



**EXAMINATIONS INFORMATION FOR STUDENTS**  
**Mt Helen Campus**  
**Current as at Teaching Period 3, 2008**

**EXAMINATION VENUES:**

As per Examination Timetable

**EXAMINATION TIMES:**

**AM**

9.20am (reading time)  
for 9.30am examination;

**PM**

1.20pm (reading time)  
for 1.30pm examination.

**EVE**

5.20pm (reading time)  
for 5.30pm examination.

**ELECTRONIC BILINGUAL DICTIONARIES**

Electronic bilingual dictionaries are not to be used for any exams which are centrally timetabled.

Revised guidelines for '**Students from a Non-English Speaking Background: Special Provisions for Invigilated Assessments**' were approved by Academic Board in October 2007. The full current version of the document can be found at:

<http://www.ballarat.edu.au/vco/legal/Policies/Guideline/NESBInvigilatedAssessmentGuidelines.pdf>

Under the revised guidelines, students are not allowed to use any form of electronic dictionaries in any of the University of Ballarat invigilated assessments; **the word 'dictionary' is defined specifically as a 'bilingual hard copy dictionary'**.

The amended guidelines are as follows:

- Provision for use of a bilingual dictionary applies to all invigilated assessments for students from a non-English speaking background including students who identify themselves as Aboriginal or Torres Strait Islander.
- NESB students must present a letter of authorisation from the Head of School giving permission for the use of a bilingual hard copy dictionary, at the assessment venue.
- Unauthorised dictionaries will not be allowed into the assessment venue.
- The Supervisor in Charge/Unit Invigilator will check that hard copy dictionaries are unmarked. Any annotated dictionaries will be removed and/or reported as a breach in accordance with Statute 5.3 The Schedule Part 1 Section 7.

## EXAMINATION TIMETABLE

- Draft and Final examination timetables are distributed to School Administrative Officers and are posted on the official noticeboards in the Albert Coates Complex and outside the 'T' Building. Draft and Final timetables, personalized timetables and important information for students is available at this link: <http://www.ballarat.edu.au/exams>
- Students should direct all communication regarding the examination timetables to either the Unit Examiner or the School Administrative Manager. In the case of examination 'clashes' alternative arrangements will need to be made within the school/s.
- Students should be aware of special conditions that apply for a particular examination - eg open book, closed book, non-programmable calculators allowed etc.

## ARRIVAL AT/ DEPARTURE FROM VENUES

- Students are responsible for ensuring that they arrive at the appropriate examination venue on the stated day at least ten minutes prior to the prescribed time.
- Supervisors in charge will exercise discretion on days of inclement weather and decide when students will enter venues.
- **No student will be admitted to the venue after the first 30 minutes of any examination.**
- **No student will be allowed to leave the examination venue during the first 30 minutes and the last 10 minutes of any examination.**
- **Students are to place mobile telephones and any other unauthorised electronic devices in their bags at the rear of the venue or underneath their desk. All electronic devices must be turned off.**
- Students may be seated when the Supervisor in Charge gives the signal to do so.
- Students will leave examination venues and surrounding areas immediately and quietly, in consideration of others. Students *must not* linger around examination venue entrance and exit points.

## SEATING ARRANGEMENTS

- Seating arrangements will be posted at the entrances for each examination session. **Students should take note of the seating arrangements and be aware of where they are to be seated *prior* to entering the examination venue.**
- Seating arrangements will not be available prior to the examination period.

## STUDENT IDENTIFICATION

### (ID) CARDS

- Students will display ID cards on student desks throughout each examination session.
- If a student ID card does not appear to match the seated student, a supervisor will request another staff member to verify her/his identity.
- **If a student does not produce a student ID card at an examination, the supervisor will write "ID card not sighted" in the 'Supervisor's Notes' section of the attendance slip and on the front of the examination answer booklet and/or paper.**

## EXAMINATION ANSWER BOOKS and ATTENDANCE SLIPS

- Examination answer book covers and attendance slips will be completed at the beginning of writing time.

- Place completed attendance slips on the far right-hand corner of the desk, along with student ID card, for collection by the supervisor.

### **READING TIME**

- If specified, Students will have 10 minutes' reading time prior to the scheduled examination time. At the beginning of reading time the Supervisor in Charge will announce: "Begin reading. No writing."
- No marking of examination papers is allowed during reading time.
- Examination answer book covers and attendance slips will be filled in immediately **after** reading time finishes.

### **WRITING TIME**

- Begins on the Supervisor in Charge's instruction: "Begin writing".
- Ends on the Supervisor in Charge's instruction: "Students of unit XXXX cease writing. You must remain seated until all examination materials have been collected by the Supervisors. You will then be instructed to leave.

### **DURING AN EXAMINATION**

- Unit examiners will be in attendance to answer questions for at least 30 minutes from the commencement of the reading time in their examination and will return for the last 10 minutes of the session to collect examination papers.
- Supervisors will collect completed attendance slips after writing has commenced.
- Unit examiners will leave contact numbers with the supervisor in charge where they may be reached if urgent questions arise during the examination session.
- Students requesting to use the toilet during an examination will be accompanied to the toilet by a supervisor. Only one student is permitted to occupy the toilets at any given time.
- A student who has a question will be required to raise their hand and the supervisor will attend to their question.
- **Students may not talk or communicate in any way with each other in the examination room or with any other person, other than the Supervisor. Communication with other students will be considered a breach of the examination procedures and you will face disciplinary action.**
- No external food or drinks are allowed in the venue. Water will be made available by the Student Association.
- **If a mobile telephone rings or is found to be turned on and/or located anywhere other than in your bag at the rear of the venue or underneath your desk during the examination session, it will be considered a breach of the examination procedures and confiscated for the duration of the examination. Your Head of School will be notified and you will face disciplinary action.**
- The same applies to any other electronic device (eg diaries/dictionaries/programmable or non-programmable calculators) for which a letter of authorization has not been supplied from the Head of School, giving permission for the device to be taken into the examination venue. Any letter of authorization must include the make and model of the electronic device and be handed to the Supervisor in Charge of the examination session upon entering the examination venue.

### **MOBILE TELEPHONES MUST BE TURNED OFF**

AND PLACED EITHER IN YOUR BAG AT THE REAR OF THE VENUE OR UNDERNEATH YOUR DESK

### **STUDENTS WITH DISABILITIES**

If students with disabilities anticipate difficulties due to any aspect of examinations eg access to venue, they should contact either the unit examiner or the Disability Liaison Officer, Ms Debra Hormann, on 5327 9757 prior to exams so arrangements can be made.