RESCHEDULED EXAMINATIONS GUIDELINES

RELEVANT POLICY/PROCEDURE

These guidelines are made under the following procedure published in the Melbourne Policy Library:

- Examinations Procedure

SCOPE

These guidelines apply to examinations which need to be rescheduled for the following reasons:

- Where a student has more than two examinations scheduled on the same day
- Where a student has an examination timetable clash
- Where a student has an Alternative Examination Arrangement (AEA).

GUIDELINES

1. Determining Priorities

1.1. The following principles should be followed when determining which examination should be rescheduled:

- Minimise the number of additional examination papers that need to be written/set.
- Centrally organised examinations to take priority over non-centrally organised examinations.
- If unable to resolve the case using these two principles, favour rescheduling early-year papers over later-year papers.

2. Ensuring a limit of two exams per day

2.1. Where a student has more than two examinations scheduled on the same day (including centrally organised examinations or non-centrally organised examinations) the student will complete no more than two exams per day.

2.2. Any examination/s over this limit will be rescheduled at another date and different examination paper/s will normally be provided. Where another exam paper cannot be provided, the student will be required to sign a statutory declaration stating that they will not discuss the contents of the examination with others until the end of the exam period. The rescheduled examination must be held as quickly as possible after the originally-scheduled time. If the re-scheduled exam is held before the main exam the student must not remove the exam paper from the venue.

2.3. The Principles outlined in 1.1 will apply to determine which examination to reschedule.

3. Examination timetable clashes

3.1. Where a student has two or more examinations scheduled for the same session he/she must complete and submit an Exam Clash Advice Form at least two weeks before the examination is due to be held in order for special sittings of the examinations to be arranged.

3.2. Where a student has an examination timetable clash (including clashes between centrally organised examinations or non-centrally organised examinations) and the clash can be resolved by the student sitting both examinations in one day, Student Administration will make arrangements for students to sit both examinations on the same day, one in the morning and one in the afternoon. In these circumstances, the following will apply:

- students will be supervised during the lunch period and will not be permitted to leave the examination venue
- students must bring their lunch (food and drink) and study material for the afternoon exam
• study material must be in hard copy paper format only.
• no electronic devices (including telephones) may be brought into the clash examination venue.

3.3. If the examination clash cannot be resolved by the student sitting both examinations in one day, one or more of the examinations will be rescheduled on another date and a different examination paper will normally be provided. The Principles outlined in 1.1 will apply to determine which examination to reschedule.

3.4. If the student has an examination timetable clash and more than two examinations in one day, the instance will be resolved according to Section 2.

4. Alternative Examination Arrangements (AEA)

4.1. Where a student has an Alternative Examination Arrangement (AEA) (refer to Part 5 of the Examinations Procedure) the examination should commence at the same time as the main examination, or as close as practicable, ensuring that the start-time is prior to the end of the main examination.

4.2. If this is not possible, the examination will be rescheduled at another time and a different exam paper will be provided. Where another exam paper cannot be provided, the student will be required to sign a statutory declaration stating that they will not discuss the contents of the examination with others until the end of the exam period. If the re-scheduled exam is held before the main exam the student must not remove the exam paper from the venue.

5. Academic Direction

5.1. At the discretion of Student Administration, direction in particular cases may be sought from the Deputy Vice-Chancellor (Academic) to determine which examination/s to reschedule.

6. Additional examination papers

6.1. If an additional examination paper is required in accordance with Sections 2, 3 and 4, Student Administration will provide a minimum of two weeks’ notice to the subject coordinator.

6.2. Where a different examination paper for a rescheduled examination is required, the paper should be of comparable difficulty to the original examination paper, but should not be so similar that the student sitting the rescheduled examination could gain an unfair advantage.

6.3. If writing a different examination paper is excessively onerous or problematic, it may be compiled using part or all of one or more of the following:

• Special examinations that have been used in the subject but collected from students at the end of the examination
• Parts of past examinations in the subject
• Modified questions from the original examination.

6.4. When compiling a new exam, that exam should not closely resemble any exams from any previous years.

7. Implications for non-centrally organised examinations

7.1. Faculties and Graduate Schools are responsible for determining their own procedures in relation to the content of examination papers for rescheduled non-centrally organised examinations, with reference to best practice as outlined in this Procedure.

7.2. In the instance of a clash involving only non-centrally organised examinations being notified to Student Administration, the case will be forwarded to the relevant Faculties or Graduate Schools for resolution.

7.3. Faculties and Graduate Schools are encouraged to enter all non-centrally organised examinations onto ISIS (including take-home examinations) so these may be considered in the central timetabling process, in order to minimise clashes during the examination period.

8. Monitoring and reporting
8.1. Student Administration will monitor the number of rescheduled examinations held and statutory declarations submitted for Semester 1 and Semester 2 each year, and will report this to Academic Board via the Deputy Vice-Chancellor (Academic).

SCHEDULES

None

RELATED DOCUMENTS

- Examinations Procedure

DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
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<tr>
<td>Rescheduled examination</td>
<td>an examination that is scheduled for a different time from the original scheduled time</td>
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IMPLEMENTATION OFFICER

The Manager, Timetable and Venue Management is the contact officer who can provide further information on these guidelines.

REVIEW

These guidelines are to be reviewed by 30 June 2017.

VERSION HISTORY

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