

## The University of Melbourne

### ACADEMIC BOARD

## Code of Practice for Examinations held Departmentally

The University allows departments to conduct formal supervised examinations within departmental precincts. Where these occur, it is the responsibility of examiners to create a fair and serviceable environment in which candidates can perform to their best ability.

The regulations relating to assessment apply to examinations conducted within departments. The Regulations and Directions approved by the Academic Board can be found in Statutes 12.2.10 R1 and 12.3.9 R1.

This Code of Practice is designed to complement the Regulations and Directions and to ensure that facilities and practices are geared to optimising student performance.

The persons charged with overseeing candidates in the examination venue are responsible for enforcing the obligations of candidates while they are under their supervision. These are reproduced in the Student Diary (2002 Diary, pp 237–243).

The venue in which the assessment is held should conform to the following guidelines:

- **Desks:** each candidate should be allocated their own desk of reasonable size, with adequate space left between desks to discourage the incidence of candidate interaction. All desks should be level. Avoid using tiered venues.
- **Lighting:** All parts of the venue should have sufficient lighting for reading and writing. If in daylight, seek to reduce the occurrence of strong shadows where possible.
- **Clock:** At least one clock showing the correct time should be placed in view of all candidates. This clock should be used to officiate start and finishing times.
- **Timing:** Candidates must be made aware of the examination's commencement time for writing and whether any reading time precedes this. No student may enter the venue more than half an hour after the start of the examination. No student may leave the venue until half an hour after the start of the examination or during the last quarter hour of the examination. A warning signal should be given 10 minutes prior to the finish of an examination.
- **Noise:** Candidates should not be disturbed by excessive noise from inside or outside the venue. The supervisor should seek to quell undue noises where possible, or report any uncontrollable outside noise factors to the lecturer-in-charge and/or head of department.
- **Ventilation:** there should be fresh air circulating and draughts should be minimized, particularly from near doorways. Heating or cooling should be used where appropriate to maintain a comfortable temperature.

**The supervisor(s) is/are responsible to ensure:**

- **Set-up of the Venue:** All assessable materials for candidates should be issued well before the announcement is given to admit candidates to the venue.

- **Maintaining Vigilance:** Constant surveillance of candidates is necessary to discourage incidents of academic misconduct. The surveillance should be spread across all candidates and across all sections of the venue. Order should also be preserved when candidates are in the process of entering and leaving the venue en masse. No student in an examination room may communicate with any other student.
- **Checking Attendance:** Once the signal is given to commence writing, the supervisor must check the attendance of candidates by inspecting the student card displayed on each candidate's desk. Candidates who arrive late and are permitted entry should also be marked off on the attendance list. This list should be forwarded to the lecturer-in-charge at the conclusion of the assessment along with the completed assessment materials.
- **Attending to Candidates:** Candidates who require assistance should be promptly and courteously attended to. All questions relating to the assessment should be referred to the lecturer-in-charge who must be present during the initial reading period, or otherwise contacted by phone if he/she has departed. Any candidate who is allowed a temporary absence from the venue should be accompanied for the full duration of the absence; for this reason, it is necessary to have at least two supervisors on hand, or at the very least one supervisor actively invigilating and another available at short notice to cover for the temporary absence.
- **Documenting Incidents:** Any irregular events, including suspected academic misconduct, which occur during the course of the assessment should be documented and forwarded to the lecturer-in-charge at the conclusion of the assessment. Note that this issue is covered in more detail in Regulation 12.2.10RI.
- **Security of the Completed Materials:** After the completed assessment materials are collected and secured, the supervisor should keep watch at all times on the materials until their collection by the lecturer-in-charge. Finally, no candidate should be permitted to leave the venue with any materials that are to remain in the venue.

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