

Test and Examination Regulations

1. Overview

- 1.1 Tests and examinations are examples of invigilated assessments. An invigilated assessment is that which is completed under strictly supervised test conditions. These regulations outline expected procedures in relation to all tests and examinations conducted at UC International College.
- 1.2 The regulations listed below apply to all students, UC International College staff and externally appointed invigilators.
- 1.3 In the context of these regulations, an invigilator is defined as someone who supervises (invigilates) a test or examination and may include either a UCIC staff member (either teaching or administration) or an externally appointed person.

2. Student Responsibility

- 2.1 During tests and examinations, students are expected to behave in an honest and ethical manner and in accordance with test and examination regulations. Any form of behaviour that is in breach of these standards will be considered academic misconduct.
- 2.2 It is the responsibility of all students to check information in Course Outlines, on Moodle course sites and the published final examination timetable for test and examination notifications.
- 2.3 No special consideration will be made for students who miss tests or examinations due to misreading timetables or information provided by the teacher. This will not under any circumstances constitute grounds for granting a deferred test or exam.
- 2.4 Students need to make themselves available for the whole duration of the examination period in case any unforeseen circumstances result in rescheduling of examinations.
- 2.5 Students are required to bring their student ID, writing materials, UC-approved calculators, rulers and other equipment as required and as permitted in the test or examination.

3. Staff Responsibility

- 3.1 It is the responsibility of teaching staff to ensure that information relating to tests and examinations is provided in the Course Outline or on the Moodle site as necessary.
- 3.2 Student and Academic Services administrative staff publish the examination timetable no later than week nine (9) of the semester. The examination timetable will be sent to students' UClive email accounts and copies will be available at the UCIC office. Students should contact Student and Academic Services staff immediately if they become aware of an examination clash.

- 3.3 It is the responsibility of test and examination invigilators to ensure that all tests and examinations are conducted in accordance with the procedures and requirements outlined in these regulations.

4. Conduct During Tests and Examinations

4.1 Student identification

Students must bring and display their current student identification card into the test/examination room and keep it displayed at all times. If a student has misplaced their identification card they should see Student and Academic Services staff in reception for verification of identity and ID number. Students will be required to provide an alternative source of identification, such as passport or New Zealand driver license.

4.2 Comply with directions

Students must comply with all directions given by the test/examination invigilator(s) and all instructions outlined on the test/examination material or displayed in the test/examination room. **When requested, students must permit test/examination invigilators to inspect any material or item taken into an examination room.**

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

4.3 Entering and leaving an Examination room

Students are not permitted to enter an examination room unless instructed by an examination invigilator.

A student who arrives late, but within 45 minutes of working time, will be permitted to undertake the examination - however no additional working time will be allowed. Students will not be permitted to enter the examination room after this time.

A student is not permitted to leave an examination room:

- In the first 60 minutes of the examination working time.
- In the last 15 minutes of working time.

4.4 Authorised material and devices

Items permitted in tests and examinations:

- Bags – which must be left at the designated area as instructed by the invigilator (front/rear).
- Stationery as permitted (pens, rulers).
- Water – in a clear, unlabelled bottle.
- UC-approved calculators (displaying a UC sticker).

Items **NOT** allowed in tests and examinations:

- Headwear – caps or other headwear (except for religious wear, illness or injury).
- Non-approved calculators.
- Notes and text books (unless allowed and stated on the test or examination cover sheet).
- **Electronic devices – mobile phones, watches** and all other electronic, Bluetooth and internet enabled devices capable of storing text or accessing / transmitting information – are **not allowed** during examinations and must be switched off and left in your bag. Alarms must be deactivated. **Mobile phones are not allowed to be in your possession for the duration of the test or examination (e.g. on the desk or in your pockets).**

Notes:

- Where dictionaries are allowed, they will be provided by invigilators.
- Any items not authorised will be confiscated by invigilators and available for collection at the end of the test or examination. (This does not apply to any notes confiscated during the examination which will be kept by the invigilator and given to appropriate UCIC staff).
- Students are strongly advised not to take any valuable items into the test or examination room. UCIC accepts no responsibility for the loss of students' personal property.

5. Procedures during tests and examinations

- Students will be admitted into the test/examination room 10-15 minutes before the scheduled start of the test or examination, as directed by the invigilator.
- If a student has any materials not allowed, they must either leave them in their bags or hand to the invigilator.
- The invigilator will read instructions relating to the test/examination.
- The invigilator will advise students when they can commence the test/examination.
- Students must write their full name and student ID on the attendance slip (for examinations) and on the answer booklets.
- Students should write clearly and cross out any mistakes. Do NOT use correcting fluid. Unreadable handwritten answers will not be marked.
- If a student has a question or needs to go to the bathroom, he/she must raise his/her hand and they will receive assistance from the invigilator.
- If a student requires additional paper he/she should raise his/her hand until attended by an invigilator.
- Students who have left the test or examination room will not be allowed to return unless they have been under approved supervision for the period of their absence.
- Students must not communicate by word, writing, signaling or otherwise with other students during the test or examination. Students must not share any items with another student during the test or examination. Any such actions are regarded as a breach of exam regulations and penalties will apply.
- Students must remain seated at the conclusion of the exam until all papers have been collected and permission to leave has been given by the invigilator.

- Students must hand in all test/examination booklets, scripts and other materials and ensure their name and student ID is written on each book/script.
- Under no circumstances is a student allowed to take scripts or booklets out of the room.
- In the event of an emergency, students should remain calm and wait for instructions from the invigilator.
- Students must leave the test/examination room quietly and keep noise to a minimum outside of the room.

6. Missed Tests or Examinations due to illness/extenuating circumstances

If a student is unable to attend a final exam due to a serious illness, misadventure or other extenuating circumstance beyond his/her control, then he/she can submit an Application for Special Consideration form.

If a student considers their performance was impaired due to illness, they can also apply for Special Consideration. An Application for Special Consideration form, together with appropriate supporting documentation, must be submitted to the UCIC office within three (3) working days of the scheduled test or exam. Please refer to the Assessment Policy for further information.

Note: Holiday or other non-urgent travel or misreading examination timetables or test notifications are **not acceptable** reasons for Special Consideration.

7. Misconduct

Cheating in a test or examination is considered a serious act of misconduct.

Students found to be cheating will be subject to academic penalties, which may include, but are not limited to: being awarded a 0 (zero) mark for the test or examination, being given a fail grade for the course or expulsion from UC International College.

For further information regarding penalties and application, refer to UC International College's Academic Integrity Policy, available on the UCIC website: <https://www.ucic.ac.nz/policies>

Policy Title	Test and Examination Regulations	
Policy Owners	Academic Manager	
Contact Persons	Academic Manager	
Key Stakeholders	UCIC students and staff; externally appointed invigilators	
Approval Authority	UCIC Executive Committee	Meeting date approved 26/4/2018
Relevant Legislation	The Education (Pastoral Care of International Students) Code of Practice 2016 and the Private Training Establishment Registration Rules 2013 under section 253 of the Education Act 1989.	
Related Policies	Assessment Policy, Academic Integrity Policy	
Related Guidelines	N/A	
File information	File number N/A	Version number V2.2
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