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## Information for Students sitting Final Examinations

Final examinations are conducted outside normal class time. Each examinable unit is scheduled at the same time and date throughout New South Wales. Students should be familiar with their rights and responsibilities in relation to these examinations.

### At enrolment (or shortly after):

1. Soon after enrolment (during your first class) you will be advised by your teacher of the assessment method used for each unit. This will identify your units which have a Final Examination.
2. If you have a permanent or temporary disability which may affect your ability to sit an examination, or finish it in the required time, contact the campus/college Teacher/Consultant for Students with Disabilities, who will determine if you qualify for special concessions (e.g. a modified examination). If the nature and/or degree of the disability changes after the granting of a concession, the campus/college Director must be informed BEFORE the examination.
3. Examination aids permitted to be used for each examination are shown in the Student Assessment Guide. These aids, as well as pencils, pens, erasers, rulers and highlighters must be supplied by the student. Notes and blank writing paper brought in by students must not be used in the examination room. The campus/college will provide writing paper in the examination room. Electronic dictionaries/devices are NOT permitted for use. You are responsible for checking campus/college notice boards for the examination timetable dates and times. The room allocations will be shown on the notice boards, just prior to the scheduled examination dates.
4. If you have two examinations scheduled for the same time and date, give WRITTEN notification to the campus/college Director of your campus/college, who will arrange for you to sit one of the examinations earlier, or later, in the day. (Please give reasonable notice to ensure there is sufficient time for these arrangements to be made). You will be supervised during breaks between the two examinations.
5. You must sit each examination at the campus/college of enrolment for that subject. If circumstances arise which prevent you from attending the correct campus/college you MUST seek approval IN WRITING from both your campus/college of enrolment and the campus/college where you wish to sit the examination. Approval will only be given where circumstances prevent you attending the campus/college of unit enrolment.
6. If you are an OTEN or Block Release student you should notify your enrolment campus/college of the location where you wish to sit your examination. This notification should be done shortly after enrolment or, at least four weeks before the examination date.

### On the day of the examination:

1. You should be seated for the Final Examination at least 15 minutes before the scheduled starting time. If you arrive more than 30 minutes after the starting time you will NOT be permitted to attempt the examination.
2. Before the examination starts you must place all notes, cases, bags and other items which are not authorised for the purpose of the examination at the front or rear of the room. Mobile telephones, iPods or other communication devices must be switched off. Under NO circumstances can they be used in the examination room.
3. Complete the Name Slip issued by the supervisor, who will collect it during the examination.
4. Print the information required on the front of each examination answer booklet and place similar information on each sheet of drawing or graph paper used.

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### During the examination:

1. When sitting a final examination, a student is required to place their TAFEcard on the top left hand corner of their desk. This will enable the Examination Supervisor to conduct a visual check of the TAFEcard photograph and the student sitting the examination.
2. At all times follow directions given by the supervisor. Failure to comply with such directions will be considered a serious breach of discipline and could result in a Fail result for the examination result.
3. All Final Examination papers include ten minutes reading time.
4. During reading time you can make notes on the question paper but must NOT commence working through the questions until the supervisor gives permission. If the answers are to be written on the question paper all notes should be written on note paper supplied by the College.
5. If you have a query, or require another answer booklet, raise your hand for assistance.

### Malpractice:

1. Malpractice is where any action taken by a person gives that person, or another person, an unfair advantage, or disadvantages another person in any assessment situation, including an examination.
2. If you engage in malpractice, such as copying, using unauthorised notes or aids, or exposing your worked papers so that another student may copy them, you will be liable to disciplinary action.
3. The penalties for malpractice in an examination range from failure in the unit being examined to exclusion from the campus/college for a specific period of time.

### Behaviour:

1. You are entitled to sit for your examination in conditions which are free of disruption from the supervisors and other students, except where the supervisor is conveying information relevant to the conduct of the examination.
2. If you engage in disorderly, offensive or aggressive conduct towards the supervisor or other students, you can be told to leave the examination room, and may be failed in the examination by the campus/college Director.
3. You must not leave the room within 30 minutes of the examination start unless accompanied by a supervisor.
4. If you do not attempt any questions you must write your name, course, examination unit, and "No questions attempted" on an answer booklet, and sign it.
5. When the supervisor closes the examination all work is to cease immediately. Before you hand in your answer booklets check that your details have been completed on the front of every booklet and on any sheets of paper which contain answers. If more than one booklet has been used place all other booklets and loose pages inside the first booklet. Indicate on the first booklet the total number of answer booklets used.
6. If the question paper is not restricted (restricted papers have a yellow cover), or does not require the answers to be written on it, you may take it with you on leaving the room.

### Missed examinations

If you miss an examination, or if you know beforehand that you cannot attend an examination, you must contact your campus/college student administration who will inform you of the action to be taken. You may be given permission to sit a concessional examination at the next scheduled examination date.