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Examination Policy and Procedures

1. Purpose and rationale

The purpose of this Policy and Procedures is to maintain coordinated, consistent examination practices for NDS Chefs Academy. Academic staff members of the Academy are responsible for setting appropriate assessment that will foster learning and a significant amount of assessment is conducted through formal examinations. Assessment information should be incorporated in unit outlines. For information relating to general principles of and responsibility for assessment, refer to the Assessment Policy and Assessment Procedures.

2. Scope and definitions

This Policy and Procedures apply to the whole of NDS Chefs Academy. The definitions in the Academic Regulations apply in this Policy.

3. Timing of examinations

3.1 Standard study periods

An official two to three-week central examination period will be held at the end of the first and second semesters, or at the end of a programme.

3.2 Non-standard study period examinations

Examinations for units offered in non-standard study periods will be arranged and conducted by the relevant School.

3.3 Deferred examination periods

The deferred central examination period will be scheduled not fewer than three weeks after the end of the central examination periods in the first and second semesters.

3.4 Examination sessions

Examinations may be held within the period 8am to 4pm Monday to Friday (including on public holidays) and 8am to 2pm Saturdays, throughout the examination periods.



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4. Student availability for examinations

Students are required to be available to undertake examinations throughout the periods designated for central examinations as outlined in the academic calendar. Students are also required to be available at times specified in unit outlines for School-based examinations.

5. Examination adjustments for students with disabilities, medical conditions

5.1 Permanent disability and/or chronic medical condition

Adjustments to the examination conditions for students with a permanent disability and/or chronic medical condition will be incorporated in Education Inclusion Plans developed by the Equity and Disability Unit.

5.2 Unexpected temporary disability or medical condition

If a student has an unexpected temporary disability or medical condition, he/she may apply for adjustments to examination arrangements by completing the required special adjustment form. This form must be submitted in hard copy to the Administrator who will submit it to the College management for approval and any adjustments to the examination arrangements. Where the College cannot implement the requested provisions, due to time limitations, the student may be required to sit the examination during the deferred examination period.

5.3 Notification of examination adjustment requirements

5.3.1 Students with a disability and/or medical condition should consult the Administrator to register for examination adjustments as early as possible and preferably at the time of enrolment.

5.3.2 Where examination adjustments are not advised by the above date, the following action may be taken:

- a. The College may liaise with the student as well as the accreditation board regarding alternative assessment/s in lieu of an examination/s.

5.4 Notification of examination adjustment requirements



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The student will be advised of the decision on any application for an examination adjustment.

6. Examination room procedures

6.1 Powers of Invigilators

Invigilators will have responsibility for the conduct of examinations. The invigilator has and may exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination. The invigilator need not enter into debate with a candidate for any direction given to the candidate.

The invigilator may require any person present in the examination room to:

- a. provide an ID or other evidence to confirm their identity and eligibility to be in the examination room;
- b. show that the person does not have in their possession any unauthorised material as specified in the Academic Policy;
- c. answer any question relating to that person's behaviour while in the examination room;
- d. leave an examination room if a supervisor considers that a candidate's behaviour, dress or appearance is such as to disturb or distract any other candidate;
- e. surrender any material, which the supervisor considers to be unauthorised; and/or
- f. comply with any direction the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

6.2 Entry to examination room

A person other than an invigilator or other authorised person may not, except with the permission of the invigilator, enter or remain in an examination room during an examination or during the period of 45 minutes immediately preceding or immediately following an examination session.

A candidate, on entering an examination room, must proceed without delay to the place to which the candidate is directed by the Invigilator or by notice or other means and will not leave that place except with the permission or by the direction of the Invigilator.

A person, whether a candidate or not, who is permitted to enter or leave an examination room must comply with all conditions on which such permission is given.



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6.3 Conduct of candidates

A candidate must comply with the Academic Regulations, the Academic Policy and Student Conduct and Discipline Policy and Procedures.

6.4 Starting time

Times listed on the timetable are the times when students are allowed to commence with the examination.

6.5 Reading time

6.5.1 The reading time available to candidates prior to the commencement of writing the examination will be either ten minutes or nil. Candidates must not commence writing until the supervisor has given permission.

6.5.2 During reading time, candidates may make notes on the examination question paper. Candidates must not commence writing in examination scripts until the supervisor has given permission at the end of the allocated reading time.

6.6 Late arrival and Absenteeism

Candidates who arrive within the first 30 minutes after examination start time will be permitted to undertake the examination but will not be allowed additional time. Candidates who arrive more than 30 minutes after the examination start time will not be permitted to undertake the examination.

All tests are compulsory. All dates of tests will be indicated on the timetables provided by the institution. After all test or exam dates have been decided on, there will be NO CHANGES. One opportunity for reassessment will be granted for students who obtained less than 60% for their exam.

The only acceptable reasons for being absent from the exam or test will be a legal medical certificate or death certificate or funeral notification of immediate family member indicating the dates to be excused.



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6.7 Identification

Candidates will produce their ID BOOK or any form of identification on demand at each examination. It must be displayed prominently on the desk during the examination.

6.8 Attendance form

Candidates will complete an attendance form at every examination and will adhere to the instructions for collection of the form as provided by the invigilator.

6.9 Early departure from examination rooms

Except in the circumstance provided for in Section 8, a candidate must not leave the examination room until 30 minutes after the commencement of writing time or during the final 10 minutes of an examination.

Candidates who wish to leave the examination room prior to the scheduled finish time (and within the times specified above) will adhere to instructions provided by the invigilator.

6.10 Conclusion of examination

At the conclusion of the examination all candidates must remain seated until their papers are collected by the invigilator or until the invigilator has given them permission to leave the examination room.

6.11 Where nominated materials may be taken into an examination room

Where specified books or other materials (restricted open book examinations) are permitted to be taken into an examination, such materials will be limited to those specifically nominated by the Lecturer in Charge and such materials will be listed on the examination paper cover sheet. The invigilator or other authorised person will inspect any such materials to ensure that they comply with the approval and do not contain any unauthorised materials.

Where an examination is designated 'open book', the relevant text book and allowable materials may be taken into an examination.



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6.12 Use of dictionaries in examinations

English language dictionaries are not acceptable in an examination room.

6.13 Use of personal electronic devices in examinations

Personal electronic devices may not be brought into or used in an examination room except with the prior approval of the Lecturer in Charge. Such approval must clearly identify the category of electronic device allowed in the specific examination. Electronic devices which can be approved are restricted to those which are hand-held, internally powered, silent and not capable of wireless communication with other electronic devices.

Calculators and other electronic devices approved for use in an examination must have any programmable memory cleared prior to being brought into the examination room. Non-programmable calculators, where allowed, must have volatile memory only and must not have alpha facilities.

Any approved electronic device brought into an examination room will be inspected by the invigilator and/or authorised staff member.

A candidate using an authorised electronic device in an examination is responsible for its operation. Any failure or malfunction of the device will not constitute grounds for a deferred examination or other special arrangements.

6.14 Mobile telephones

Mobile telephones are not permitted in any examination room. Examination Invigilator will confiscate mobile telephones detected in an examination room.

7. Illness during examination

8.1 If a candidate becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the student to complete the examination.



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7.2 If the candidate cannot continue with the examination, the invigilator will note this and report the matter to the Administration office.

7.3 If the candidate decides to continue the examination, the Examination Invigilator may make a decision to move the student to an alternative location, if there is disruption to other students. The time required for the move will be added to the student's allocated examination time.

7.4 The Academic Registrar or nominee will determine, in consultation with the Head of School, whether the student is to be given a deferred examination, subject to provision of relevant supporting documentation.

8. Interruption to examinations

8.1 Where an examination is impacted by an unexpected interruption (for example, a power failure, computer/software malfunction, earthquake, bomb threat, fire alarm etc) the invigilator will implement appropriate action.

8.2 Minor disruptions to an examination (for a period of 15 minutes or less) will be accommodated by the provision of an equivalent period of additional time added to the end of the allocated examination time.

8.3 The Academic Registrar or nominee will determine the appropriate course of action in the event of a significant disruption to an examination. A significant disruption may include repeated minor disruptions in the same examination session.

8.4 In the event of an evacuation of an examination venue, the Head of Academic or nominee will determine which of the following outcomes will apply:

- a. the examination may be declared void and a new examination scheduled for a date and time within the current examination period, including on a Saturday;
- b. students' examination scripts may be marked and an adjusted examination result determined;
- c. an alternative assessment item may be set with a suitable due date for submission;
- d. as well as the outcome in paragraph (b), an additional assessment item may be set with a suitable due date for submission.



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9. Breach of procedures

9.1 Expulsion from examination room

An invigilator may immediately expel from the examination room any candidate who commits an infringement of this Policy and Procedures.

9.2 Report and investigation

The invigilator will report any breach of this Policy to the Administration office, which will refer it to the Head of School responsible for the course unit. Any such allegation will be investigated and resolved in accordance with the Academic Policy or Student Conduct and Discipline Policy and Procedures.

10. Materials left outside examination room

NDS Chefs Academy accepts no responsibility for the security of any materials left outside an examination room.

11. Deferred examinations

11.1 Application for central deferred examination

A candidate who, through illness or other exceptional cause beyond the candidate's control, is unable to attend an examination is required to lodge with the Administration office, not later than five working days after the day of the examination, an Application for Deferred Examination form.

11.2 Application for School-based deferred examination

A candidate who, through illness or other exceptional cause beyond the candidate's control, is unable to attend an examination is required to lodge with the Lecturer in Charge, not later than five working days after the day of the examination, an Application for Special Consideration form with Professional Authority.

11.3 Evidence in support of application for deferred examination



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Any application for a deferred examination must be supported by original appropriate documentary evidence (Professional Authority). The authenticity of documentary evidence may be confirmed with the named provider.

11.4 Determination of application for a deferred central examination

The Academic Registrar or nominee will determine the outcome of an application for a deferred central examination. The Administration office will notify a student of the outcome of their deferred examination application in writing not less than one week prior to the commencement of the deferred examination period. Where the application is approved, the details of the examination day, date, time and location will be published on the Students' Personal Examination Timetable. In cases where an application is submitted prior to the examination and the application is refused, every effort will be made to contact the student prior to the scheduled examination.

11.5 Determination of application for a School-based deferred examination

The Lecturer in Charge will determine the outcome of an application for a School-based deferred examination. The School will notify the student of the outcome of their deferred examination application in writing not less than one week prior to the examination date determined by the Lecturer in Charge. Where the application is approved, the written notification will include the details of the examination day, date, time and location. In cases where an application is submitted prior to the examination and the application is refused, every effort will be made to contact the student prior to the scheduled examination.

11.6 Failure to attend deferred examination

A student who, through illness or other exceptional cause beyond the candidate's control, fails to attend a deferred examination may apply for alternative assessment. The application should normally be lodged directly with the Administration office no more than five working days after the day of the original deferred examination. Approval will only be granted in exceptional cases and should not be assumed to be automatic.

11.7 Limit on number of deferrals

An examination or alternative assessment may be deferred no more than **twice** (after the original scheduled examination). If the student is again unable to undertake the examination or



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assessment, further deferral will not be granted and the Administrator will be required to provide a final result for the unit. If the student is able to provide evidence of continuing exceptional circumstances, the Administrator, after consultation with the student, may recommend to the College Management that:

- a. the student's enrolment in the relevant programme be cancelled without academic penalty (but with financial liability); or
- b. other assessment accommodation(s) be made, having regard to the circumstances of the case.

13. Supplementary assessment

Students are notified through the communication channels used at the college. The same rules of examination apply to supplementary or re-written exam.