



Business Solutions Unit, Academic Registrar's Division

UNIVERSITY EXAMINATION RULES

Date approved	1 January 1975	Date Policy will take effect	On approval	Date of Next Review	
Approved by	University Council				
Custodian title & e-mail address	Senior Manager, Business Solutions exams@uow.edu.au				
Author					
Responsible Faculty/ Division & Unit	Business Solutions Unit, Academic Registrar's Division				
Supporting documents, procedures & forms of this policy	General Course Rules Code of Practice – Teaching and Assessment Teaching and Assessment Policy Good Practice Assessment Guidelines				
References & Legislation	University of Wollongong Act, 1989 University of Wollongong By-Law, 1991				
Audience	Internet – public access				
Expiry Date of Policy	Not Applicable				

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1 Purpose of Policy

Not Available

2 Definitions

Not Available

3 Application & Scope

Not Available

4 Procedures for Formal Examinations

1. University examinations are conducted by the Academic Registrar's Division (ARD) on behalf of the academic units during specified periods. These rules set out the procedures for such examinations and includes procedural obligations of students sitting such an examination.
2. Faculty examinations are also conducted by academic units. Appropriate procedures for conducting such examinations are set by each academic unit, approved by the relevant Faculty Education Committee and communicated to students in accordance with the Code of Practice – Teaching and Assessment.

5 Notification of Examination Times

1. Timetables for University examinations are posted on Student OnLine Services (SOLS). Misreading or misinterpretation of the timetable will not be accepted as an excuse for failing to attend an examination. Students are advised to print out and keep a hard copy of the timetable to avoid such errors.

6 Entry into Examination Room

1. Only the following people may enter or remain in an examination room during an examination:
 - a. students enrolled in the subject or authorised by the subject coordinator
 - b. examination supervisor(s)
 - c. member(s) of academic staff
 - d. security officer(s) authorised by the University
 - e. administrative staff authorised by the Academic Registrar or
 - f. other person(s) permitted to enter by an examination supervisor.

7 Identification

1. Students must produce their student identification card, drivers licence or passport for identification purposes for each examination upon request at the start of the examination. Where the identification provided is not clear, additional forms of identity verification may be requested.
2. A student wearing clothing that obscures their face may be asked to remove that clothing for identification purposes in private and before an examination supervisor of the same gender.
3. A student who fails to comply with a request under 7.1 or 7.2 above, may be refused admission to the examination room.

8 Time for Entry or Departure

1. A student should be in place in the examination room not less than ten minutes before the time specified for the commencement of the examination.



2. No student will be admitted to an examination room more than 30 minutes after the start of the writing time of the examination.
3. No student will be permitted to leave the examination room before the expiry of 30 minutes from the time when writing begins.
4. No student will be readmitted to the examination room after leaving it unless, during the full period of absence, the student is supervised by a person approved by the examination supervisor.
5. Students are given a warning ten minutes before the end of the examination. All students still in the examination room when this warning is given must remain seated until all examination answer papers have been collected and the examination supervisor permits students to leave.

9 Authorised Material in Examinations

Use of foreign translation dictionaries in examinations

1. Foreign language translation dictionaries may be used in an examination only by students from non-English speaking backgrounds (NESB) who are authorised to use such a dictionary in an examination.
2. To be classified as NESB, a student must have been born in a non-English speaking country and have been resident in Australia or other English speaking country for less than ten years. Eligibility is established by declaration. False declarations may lead to disciplinary action under the Student Discipline Rules.
3. Eligible students who wish to use a foreign language translation dictionary in an examination and who do not have authorisation to do so, must apply for permission to the Academic Registrar's Division no later than four weeks before the examination period for which approval is sought.
4. A student who fails to meet the eligibility criteria referred to in 6.2 above may apply to the Dean of Students for special permission to use a foreign language translation dictionary in an examination. Such applications will be considered on a case-by-case basis.
5. Foreign language translation dictionaries may be used by authorised students:
 - a. for the length of their registration for a course at this University and
 - b. in all subjects, except where otherwise directed to the contrary by the Head of Academic Unit.
6. Before the start of an examination, students who wish to use a foreign language translation dictionary must:
 - a. show their authorisation to an examination supervisor and
 - b. submit the dictionary for inspection by an examination supervisor to establish its suitability, and to ensure that it is not marked in any way. The dictionary may be further checked at any time during the examination by a supervisor.
7. Electronic foreign language translation dictionaries may not be used.
8. If a student has any concerns that the dictionary they intend to use may not be suitable, they should seek approval for their dictionary from the Academic Registrar's Division examination supervisor who will note and sign that approval in the front cover of the dictionary.

10 Roles & Responsibilities

Not Available

11 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	1 January 1975	University Council	First Version



2	31 October 1975	University Council	Amended Version
3	11 August 1989	University Council	Amended rules and procedures for conduct of examinations
4	24 November 2006	University Council	Revised University Examination Rules
5	17 April 2009	University Council	Migrated to the UOW Policy Template as per the Policy Directory Refresh