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## EXAMINATION GUIDELINES

<b>Section</b>	Learning and Teaching		
<b>Approval Date</b>	03.05.2012	<b>Approved by</b>	Academic Board
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### PURPOSE

The purpose of this policy is:

- To ensure that NMIT students are able to sit their examinations under the best possible conditions.  
NMIT will ensure this happens by:
  - Treating all students fairly
  - Creating an environment of academic integrity
  - Promoting honourable student behaviour
  - Supporting student academic success
- To provide best practice guidelines for NMIT staff administering examinations.
- To ensure a clear process for requesting external Tertiary Education Organisations (TEOs) to provide invigilation services for NMIT Students, when required.
- To ensure a clear process for requests from external TEOs to provide invigilation services for their students.

### SCOPE

All NMIT students attending NMIT written examinations including online examinations or examinations using computer-aided assessment software.

All NMIT students attending oral examinations.

All NMIT examinations held on external TEO campuses.

All NMIT staff acting as examiners for NMIT courses while being directly responsible to an external examining authority.

Requests received for invigilation services from TEOs that require their distance students to be supervised during a written examination.

All NMIT staff acting as examiners for NMIT courses.

## DEFINITIONS

<b>Academic Misconduct</b>	<p>Academic misconduct includes any breach of any rules relating to the conduct of tests or examinations that count towards the attainment of a grade in any course.</p> <p><i>REFER TO NMIT ACADEMIC STATUTE</i></p>
<b>Candidate</b>	<p>Student who is taking the examination.</p>
<b>Dishonest Practice</b>	<p><b>Cheating</b> is defined as any fraudulent response by students during an examination, including any action which may otherwise defeat the purpose of the assessment, for example:</p> <ol style="list-style-type: none"> <li>1. Copying the work of another student,</li> <li>2. Using notes during a closed book test.</li> </ol> <p><b>Plagiarism</b> is defined as the act of taking and using another’s work as one’s own without proper acknowledgment and includes:</p> <ol style="list-style-type: none"> <li>1. Summarising another’s work,</li> <li>2. Using experimental results obtained by another</li> <li>3. Failing to acknowledge a source.</li> </ol> <p><i>REFER TO NMIT ACADEMIC STATUTE</i></p>
<b>Examination</b>	<p>Assessment undertaken within a constrained period of time in a set location following a specified set of instructions. For the purposes of this policy, this definition includes practices known as examinations, open-book examinations, mid-term exams and oral examinations. It is not intended to include practices known as presentations or tests.</p>
<b>Examiner</b>	<p>The person setting the examination, questions and instructions.</p>
<b>External Candidates</b>	<p>Students sitting an examination set by an external body or another TEO</p>
<b>Supervisor / Invigilator</b>	<p>The person who supervises an examination.</p>
<b>TANZ</b>	<p>Tertiary Accord of New Zealand – which includes the following Tertiary Education Organisations:</p> <ul style="list-style-type: none"> <li>• Nelson Marlborough Institute of Technology (NMIT)</li> <li>• Ara Institute of Canterbury</li> <li>• Eastern Institute of Technology (EIT)</li> <li>• Bay of Plenty Polytechnic (BoP)</li> <li>• Otago Polytechnic</li> <li>• NorthTec</li> <li>• Universal College of Learning (UCOL)</li> </ul>

<b>TEO</b>	<ul style="list-style-type: none"> <li>• Tertiary Education Organisation</li> </ul>
<b>Tertiary Education Organisations (TEOs)</b>	<ul style="list-style-type: none"> <li>• Private Training Establishments (PTEs)</li> <li>• Institutes of Technology and Polytechnics (ITPs)</li> <li>• Universities</li> <li>• Other tertiary education providers.</li> </ul>

## PRINCIPLES

The examination process is inherently stressful and must be managed to minimise confusion and uncertainty.

The examination environment must enable students to concentrate and demonstrate what they have learned.

The examination environment must enable Academic Staff to accurately and fairly assess student learning.

The academic integrity of the examination process must be maintained.

## RESPONSIBILITY

<b>Candidate</b>	<ul style="list-style-type: none"> <li>• Notify NMIT of any change of term time or home address and contact details.</li> <li>• Understand the regulations that are publicised regarding their particular examination.</li> <li>• Follow all instructions by the examination supervisor.</li> <li>• Undertake the examination honestly.</li> <li>• In the case of impaired performance, provide the Head of Department or delegate with documentary evidence such as a medical certification within 24 hours of the test or examination. <b>REFER TO NMIT ACADEMIC STATUTE.</b></li> <li>• Notify in writing their Programme Area Administration office of any special needs requirements at least three weeks before the examination. Applications must state the nature of the disability, the type of assistance required, and include supporting medical or other evidence. Applications for assistance must be endorsed by the Head of Department or delegate <b>and</b> the Equity Coordinator, Learner Journey or Study Support tutor. <b>REFER TO NMIT ACADEMIC STATUTE.</b></li> <li>• <b>If unable to sit the exam on the set date, candidate must notify the Programme Area as soon as possible and supply a Medical Certificate within 24 hours of the exam date.</b></li> </ul>
<b>Supervisor / Invigilator</b>	<ul style="list-style-type: none"> <li>• Oversee the administration and conduct of examinations.</li> <li>• Create an environment conducive to sitting the examinations.</li> <li>• Ensure overall integrity of the examination process.</li> <li>• Ensure security of the examination papers until returned to the examiner.</li> <li>• Follow instructions of the examiner.</li> </ul>
<b>Examiner</b>	<ul style="list-style-type: none"> <li>• Ensure the academic integrity of the examination and that moderation processes are followed.</li> <li>• Prepare examinations and take responsibility for the security of the exam papers.</li> <li>• Notify the Supervisor and candidates of any date changes, no later than two weeks prior to original exam date</li> <li>• Specify on the examination paper the permitted materials, devices or resources.</li> </ul>

	<ul style="list-style-type: none"> <li>• Check exam room set-up prior to the exam, in order to leave time to address any potential set-up concerns.</li> <li>• Ensure passwords for secure online examinations are changed for each session.</li> </ul>
<b>External Candidate Coordinator</b>	<ul style="list-style-type: none"> <li>• Schedules rooms, supervisors and organises payments as required.</li> </ul>
<b>Head of Department</b>	<ul style="list-style-type: none"> <li>• Work with the Equity Coordinator to accommodate students who ask for special examination considerations.</li> <li>• Provide an adequate number of supervisors for examinations.</li> <li>• Provide a communication and assistance mechanism for sole supervisors who may require assistance while supervising an exam.</li> <li>• Ensure all students, tutors, examiners and supervisors have access to the examination guidelines and regulations.</li> <li>• Notify Facilities and Information and Enrolment Centre staff of exam schedule.</li> </ul>

## POLICY

### **EXAMINATION GUIDELINES AND REGULATIONS WILL BE PUBLICISED SO THEY ARE WELL UNDERSTOOD BY STUDENTS, EXAMINERS, SUPERVISORS AND ALL AREAS OF NMIT INVOLVED PRIOR TO THE EXAMINATION PERIOD.**

A student may only be assessed or examined in courses for which they are enrolled.

Students will be notified of the examination date within the first three weeks of the start of a course.

Unsupervised, online examinations will be designed as open-book assessments only.

All examination papers/work must be submitted to the supervisor before leaving the examination room.

## SUPERVISION

Examinations will be supervised by a person approved by NMIT.

Candidates must comply with all directions given by the supervisor and all instructions to candidates set out on the examination materials or displayed in the examination venue.

Requirements for entering and leaving the examination venue shall be stipulated by the supervisor. No candidate may leave the venue without the permission of the supervisor.

There shall be one supervisor for every 30 candidates. . In circumstances where there is only one supervisor in an examination room, a second person, who is not a candidate for the examination, may be present to assist the supervisor.

## CANDIDATE BEHAVIOUR

Candidates taking an examination individually shall not communicate by word or otherwise with any other person except the supervisor or examiner.

Students must not behave in any manner that will distract other students during the examination.

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## MATERIALS, BELONGINGS AND TECHNOLOGY DEVICES

The examiner shall determine what, if any, aids may be available or used during examinations, and the conditions for their use.

Candidates must not bring into the examination venue any written, electronic or other material unless specifically authorised and notified to the candidates in advance.

Communication devices must be turned off and placed in bag area during examinations.

All spare personal belongings brought to the examination venue shall be left in a part of the room as directed by the supervisor. NMIT cannot be held responsible for the security of any items which are taken into the examination room.

Supervisors may inspect any materials or items held by the candidate at their examination desk, or in any candidate's possession, at any time during the examination.

No food or drink other than water in a sipper bottle is permitted in the examination venue, unless authorised in advance of the exam or with the permission of the supervisor.

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## MISCONDUCT

Any candidate who takes the identity of another candidate in an examination will be subject to the **STUDENT MISCONDUCT PROCEDURE**. A NMIT student who permits any other person to take his or her identity in an examination will also be subject to the **STUDENT MISCONDUCT PROCEDURE**. The supervisor must complete the **ALLEGED ACADEMIC MISCONDUCT FORM (APPENDIX 7)**.

Any candidate alleged to have committed academic misconduct will be subject to the **STUDENT MISCONDUCT PROCEDURE**. Pending the outcome of the investigation the candidate shall be permitted to continue with any remaining scheduled examinations.

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## SPECIAL EXAMINATION CONSIDERATIONS OR ASSISTANCE

Where special assistance has been granted to a candidate, assistance may be provided in the following ways:

- Additional time normally not exceeding 15 minutes for each hour of the examination
- Assistance by a reader
- Assistance by a writer
- Assistance by a reader/writer
- Assistance by an interpreter
- A combination of the above.

Separate rooms must be provided where assistance has been granted that will cause substantial disruption to other candidates.

## NMIT EXAMINATIONS TO BE HELD AT OTHER INSTITUTES

The Head of Department or delegate should arrange a suitable venue and supervisor as soon as possible.

Any payments for services will be the responsibility of the Head of Department.

Examination materials including examination instructions will be sent directly by courier to the examination supervisor by the Head of Department or delegate one week before the scheduled examination.

All materials for the examination should be supplied including the following:

- Checklist of materials
- Contact details should any problems arise
- Return addressed courier envelope
- Candidates list - Including Student ID Number
- Supervisor Guidelines
- Examination Checklist (Appendix 2B)
- Examination papers
- Answer booklets and any other materials, e.g. graph paper (if required)
- Spare sheets of paper
- Announcement Script (Appendix 4)
- Formal Declaration of Student Identity form/s (Appendix 5)
- Examination Incident Report form/s (Appendix 6)
- Alleged Academic Misconduct Form/s (Appendix 7)
- Password to examination if examination conducted in an online environment

## REQUESTS FOR EXAMINATION SUPERVISOR SERVICES FROM OTHER TERTIARY EDUCATION ORGANISATIONS

### EXTERNAL EXAMINATION CHARGES

External examination supervision services requested by TANZ partners will not be charged for.

For all other external examination costs will be charged between \$80.00 and \$100.00 depending on the length of the examination.

## REFERENCES

### INTERNAL

NMIT Academic Statute  
Programme Regulations  
Student Misconduct Procedure  
Student Academic Appeals  
Student Charter

### EXTERNAL

Examination instructions provided by the external educational organisation

## APPENDICES

### FOR STAFF

Appendix 1:	Supervisor Guidelines for Examinations held at NMIT
Appendix 1A:	Supplementary Guidelines for Supervisors of External Examinations
Appendix 1B:	Supplementary Guidelines for Supervisors of NMIT Oral Examinations
Appendix 2:	Examiner Guidelines for Examinations held at NMIT
Appendix 2B:	Examination Checklist
Appendix 3:	Examination Regulations for NMIT Students
Appendix 4:	Announcement Script
Appendix 5:	Formal Declaration of Student Identity
Appendix 6:	Examination Incident Report
Appendix 7:	Alleged Academic Misconduct Form

### FOR STUDENTS

Appendix 3:	Examination Regulations for NMIT Students
Appendix 5:	Formal Declaration of Student Identity Form
Appendix 6:	Examination Incident Report
Appendix 7:	Alleged Academic Misconduct Form

## APPENDIX 1: SUPERVISOR GUIDELINES FOR EXAMINATIONS HELD AT NMIT

THESE ARE GUIDELINES ONLY AS NMIT EXAMINATIONS VARY AND INSTRUCTIONS FOR EXAMINATIONS WILL VARY DEPENDING ON THE PROGRAMME OF STUDY.

### BEFORE THE EXAMINATION

#### 1. Role of the Supervisor / invigilator

The supervisor's role is important to the successful administration of examinations at NMIT.

The supervisor is responsible for ensuring candidates are able to sit their examinations under the best possible conditions and are treated fairly. Ensure there are sufficient visual prompts for candidates to follow. i.e. signs and posters.

Supervisors must remain in the room for the duration of the examination. A responsible person must be placed in charge during absences of the supervisor, which must be kept brief.

#### 2. Examination package

Before the exam, you will receive an examination package that will include the following items:

- Checklist of materials
- Candidates list - Including Student ID Number
- Supervisor Guidelines
- Examination Instruction Sheet
- Examination papers
- Answer booklets and any other materials, e.g. graph paper (if required)
- Spare sheets of paper
- Formal Declaration of Student Identity form/s (Appendix 5)
- Examination Incident Report form/s (Appendix 6)
- Alleged Academic Misconduct Form/s (Appendix 7)
- Announcement Script (Appendix 4)
- Password to examination if examination conducted in an online environment.

**ON RECEIPT OF THE EXAMINATION MATERIAL, CHECK YOU HAVE ALL THE ITEMS ON THE CHECKLIST.**

**INFORM THE EXAMINER THAT THE PACKAGE HAS BEEN RECEIVED AND LIST ANY ITEMS THAT ARE MISSING.**

#### 3. The day before the examination

- Ensure you understand the safety and emergency procedures that apply to the exam venue. This includes emergency exits and assembly areas.
- Ensure you have access to the room on the day of the examination (key).
- Check that the room has sufficient desks and chairs (note: only one candidate per desk).
- All diagrams which may have reference to the subject of the examination must be removed.
- If the exam is conducted in an online environment ensure there are adequate computer workstations.
- Check the location of light switches, that lighting and ventilation are adequate, and that room heating is available and that you are able to use it.
- If there is a change of venue or the possibility of students having difficulty finding the examination room, please ensure adequate notices are provided.



- Check that a working clock is available (plus, a whiteboard and pens for marking the time elapsed).
- Locate the nearest toilets so that you can give directions.
- Ensure there is a responsible person available:
  - To assume supervisor responsibilities should you need to leave the exam room.
  - To supervise students who need to leave the exam room temporarily.

#### 4. Emergency Telephone

For emergencies it is recommended that the supervisor has a fully charged mobile phone. Otherwise there must be another person close at hand to relay messages. Please make sure that the mobile phone is kept on silent so as not to disturb candidates.

Emergency inward and outward text messages should be able to be received and sent.

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## THE DAY OF THE EXAMINATION

#### 5. Arrival Time

Please arrive at least 30 minutes before the start of the examination.

#### 6. Exam Room

Ensure heating and lighting is adjusted to provide comfortable and adequate levels of both.

Check the clock is set correctly and is working.

If the examination room does not have an accurate clock that is clearly visible to candidates, the supervisor should mark the time on the board at quarter hour intervals.

Check the spacing and number of desks and chairs. Desks must be far enough apart so that candidates are unable to see others' work.

Set out exam papers on desks and any other materials provided for the exam, such as answer books.

#### 7. Computers (if required)

If the examination is to be conducted in an online environment (computer lab) ensure all computers are turned on.

#### 8. Before the Examination begins

Allow candidates to enter the examination room ten minutes before reading time is due to start. Give them instructions on where they are to sit.

Examination Regulations apply as soon as candidates enter the examination room. [REFER APPENDIX 3: EXAMINATION REGULATIONS FOR NMIT STUDENTS.](#)

Do not start the examination early.

#### 9. Candidates' personal belongings

Candidates' personal belongings must be placed in a designated area at the front or side of the examination area before candidates approach their desk.

#### 10. Materials

At their desks, candidates may have writing materials (in clear plastic bag only), Student Identification Card, tissues and a drink bottle.

Unless this is designated as an “Open Book” exam, candidates must not have any paper which they have brought into the examination.

Materials brought into the room for an “Open Book” exam (e.g., Accounting Standards) must be checked by the Supervisor to ensure no unauthorised material is hidden or written within the permitted material.

No food or drink other than water in a sipper bottle is permitted in the examination venue, unless authorised in advance of the exam or with the permission of the supervisor.

#### **11. Student Identification Checking**

Students must bring into the examination room and keep displayed their NMIT Student Identification card. Supervisors are required to check the identification of each candidate to ensure that the identity of the candidate sitting the examination is correct.

If, for some reason, the candidate is unable to provide their NMIT Student ID card, they must provide an alternative form of official photographic identification such as a passport or Driver’s License.

***REFER APPENDIX 5: FORMAL DECLARATION OF STUDENT IDENTITY***

#### **12. Two minutes before the Examination begins**

Give candidates instructions for the examination.

***READ ANNOUNCEMENT NUMBER 1 (SEE APPENDIX 4: ANNOUNCEMENT SCRIPT)***

#### **13. Reading Time (if applicable)**

If reading time is allocated for this examination, start the reading time at the time specified on the examination instruction sheet. Please note: there is to be absolutely no writing for any reason during reading time.

***READ ANNOUNCEMENT NUMBER 2 (SEE APPENDIX 4: ANNOUNCEMENT SCRIPT)***

#### **14. Writing Time**

Start writing time at the time specified on the Examination Instruction Sheet. Do not allow students to begin writing until the specified reading time has elapsed.

***READ ANNOUNCEMENT NUMBER 3 (SEE APPENDIX 4: ANNOUNCEMENT SCRIPT)***

If you are unable to start the reading time and/or writing time at the time specified, please record this fully with a reason on the incident sheet.

#### **15. Vigilance**

It is essential that the examination room is never left unattended. Supervisors must:

- Be consistently alert to any attempt at cheating by candidates and watch for any unauthorised material which may have been brought into the room.
- Immediately take possession of any unauthorised material.
- Report any incident by writing a detailed report on the Incident Report Form (Appendix 6). This report must be returned with the completed exam scripts.
- Supervisors should devote their whole attention to the continuous supervision of candidates – including moving unobtrusively amongst the candidates at intervals. A responsible person must be placed in charge during any absences, which must be kept brief. Supervisors should avoid disturbing candidates with any unnecessary noise or conversation.

#### **16. Temporary Absences**

- Candidates are not be permitted to leave the examination room except for necessary purposes, (i.e. for toilet) and must be kept under supervision during such absences. No extra time is to be allowed for completion of the examination, and candidates must not be given any opportunity to speak to other candidates.
- Supervisors may permit a candidate to leave the room under supervision ONLY where this would not be detrimental to overall supervision.
- Supervisors should seek the assistance of pre-arranged persons to supervise students.
- Supervisors must record the names of all candidates who temporarily leave the examination room, with reasons and time taken, on **one** Incident Report Form.

### **17. Exam Paper Queries**

- Supervisors must not answer queries by candidates concerning possible inaccuracies or ambiguities in a question paper.
- Candidates should be instructed to continue with their paper and note the assumptions they have made in answering any question where they believe inaccuracies or ambiguities exist.
- If it is apparent that there is a major problem with the exam paper (e.g. a page is missing or a problem exists with a question), the Head of Department should be contacted immediately.

### **18. Candidate Concerns or Complaints**

If a candidate expresses any concerns or complaints relating to the examination, they should be given an Incident Report Form to complete at the end of the exam. This is to be returned to NMIT with the exam papers and all other examination materials.

### **19. Candidate Illness**

A candidate who becomes ill may leave the room but must be kept under constant supervision if this occurs within the reading time or first 30 minutes of the examination, or the candidate intends to continue the examination when recovered. Extra time is not given to the candidate and the circumstances are to be written on an Incident Report Form. The candidate may be reminded that an application for special consideration could be appropriate in such cases.

### **20. Incidents**

All incidents that are “out of the ordinary” or that cause concern to the supervisor must be reported on an Examination Incident Report Form (Appendix 6). This form is also available to students if they wish to report any issue of concern.

### **21. Emergency Procedures**

Should an evacuation of the exam room during an examination be required, all belongings, the question paper and script book must be left in the examination room and all persons in the room must evacuate immediately to the designated assembly area.

- Supervisors are to record the time on an Incident Report Form that students were instructed to evacuate the room.
- No student leaves the assembly area until authorised to do so by the supervisor.
- The supervisor should actively discourage discussion of the exam during the evacuation period.
- Providing that the period of evacuation is no longer than 30 minutes, candidates should continue with the examination on return to the exam room. The examination finish time should be extended by the period of time of the evacuation; and an additional time for re-settling candidates.
- The supervisor is to record the time that all candidates were settled at their desks on the Incident Report Form.

- Should the period of evacuation be longer than 30 minutes, the supervisor should follow the procedure for Collection of Exam Papers, when allowed to re-enter the building. This would mean the students also return to the examination room, but the only writing allowable would be in cases where the candidate details on the front cover of the exam script had not already been completed. The students must immediately assemble their exam papers in readiness for collection.
- The supervisor should telephone the Head of Department as soon as possible to report the circumstances of the evacuation and this must also be fully reported on an Incident Report Form.

## **22. Fifteen minutes before the end of the exam**

Fifteen minutes before the exam is scheduled to end, please read the announcement provided.

*READ ANNOUNCEMENT NUMBER 4 (SEE APPENDIX 4: ANNOUNCEMENT SCRIPT)*

## **23. End of the exam**

At the completion of the exam please read the announcement provided.

*READ ANNOUNCEMENT NUMBER 5 (SEE APPENDIX 4: ANNOUNCEMENT SCRIPT)*

### **NO EXTRA TIME IS ALLOWED FOR:**

- Adding anything to answers
- Reading over the exam paper
- Ruling lines
- Writing names on the exam pages.

## **24. Collection of Exam Papers**

- Candidates are to remain seated, with no talking, until the supervisor has collected up all exam scripts. If answer and exam question booklets are separate, candidates must hand in all materials.
- Any supplementary pages used during the examination must be securely attached to the exam papers.
- As exam papers are collected, check that all extra pages are attached securely.
- The supervisor must check each exam script against the list of candidates, and tick each name as the script is handed in.
- All paperwork, with or without writing on it. must be handed in.

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## **RETURN OF EXAM PAPERS AND MATERIALS**

The supervisor is responsible for delivering the scripts and the list of candidates to the examiner, and to return spare examination materials.

All exam papers and materials provided, whether used or not, must be placed in the envelope or bag provided and returned to the Examiner immediately.

## APPENDIX 1A: SUPPLEMENTARY GUIDELINES FOR SUPERVISORS OF EXTERNAL EXAMINATIONS

### EXAMINATION MATERIALS

Prior to the commencement of the exam, you will receive an examination package which will include some or all the following:

- Checklist of enclosures
- Candidates list
- Exam papers
- Answer booklets and any other materials, e.g. graph paper (if required)
- Spare sheets of paper
- Examination instructions
- Declaration – No photo ID form
- Incident report forms
- Announcement script
- ID slips

**ON RECEIPT OF THE EXAMINATION MATERIAL, CHECK THAT YOU HAVE ALL THE MATERIALS ON THE CHECK LIST.**

**CONTACT THE EXAMINER THAT THE PACKAGE HAS BEEN RECEIVED AND LIST ANY ITEMS THAT ARE MISSING.**

### RETURN OF EXAM PAPERS AND EXAMINATION MATERIALS

It is the supervisor's responsibility to return all exam papers and examination material in the courier bag provided immediately following the exam.

You may be asked to photocopy examination answers and retain them securely in the case that the courier package does not reach its destination.

Ensure that you destroy the photocopied examination answers once you have checked that the courier bag has arrived at its destination.

## APPENDIX 1B: SUPPLEMENTARY GUIDELINES FOR SUPERVISORS OF NMIT ORAL EXAMINATIONS

### THE EXAMINATION

At the commencement of the oral examination the examiner shall explain the purpose of the examination and the process which will be followed.

Candidates will be given an opportunity to ask any questions about the examination process.

The Examiner is responsible for:

- Ensuring the academic integrity of the examination and that moderation processes are followed.
- Preparing examinations and taking responsibility for the security of the exam papers.
- Specifying on the examination paper the permitted materials, devices or resources.
- Checking exam room setup prior to the exam, in order to leave time to address any potential set up concerns.
- Ensuring passwords for secured online examinations are changed for each session.

### EXAMINATION VENUE

A test or examination location should be chosen that does not expose students to excessive background noise.

### EXAMINATION PAPERS

To minimise stress, it is important to provide clear, well-written test or examination papers and clear instructions about the location and time of the test or examination, and any items required to be brought along by the student.

### EXAMINATION PACKAGE CHECKLIST

Before the exam, you should provide the Supervisor with an examination package that will contain the following items:

- Checklist of materials
- Candidates list - Including Student ID Number
- Supervisor Guidelines
- Examination Instruction Sheet
- Examination papers
- Answer booklets and any other materials, e.g. graph paper (if required)
- Spare sheets of paper
- Formal Declaration of Student Identity form/s (Appendix 5)
- Examination Incident Report form/s (Appendix 6)
- Alleged Academic Misconduct Form/s (Appendix 7)
- Announcement Script (Appendix 4)
- Password to examination if examination conducted in an online environment.

## APPENDIX 2B: EXAMINATION CHECKLIST

### EXAMINATION DETAILS

Programme		Tutor Name	
Course Code		Examiner Name	
Examination Location		Supervisor Name	
Date of Exam		Second Supervisor Name	
Exam Start Time		Exam Finish time	

### EXAMINATION CONDITIONS

<input type="checkbox"/> Open Book Exam	<input type="checkbox"/> Reading Time Allowed (_____ minutes)
<input type="checkbox"/> Calculators Allowed	<input type="checkbox"/> Dictionaries Allowed

### LIST OF ENCLOSURES

<ul style="list-style-type: none"><li><input type="checkbox"/> List of Candidates - Including Student ID Numbers</li><li><input type="checkbox"/> Supervisor Guidelines</li><li><input type="checkbox"/> Examination Instruction Sheet</li><li><input type="checkbox"/> Examination papers</li><li><input type="checkbox"/> Answer booklets and any other materials, e.g. graph paper (if required)</li><li><input type="checkbox"/> Spare sheets of paper</li><li><input type="checkbox"/> Formal Declaration of Student Identity form/s (Appendix 5)</li><li><input type="checkbox"/> Examination Incident Report form/s (Appendix 6)</li><li><input type="checkbox"/> Alleged Academic Misconduct Form/s (Appendix 7)</li><li><input type="checkbox"/> Announcement Script (Appendix 4)</li><li><input type="checkbox"/> Password to examination if examination conducted in an online environment.</li></ul>
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### INSTRUCTIONS TO SUPERVISOR


### BEFORE THE EXAMINATION

#### 1. Contact Details

You must notify the institute of any change of home address and contact details.

#### 2. Special Requirements

You must notify in writing your programme administration office of any special needs requirements at least three weeks before the examination. Applications must state the nature of the disability, the type of assistance required, and include supporting medical or other evidence. Applications for assistance must be endorsed by the Head of Department or delegate **AND** the Equity Coordinator, Learner Journey or Study Support tutor. *REFER TO NMIT ACADEMIC STATUTE.*

#### 3. Regulations

You must understand these regulations and any programme-specific examination regulations that are publicised regarding your particular exam.

#### 4. Arrive early

Arrive 10 minutes before exam time with all materials required for the examination including identification.

### DURING THE EXAMINATION

#### 5. Candidates to Comply with Directions

Candidates shall comply with all directions given by the examination supervisor and all instructions to students set out on the examination material or displayed in the examination room.

A candidate's behaviour during examinations must not disturb, distract or adversely affect any other student.

Candidates shall not continue writing (including writing your name on the paper), or add anything to their answers, after the supervisor has announced the end of the examination time.

#### 6. Academic Misconduct

Candidates will undertake the examination honestly and in a manner that does not attempt to gain unfair advantage.

Candidates will refrain from cheating, which is defined as any fraudulent response by students during an examination, including any action which may otherwise defeat the purpose of the assessment, for example:

1. Copying the work of another student,
2. Using notes during a closed book test.

#### 7. Materials

Students should bring writing and other authorised materials in a clear plastic bag only.

No food or drink other than water in a sipper bottle is permitted in the examination venue, unless authorised in advance of the exam or with the permission of the supervisor.



## 8. Personal Belongings

All books and papers not approved for use in the examination, along with any spare personal belongings (including phones) brought to the examination must be left at the front/side of the room or as directed by the supervisor. All electronic devices must be switched off.

NMIT cannot be held responsible for the security of any personal belongings taken into the examination room.

## 9. Student Identification

Candidates must bring into the examination room and keep displayed their NMIT Student Identification card. If, for some reason, the candidate is unable to provide their NMIT Student ID card, they must provide an alternative form of official photographic identification such as a passport or Driver's License.

*REFER APPENDIX 5: FORMAL DECLARATION OF STUDENT IDENTITY*

## 10. Entering and leaving the examination room

No candidate may enter the examination room 10-15 minutes after the exam has started, (excluding the reading time).

No candidate may be permitted to leave the examination room (and then only with the permission of the supervisor and upon handing in his or her examination script), until 45 minutes (or proportional time for shorter exams) has elapsed from the time that the writing of the examination began.

No candidate shall be permitted to leave the examination room in the final 15 minutes of the examination.

A candidate may leave the examination room with the supervisor's permission for a temporary period only when absolutely necessary, for example, to the toilet. Candidates are to remain at their desks and seek permission by raising their hand. During this time, candidates must be under appropriate supervision.

## 11. Reading Time (if applicable)

Where reading time is specified in the Examination Instruction Sheet, candidates shall be allowed to read their examination papers for a period of not more than 10 minutes before the examination commences, but may not begin any writing (answers or notes) until the supervisor announces that they may do so.

## 12. Calculators and Electronic Dictionaries

No candidate shall bring into the examination a **calculator** except by the direction of the examiner.

No candidate shall bring in to the examination a **translation dictionary (either electronic or hard copy)** except by the direction of the examiner.

### **Where a calculator or electronic dictionary is permitted:**

- The device used in the examination must be truly portable and self-powered, noiseless and no audible alarms may be used.
- No supplementary material related to the use and operation of the device will be permitted in the examination room other than spare batteries.
- In all cases it is the responsibility of the candidate to maintain the operation and operating power of the device.
- Where dictionaries are permitted they must not be marked in any way.
- Any electronic device permitted must not be connected to the internet

## 13. Mobile Phones and Electronic Devices

The use of mobile phones and other transmitting electronic devices is strictly prohibited, unless special arrangements have been made with the supervisor.

Mobile phones and electronic devices must be switched off and left at the front/side of the room with other personal belongings or placed on the floor or as directed by the supervisor.

#### **14. Unauthorised Material**

No candidate shall bring to an examination any written or printed matter except by direction by the examiner.

No candidate shall bring any paper to their desk.

#### **15. Communication**

A candidate shall not communicate by word or otherwise with any other person except the examination supervisor.

A request by a candidate to communicate should be indicated by a raised hand. The candidate must remain at their desk until approached by the supervisor.

#### **16. Removal of Papers**

A candidate shall not remove from the examination room any worked scripts or other paper provided for use during the examination (other than the question paper supplied where this is authorised by the examination supervisor) or other material which is the property of NMIT.

#### **17. Examination responses**

Examination responses must be written in the language of instruction or as specified for particular examinations or questions within an examination. Any special arrangement (eg assessment in te reo Maori) must be made prior to the examination date.

#### **18. Incidents**

All incidents that are “out of the ordinary” or that cause concern to the supervisor must be reported on an Examination Incident Report Form (Appendix 6). This form is also available to students if they wish to report any issue of concern.

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### **AFTER THE EXAMINATION**

#### **19. Impaired Performance**

In the case of impaired performance, candidates must provide the Head of Department or delegate with documentary evidence such as a medical certification within 24 hours of the test or examination. **REFER TO *NMIT ACADEMIC STATUTE***.

Candidates will provide information on personal or other circumstances that may have affected performance and which they wish the Academic Committee to take into account, failing which any appeal founded on these grounds may be rejected in accordance with ***STUDENT ACADEMIC APPEALS***.

## APPENDIX 4: ANNOUNCEMENT SCRIPT

THESE ARE GUIDELINES ONLY AS EXAMINATIONS VARY IN LENGTH, READING TIME AND MATERIALS ALLOWED DURING THE EXAMINATION AS STIPULATED BY THE EXAMINER.

### ANNOUNCEMENT 1

#### READ TWO (2) MINUTES PRIOR TO THE COMMENCEMENT OF READING TIME

“Good morning/afternoon – [Introduce yourself]

1. Do not write anything on your examination paper or answer booklet until you are told that you may do so.
2. Please ensure that on your desk, you have only the permitted equipment and personal belongings. No eating or smoking is permitted. No food or drink other than water in a sipper bottle is permitted in the examination venue, unless authorised in advance of the exam or with the permission of the supervisor.
3. Place your NMIT Student ID card on the top corner of your desk.
4. All mobile phones must be turned off and placed with your personal belongings at the front/side of the room.
5. You are reminded that during the examination, you must not communicate in any way with anyone except the supervisor.
6. If you need anything such as extra paper, have a question, or wish to leave the room, please raise your hand. I will come to your desk. You may not leave the room without my permission.
7. If you wish to use the toilet - [Direct the candidates to the nearest location of toilets (men’s and women’s)] – please raise your hand. I will come to your desk. You will be accompanied to the toilets.
8. If you wish to leave this examination before its scheduled conclusion, please ensure all extra pages are fastened into your exam papers and all details have been completed on the front cover. Then raise your hand and wait until your examination paper has been collected.
9. There is a working clock in this room OR I have written the time in 15 minute slots on the white board, and will cross these off as the exam progresses.
10. You are reminded that you may not leave the exam in the first 45 minutes of writing time.
11. You may not leave the exam room in the last 15 minutes of the exam.
12. No examination papers are to be removed from the room.
13. Before reading time begins, you may now fill in the front cover of your exam paper, with your name ID number and signature.
14. Please check that you have the correct exam paper.”

## **ANNOUNCEMENT 2**

### **FINAL ANNOUNCEMENT BEFORE READING TIME BEGINS (IF APPLICABLE).**

1. “During reading time, you are not permitted to write or mark anything at all on your exam papers. Please lay all pens on the desk.
2. You now have 10 minutes reading time.”

### **READING TIME BEGINS**

## **ANNOUNCEMENT 3**

### **AT THE END OF READING TIME**

1. “Reading time has now finished.
2. You may commence writing.”

### **EXAMINATION BEGINS**

## **ANNOUNCEMENT 4**

### **15 MINUTES BEFORE THE END OF THE EXAM**

1. “Candidates, you have 15 minutes remaining.
2. No one may now leave the room.”

## **ANNOUNCEMENT 5**

### **END OF EXAM**

1. “Candidates, you must now stop writing.
2. Please ensure all loose pages are fastened into your exam paper with the tie/fastener provided, and that your details on the front cover have been completed.
3. Please remain seated without talking until the exam papers are collected and permission to leave has been given.
4. Leave all scrap paper on your desk.
5. Thank you.”

## APPENDIX 5: FORMAL DECLARATION OF STUDENT IDENTITY

This declaration is to be completed by students attending examinations who are not able to produce acceptable photo identification to prove their identity. Please attach to the front of the student's completed examination paper for return to the examiner.

I,		(Full Name)
Student ID:		
Of:		(Current Address)
<p>I declare, that I am a student of Nelson Marlborough Institute of Technology, and I am currently enrolled in the course listed below and that my name, Student ID and address as stated above are true and correct.</p>		
Date:		Student Signature:
		<i>(This form is not complete without student's signature)</i>
	Witness:	
		<i>(Examination Supervisor)</i>
Course Name:		
Course Code:		
Date and Time of Examination:		
	(Campus, block and room number)	
Location of Examination:		

**NB:** NMIT views academic and behavioural misconduct seriously. Academic misconduct includes cheating and failing to comply with NMIT policy; behavioural misconduct includes providing information known to be false. You should be aware that if you provide false or misleading information on this declaration you may face exclusion from NMIT.

**APPENDIX 6: EXAMINATION INCIDENT REPORT**

**EXAMINATION DETAILS**

Student ID		Student Name	
Course		Date and Time	
Examination Location		Supervisors Name	

**REASONS FOR USE (PLEASE TICK APPROPRIATE BOX)**

- |  |  |
|--|--|
| <input type="checkbox"/> Any disruptions i.e. Power failure, clocks, noise, fire etc | <input type="checkbox"/> Candidate's mobile phone ringing (left in bag but not switched off) |
| <input type="checkbox"/> Errors or omissions on exam paper                           | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Candidate illness, absence from room e.g. toilet breaks     |  |

**Please note** the above does not constitute academic misconduct. If academic misconduct is suspected please complete the Alleged Academic Misconduct Form.

**Please use one** Incident Report Form to record all Candidate absences (including toilet breaks)

**DETAILS OF INCIDENTS (PLEASE PROVIDE A BRIEF OVERVIEW OF WHAT OCCURRED)**



(Please attach additional page if required)

**Supervisor**

Name (please print):													
Signature								/			/		

**Head of Department**

Name (please print):													
Signature								/			/		

**GUIDELINES FOR COMPLETION**

- Ensure the Examination details portion of this form is fully completed.
- Record time of incident
- If multiple students involved are in the incident and they are sitting the same course, it is permissible to submit a consolidated list of students attached to the form with all other examination details recorded.
- Do not submit the Incident Report in consolidated list format if the students are not sitting a common course.
- For multiple late arrivals it is permissible to submit a consolidated list grouped by room and exam session.

**REPORTING PROCEDURES FOR ALLEGED ACADEMIC MISCONDUCT**

**Directions to supervisors**

It is important that any incidents during an exam, other than alleged academic misconduct, are correctly recorded on this form. This information may be used at a later date to corroborate any further correspondence submitted to NMIT by the student.

**Directions to Head of Departments, Tutors, Markers**

This form has been submitted with the student’s exam paper to highlight a reported incident during the exam session. In the absence of any appeal for special consideration from the student, please mark the exam paper without favour or prejudice.

The purpose of this form is to assist the Academic Committee in the decision process with regard to any academic appeal during the exam or any application for deferred exam from the student.

**Office Use Only**

<input type="checkbox"/>	Original form included in exam script	Date:	/	/	Initials	<input type="text"/>
<input type="checkbox"/>	Copy taken and sent to Head of Department	Date:	/	/	Initials	<input type="text"/>

## APPENDIX 7: ALLEGED ACADEMIC MISCONDUCT FORM

### EXAMINATION DETAILS

Student ID		Student Name	
Course		Date and Time	
Examination Location		Supervisors Name	

### REASONS FOR USE (PLEASE TICK APPROPRIATE BOX)

- |   |   |
|---|---|
| <input type="checkbox"/> Discrepancies between candidate's appearance and photograph on Student ID Card             | <input type="checkbox"/> Concealing and/or utilising mobile phone   |
| <input type="checkbox"/> Possible breach of security i.e. missing papers/scripts                                    | <input type="checkbox"/> Notes found in possession of candidate, i.e. notes in hands, scrap paper, rules etc. |
| <input type="checkbox"/> Notes found in the vicinity of the exam room that can be linked to a candidate             | <input type="checkbox"/> Possible cheating by reading other candidate's work                                  |
| <input type="checkbox"/> Misbehaviour by any candidate i.e. talking to other students, not adhering to instructions | <input type="checkbox"/> Other  |

**Please note** the above does not constitute academic misconduct. If academic misconduct is suspected please complete the Alleged Academic Misconduct Form.

### REPORT ON ALLEGED ACADEMIC MISCONDUCT (PLEASE REFER OVER TO GUIDELINES FOR COMPLETION)

- |  |
|--|
| <input type="checkbox"/> Instructions read out to students prior to entry, perusal time and commencement time<br><input type="checkbox"/> Notices displayed at front of room advising procedures on reporting incidents<br><input type="checkbox"/> All students checked for unauthorised materials during perusal time. |
|  |
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|  |

(Please attach additional page if required)



**Student advised of allegation/content of this report**

Yes  No\*

\*if no, explain reason/s why not


**Alleged Misconduct witnessed by**

Name (please print):											
Signature											

**Communication with student witnessed by**

Name (please print):											
Signature											

**GUIDELINES FOR COMPLETION**

- Record time alleged academic misconduct occurred
- Record period of observation of alleged academic misconduct
- When the student was approached, what occurred e.g. what was said to the student by whom, what did the student reply, did the student co-operate, where did it occur?
- Did anything unusual happen in the course of the investigation?
- Did another supervisor assist or corroborate evidence? If so, provide the details.
- What materials were confiscated (if applicable)?
- Did you advise the student you would be reporting the incident?
- Did the student follow-up after exam for further clarification:
- Were students checked as they entered the exam room?
- Were students checked again once exams commenced?
- Were toilets checked for hidden materials prior to the entry of students?
- Any further information which may be relevant.

**REPORTING PROCEDURES FOR ALLEGED ACADEMIC MISCONDUCT**

**Directions to Supervisors**

It is important that supervisors prevent candidates from availing themselves of unfair assistance by always being alert to any unusual situations. Supervisors cannot physically search, or otherwise bodily handle, a candidate who may be suspected of having concealed unauthorised material. However, a supervisor may quietly request a candidate to roll up a sleeve, stand up, or lift a jumper, empty pockets etc. and should report any non-compliance with such requests. All instances of suspicious behaviour should be documented in full on this form.

**Directions to Head of Department**

Please ensure the candidate follows the Student Misconduct Procedure in the appropriate timeframe.

**Office Use Only**

<input type="checkbox"/> Original form included in exam script	Date: / /	Initials	<input type="text"/>
<input type="checkbox"/> Copy taken and sent to Head of Department	Date: / /	Initials	<input type="text"/>