

EXAMINATION PROCEDURE AND POLICY

Purpose

To set out in detail the AIB examination procedures.

Scope

This policy applies to all students.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

AIB Manager means the Assessment Manager or the Academic Administration Manager, but if they are unavailable, the Academic Director (or nominee).

Details

1. General Procedures

- 1.1 AIB or Teaching Centres will advise all enrolled students of the date, time and location of examinations to be held.
- 1.2 Examination question papers will be set by AIB.
- 1.3 The format of the examination question paper may vary between subjects and/or between subject offerings. It is the student's responsibility to follow the instructions outlined in the exam question paper.
- 1.4 Examination scripts will be marked by AIB.
- 1.5 Students must bring a form of identification (such as a valid Driver's Licence, identity card or passport) to the examination. If students fail to produce this form of identification for whatever reason they will not be permitted to proceed with the examination.
- 1.6 MBA exams are open book exams. This means that students are permitted to bring and use physical/printed learning materials, articles, notes, textbooks etc. during the exam. Students may write in their textbooks and bring in calculators if required. However, students are not allowed to have or use mobile phones, tablets, e-readers, headsets, earplugs or similar devices during the exams and in addition, for online exams, students must not use a second monitor. The exception being that students can use mobile phones for the purpose of obtaining support from AIB or RPNOW for online exams.

- 1.7 If the exam is a closed book exam (i.e. BBA exams), students are not permitted to bring any materials into the exam.
- 1.8 If students are found in possession of unauthorised reference materials or devices during the examination they may be suspected of cheating or plagiarism by the invigilator and will be reported to AIB in the form of an Exam Incident Report and such students may be penalised.
- 1.9 Students are not permitted to sit for exams if they are not correctly enrolled in the subject. If any student exam booklets/answers are received where the students are not correctly enrolled, AIB will not mark these exams and will discard them.

2. Invigilated online examinations

- 2.1 This section 2 applies for students who undertake invigilated online examinations.
- 2.2 All online MBA students must undertake online exams which are remotely invigilated using Remote Proctor Now (“RPNow”) invigilation software. Alternatively, AIB may also undertake live invigilation of exams for integrity assurance purposes. AIB, at its discretion, may offer alternative exam invigilation arrangements for online students.
- 2.3 Accordingly, AIB may require students to download content from third party websites, including to undertake online exams. As required, students agree to download software from the third party websites and to being recorded while undertaking online exams using the computer’s camera and microphone and downloaded software. Monitoring and reviewing the content of these third party websites and their anti-virus and/or anti-hacking protection is not the responsibility of AIB.
- 2.4 AIB assumes no responsibility for errors or omissions in the software or documentation available from these third party websites. AIB will not be liable to students or any third parties for any damages (direct or indirect) of any kind, or any damages whatsoever, including, without limitation, those resulting from loss of use, data or profits, whether or not AIB has been advised of the possibility of such damages, arising out of or in connection with the use of the software or the documentation available on the third party website. The use of the software and documentation downloaded through third party websites is done at students’ own discretion and risk and with agreement that students will be solely responsible for any damage to their computer system or loss of data that results from such activities. No advice or information, whether oral or written, obtained by the students from AIB or from the third party website shall create any warranty for the software or the documentation.
- 2.5 Students must undertake the compulsory exam registration at least two weeks prior to each exam date which includes the installation of the RPNow software and a registration for the upcoming exam. Otherwise, students will not be permitted to undertake their exam and academic and financial penalty will apply.
- 2.6 Accordingly, in order for the students to undertake the compulsory exam registration and online exams, students’ computers must meet the system requirements.

- 2.7 Students must access and read the Online Exams Requirements and Instructions document for more information before completing the compulsory exam registration and online exams.
- 2.8 At the end of the online exam, the system will automatically save and submit the examination answers to AIB for marking. After AIB has marked the exams, AIB will provide the grades to the students.

3 Paper-based invigilated examinations

- 3.1 This section 3 applies to students who are permitted to undertake paper based invigilated examinations.
- 3.2 Students should arrive at the examination centre at least 30 minutes early because students will be let into the examination room 15 minutes before the start of reading time.
- 3.3 Students will be provided with AIB Examinations Rules of Conduct at the exam to read during reading time. Breach of any of these rules could result in failure of the exam and even expulsion.
- 3.4 Students will only need to bring pens into the exam (students must not write in pencil). The exam booklet will be provided to students to write their answers in. Exam booklets will not be marked if written in pencil.
- 3.5 Students must ensure that they write legibly. If the examiner cannot read a student's writing, they may be awarded reduced or even zero marks.
- 3.6 At the end of the exam, the completed exam booklets will be collected and sent by approved invigilators or authorised personnel to AIB for marking. After AIB has marked the exam booklets, AIB will provide the grades to the students. AIB will not provide the marked exam booklets back to students.

4 Events before an examination

The AIB Manager should be notified immediately of any actual or possible serious incident or event (such as flood, fire, earthquake, cyclone, war, civil unrest, terrorism, bomb threat, power blackout, non-receipt of exam papers e.g. due to telecommunications outage, etc.) that prevents or may prevent the examinations from occurring and/or the use of an examination room. The incident or event will be assessed immediately by the AIB Manager who:

- 4.1 should obtain the advice of the invigilator or the students and the facilities' staff;
- 4.2 will determine (in their discretion and as soon as possible) whether an examination may proceed, be postponed, be abandoned or re-scheduled;
- 4.3 will notify all other relevant staff and students of AIB as soon as possible; and
- 4.4 if required, shall make arrangements for the affected students to re-sit the examination(s) at a time to be determined by AIB.

5 Events during an examination

- 5.1 If an evacuation of an examination room is required, the supervising invigilator or student:
- (a) should make a note of the time at which the examination is stopped;
 - (b) should adhere to the instructions of the staff of the building (if any) at which the examination room is located; and
 - (c) if time permits, should attempt to contact the AIB Manager to inform them of the evacuation.
- 5.2 Where applicable, the invigilator and/or building staff will direct students and others to an appropriate area, where they must await further information. Unless otherwise instructed by the invigilator or building staff, students must remain in the immediate vicinity.
- 5.3 Until otherwise instructed, there must be no communication among the students and that the use of mobile phones or other communication devices, is not permitted except in exceptional circumstances and under strict supervision.
- 5.4 If, after 20 minutes have elapsed from the time of evacuation, a student's circumstances require them to make electronic contact (e.g. to telephone someone for whom they have carer's responsibilities or to an employer so as to ensure their employment is not adversely affected), the student may make a communication which is:
- (a) as brief as possible; and
 - (b) under the direction and supervision of the invigilator, if applicable.
- 5.5 When notified that an examination room has been evacuated, the AIB Manager should notify the Academic Director.
- 5.6 The AIB Manager (or if not available, the supervising invigilator) will determine in their discretion whether the examination is to be resumed at the earliest opportunity, or whether it must be re-sat by the affected students.
- 5.7 In making a determination under paragraph 5.6, the decision maker will consult with the invigilator and staff as appropriate to determine whether a continuing threat exists and, if not, whether the examination rooms were secured at all times.
- 5.8 The examination will be deemed to have been abandoned if:
- (a) 45 minutes has passed and entry or re-entry to the room is not possible; or
 - (b) the emergency or evacuation has compromised the examination room itself.
- 5.9 When a decision is taken to abandon an examination, the relevant invigilator will inform students that AIB will contact them as soon as possible about alternative arrangements.
- 5.10 If an examination is abandoned due to an evacuation, only the examination sessions in the affected room(s) are deemed to have been abandoned. Where the examination is also being held in other locations unaffected by the emergency, those sessions will continue as normal.
- 5.11 When an examination is abandoned, students' work (such as answer booklets or computer answer sheets) is deemed null and void for the purposes of marking, unless otherwise determined by the AIB Manager.

- 5.12 After an examination has been abandoned, the AIB Manager will make arrangements for the affected students to re-sit the examination(s) at a time to be determined by AIB.
- 5.13 All of AIB's policies and terms and conditions, such as those relating to medical, compassionate, withdrawal, or special circumstances, apply in the circumstances of the re-sitting of an abandoned examination as they would have to the original examination.
- 5.14 If an examination is re-commenced after an evacuation, the supervising invigilator must allow students the full time lost to the evacuation, along with an additional 10 minutes to compensate for the disruption involved.
- 5.15 AIB reserves the right to proceed with, postpone, cancel or re-schedule an examination, such as where it is necessary due to an actual or possible serious incident or event, at its discretion.
- 5.16 Notwithstanding the above, all students who are undertaking online exams:
- (a) must contact RPNOW through any of the contact methods provided previously and notify them of the situation. RPNOW will then advise AIB through an incident report,
 - (b) alternatively, contact AIB at (08) 8212 8111 if the incident occurs during normal business hours,
 - (c) if unable to establish any contact, students must determine in their discretion whether an examination may proceed, be postponed, be abandoned or re-scheduled, and
 - (d) contact AIB support immediately after the incident. AIB will then advise the affected students to re-sit the examination(s) at a time to be determined by AIB.

Related Forms:

AIB Examinations Rules of Conduct
 Invigilators Checklist/ Exam Invigilator's Manual for Teaching Centres
 Exam Incident Report

Related Policies:

Academic Integrity

Responsibility:

Academic Director

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