



ACADEMIC PATHWAYS PROGRAM EXAMINATION POLICY

SECTION 1 - PURPOSE AND CONTEXT

- (1) The College recognises assessment is an essential part of the teaching and learning process and conducts final examinations as a summative assessment component within some units of study.
- (2) This policy provides the principles for centrally administered examinations. It does not include the setting of mid-session examinations or tests.
- (3) The policy and procedures should be read in conjunction with the [Disability Policy](#), [Assessment Policy - Criteria and Standards-Based Assessment](#), [Courses and Units Approval Policy](#), [Records and Archives Management Policy](#), [The College Special Consideration Policy](#), [Student Code of Conduct](#), and [Student Misconduct Rule](#).

SECTION 2 - DEFINITIONS

- (4) For the purposes of this policy, the following definitions apply:
 - a. “Final examination” - an examination which takes place during the Formal Examination Period.
 - b. “Deferred Examination” - a late examination conducted after the timetabled final examination due to a student's serious misadventure, accident or other extenuating circumstances.
 - c. “The College” - Western Sydney University The College a division of Western Sydney University Enterprises Pty Limited.
 - d. “The University” - Western Sydney University.

SECTION 3 - POLICY STATEMENT

- (5) The College conducts final examinations to:
 - a. moderate and validate the student's continuous assessment performance;
 - b. assess the extent to which the student has achieved the learning outcomes;
 - c. satisfy the requirements of external bodies e.g. professional associations, who may stipulate that a certain component of particular courses must contain some assessment that is undertaken by students independently, and supervised accordingly.

- (6) Final examinations must be a valid component of a unit's assessment regime, which must be fit for the purpose of testing the student's achievement of the unit learning outcomes listed in the Learning Guide for the unit.
- (7) The Learning and Teaching Managers:
 - a. have overall accountability for the preparation of Final Examination and Deferred Examination papers for the units offered by The College and must ensure that processes are in place so that examination papers are fit for purpose, and are written in clear and unambiguous language;
 - b. will report to The College Academic Committee on the discharge of their responsibilities at the conclusion of each formal examination period, identifying any matters that have impacted on the quality and effectiveness of the examinations process within their faculty area.
- (8) The Director Academic Pathways Program must ensure that the Academic Pathways Program has appropriate processes in place, endorsed by The College Academic Committee, to assure the academic quality of the examination questions, model answers and/or guidelines, and moderation of the marking scheme.
- (9) Learning and Teaching Coordinators, Learning and Teaching Managers and the Director, Academic Pathways Program, are responsible for ensuring appropriate quality checks have been carried out in relation to the preparation, marking and moderation of examinations.
- (10) The Director Academic Pathways Program may delegate some or all of their functions under this policy to the Associate Director, Learning and Teaching or the Learning and Teaching Managers.

Examination Duration

- (11) The normal duration of a Final Examination is two hours including reading time. Students may use reading time to compose themselves, read the examination paper, take notes and commence planning their answers, or they may begin writing their examination answers as soon as they wish.
- (12) Examinations of three hours are only permitted where:
 - a. required for professional accreditation of a course or unit; or
 - b. an academic case has been presented in the unit approval documentation justifying that this examination duration is essential to fully test whether a student has achieved the learning outcomes;
 - c. prior approval has been given in accordance with the [Courses and Units Approval Policy](#).
- (13) Final Examinations and Deferred Examinations should not exceed three hours duration except where provided in an individual student's Academic Integration Plan.
- (14) Each Final Examination must include ten minutes reading time.

Deferred Examinations

- (15) A Deferred Examination may be granted:
- a. in exceptional circumstances where the severity or gravity of the misadventure, accident or illness prevents them from sitting the examination;
 - b. where a student could not reasonably have been expected to avoid the circumstances that would lead to them missing an examination;
 - c. only where the student has not entered the examination room.
- (16) Deferred Examinations are normally held as soon as practicable after the Formal Examination Period and are centrally coordinated by the Assessment and Graduation Unit.
- (17) Students who believe their examination performance has been adversely affected by serious misadventure or ill health may apply for Special Consideration in accordance with The College [Special Consideration Policy](#).

SECTION 4 - PROCEDURES

- (18) Examinations Procedures - Please refer to the Western Sydney University Examinations Procedures.
- (19) Deferred Examination Procedures - Please refer to the Western Sydney University Deferred Examination Procedures.

SECTION 5 - GUIDELINES

- a. Exams advice for Students: Refer to Western Sydney University
- b. Examinations for Students with Disabilities Guidelines: Refer to Western Sydney University
- c. Examinations for External Students Guidelines: Refer to Western Sydney University
- d. Online Examinations Guidelines (to be provided at a later date)

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STATUS AND DETAILS

Status:	Current		
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Unit Responsible:	Academic Pathways Program		
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Available On:	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>

Summary of Changes from Previous Version

Clause 7(a) amended