MANAGING CASES OF UNVERIFIED IDENTITY AT 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 centrally-managed examinations at the University of Melbourne.

GUIDELINES

1. Identification requirements

   1.1. Students will produce identification with a photograph at all examinations, in accordance with the Examinations Procedure, Schedule A.

2. Verifying identity of students without suitable identification

   2.1. Examination supervisors will inform students who do not produce suitable identification at the examination to produce identity documentation at their home student centre and that failure to do so will be considered academic misconduct.

   2.2. The Examinations Unit will notify student centres of any cases of unverified identity after each examination. This notification is equivalent to an examination incident report and can be used if required in academic misconduct proceedings (see section 3.3).

   2.3. The student must present acceptable identification to their student centre and sign a declaration in the presence of a member of student centre staff. In this case, the student centre should arrange to obtain and enter the final grade into the student system.

   2.4. Student centre staff will monitor the list of students who have not provided identification and attempt to contact students at least once by email and once by telephone if they have not provided identification by the specified dates. These attempts to contact the student should be recorded in case there is any dispute at a later date.

3. Action required if identity cannot be verified

   3.1. If a student centre is not satisfied with the student's identity documentation, or the student fails to report, a Withheld (WAF) result must be entered into ISIS for the subject in question. So that these can be identified later, staff should also add a comment in the student comment screen under the code ‘ENR_GEN_02. The comment should read ‘No ID shown at exam’ If student presents valid identification after the deadline a Result Amendment can be processed.

   3.2. The Student Centre Manager (or most appropriate professional staff member, depending on structure of faculty/department) should work with the subject coordinator to discuss appropriate action. This may include reporting to the Dean or delegate to determine which, if any, of the following options may be pursued:

       - compare handwriting on declaration (if completed) with handwriting on exam paper
       - compare style/level of work done in exam with previously submitted work (not exams)
       - offer student option of sitting a Special examination
       - offer student option of answering one question from the original exam in the presence of a staff member, then comparing it with the original answer.
       - instigate academic misconduct proceedings

   3.3. Where the WAF grade is still in place at the end of the first week of the following semester, the faculty should instigate academic misconduct proceedings against the student. It is
recommended that action is not taken prior to this date so that students who have been away over the holiday period will have time to return to University, read their University emails and take action to verify their identity.

RELATED DOCUMENTS

- Examinations Procedure

DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>acceptable identification</td>
<td>Students must present either:</td>
</tr>
<tr>
<td></td>
<td>• their University of Melbourne ID card, or</td>
</tr>
<tr>
<td></td>
<td>• a copy of their statement of enrolment and one of the following: a passport, an Australian state or territory issued drivers licence, an</td>
</tr>
<tr>
<td></td>
<td>Australian state or territory issued proof of identity card.</td>
</tr>
</tbody>
</table>

RESPONSIBLE OFFICER

The Academic Registrar is responsible for the development and review of these guidelines.

IMPLEMENTATION OFFICER

The Manager, Policy and Projects, Office of Deputy Vice-Chancellor (Academic) is the contact officer who can provide further information on these guidelines.

REVIEW

These guidelines are to be reviewed by 30 November 2014.

VERSION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved By</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provost</td>
<td>23 September 2013</td>
<td>23 September 2013</td>
<td>New</td>
</tr>
</tbody>
</table>