purpose

The purpose of this Policy is to maintain a final and mid-Trimester examination timetabling grid to manage the scheduling of end of Trimester and mid-Trimester, centrally held examinations. The grid is developed through Griffith College's student management system, MAZE, commencing in Week 2 and 5 respectively each Trimester. The grid is used to identify potential times when examinations can be held, without creating overlap with any classes students are required to attend. The grid is intended to create the best possible examination timetable, without clashes, for as many students as possible.

1.3 Scope

This Policy has been prepared in accordance with the Deferred Assessment Policy and applies to all Griffith College students.

2 Policy Statement

2.1 Final Examination Grid Criteria

In order to create the best possible examination timetable, Griffith College implements the following principles to plot the examinations:

- the timetable should allow a break of at least one and half (1.5) hours 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; and
 2. Foundation level examinations will not be scheduled in the evening;
- an individual student will have no more than two (2) examinations in one day;
- an individual student will have no more than 4 examinations in 3 successive days.

Once a draft examination timetable has been developed, a report is generated from Griffith College's student management system, MAZE, which provides information on whether any student would be scheduled to attend two or more examinations at any one time. Where it is discovered that a student has examination clashes, an alternative schedule is created for them, and when the timetable is published those students are notified, via the Griffith College Student Portal, advising them of their individualised alternative timetable.

2.2 Official Examination Periods

2.2.1 Mid Trimester Examinations

Mid- Trimester examination periods change each Trimester, as they are based upon the specific course for which the examination timetable is being established.

2.2.2 End of Trimester Examinations

Griffith College will schedule all end of Trimester examinations within the official examination period. The official examination period operates from Saturday, week 11 to Saturday, week 12 (Diploma of Health Care only), and Saturday, week 13 to Saturday, week 14 (all other programs). Examinations are scheduled between the hours of 8am and 9pm on weekdays and 8am to 6pm on Saturdays. Examinations will not be scheduled on Sundays or public holidays.

2.3 Publication of Examination Timetables

The mid-Trimester examination timetable for courses that are scheduled for centralised examinations will be published on the Griffith College Student Portal under My Study>Exam Timetable at least two weeks prior to the implementation of the first scheduled examination. Prior to this time, students are advised to obtain general scheduling information by consulting their course outlines.

The final (or end of Trimester) examination timetable will be published in Week 7 (Diploma of Health Care only) and Week 9 (all other programs) of each Trimester. The timetable will appear on the Griffith College Student Portal under My Study> Exam Timetable and will be placed on student noticeboards throughout the International Buildings on the Mount Gravatt (M14) and Gold Coast (G52) campuses.

Once the final copy of the examination timetables have been published, timetable changes will occur only in exceptional circumstances. If examination timetables require changes, the Student & Academic Services Officer will communicate with each student enrolled in the course to advise them of the change to the timetable. Communication regarding detailed changes will occur with each student via the Griffith College Student Portal.

It is the student's responsibility to ascertain the correct timetable for their examinations. Timetable information will not be given to students via telephone due to risk of error. Students are encouraged to clarify any aspect of their timetable well before implementation of any examinations. Missing examinations due to misinterpretation of the timetable, or failure to read the timetable in a timely way, is not considered grounds for deferred or alternative examination sittings.

2.4 Deferred Examinations

A student may apply to be granted a deferred examination if he/she believes that his/her situation falls within the circumstances outlined in Griffith College's Deferred Assessment Policy.

Deferred final examinations are conducted each Trimester between 8am and 9pm on Monday, Tuesday and Wednesday within the week following the release of final grades;

- Students will sit their deferred final examination on Monday following the release of results if their original examination was held on the first Saturday or Monday during the Official Examination Period;
- Students will sit their deferred final examination on Tuesday following the release of results if their original examination was held on the Tuesday or Wednesday during the Official Examination Period;
- Students will sit their deferred final examination on Wednesday following the release of results if their original examination was held on Thursday, Friday or the second Saturday during the Official Examination Period.

When timetabling deferred examinations, Griffith College will adopt the same criteria as utilised for the standard examination grid. However, as deferred final examinations are held over 3 days only, it may not always be possible to conform fully with the guidelines. Students who have been granted approval to sit a deferred examination are expected to be available to sit their deferred examination(s) on days specified within the deferred examination period.