



INVESTMENT BANKING INSTITUTE

**BUSINESS SCHOOL**

# Examination Rules

Investment Banking Institute Business School Pty Ltd (ABN 46 142 988 921)(IBIBS)

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[www.ibibs.edu.au](http://www.ibibs.edu.au)

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## Examination Rules

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### 1.0 Overview

**IBIBS** Assessment Policy and Procedure provides a framework to ensure all assessments are reliable and valid. The Assessment Policy refers to examination rules that IBIBS students must follow.

### 2.0 Purpose

The purpose of these Examination Rules is to ensure examinations are conducted in a fair and consistent manner so that assessment outcomes are reliable and valid.

### 3.0 Responsible Officer

The *Registrar* and College Director are responsible for compliance with these rules.

The purpose of the **Teaching and Learning Committee** is to

- i. review the progress of all students,
- ii. undertake an examination of assessment trends across all course subjects,
- iii. consider applications for special consideration which apply to all exams sat during the general examination period or an entire trimester's work,
- iv. award conceded passes if applicable,
- v. attempt to identify students at risk and
- vi. make recommendations to the **Academic Board**.

The **Teaching and Learning Committee** convenes at least three times a year after the final results for all subjects have been compiled at the conclusion of each teaching period.

### 4.0 Examinations Rules

All Student must bring their **Student Identification Card** (and/ or personal Identification documentation Driver's license) to all examinations. No students will be allowed to sit the examination if this requirement is not satisfied.

All students are permitted to take into the examination room stationery pens, pencils, erasers and rulers. Bottled water is permitted in the examination rooms, but no other types of food or soft drink. All other personal belongings mobile phones and computers must be switched off (unless examination assessments are typed directly into prescribed IBIBS laptop), wallets and handbags may be brought into the examination room, but must be left at the front of the room under the supervision of the invigilator. All bags, backpacks, briefcases etc. must be left outside the exam room.

After 30 minutes of an exam has elapsed (from the start of the examination reading time) no student shall be permitted to enter the examination room. In the event that a student does arrive late but within the 30 minute deadline, the student shall NOT be afforded any additional time to complete the exam and must finish the exam at the same time as all other students. Students will not be permitted to leave the examination room during the last 15 minutes of an examination.

IBIBS examination rules will be displayed underneath the exam timetable, student noticeboards and on the website.

### ***Closed Book Exams and Open Book Exams***

Nearly all exams conducted at IBIBS are closed book exams. A closed book exam means that no other written materials are permitted into the exam room apart from the exam itself. However, there are certain course subjects that are open book exams thus prescribed textbooks, legislation and other printed materials are permitted into the examination room. No third party books from any library, including the IBIBS Library, are strictly prohibited in the examination room. Each course subject syllabus shall clearly confirm whether the exam is closed book or open book.

5. Students are required to obey any instructions given by an examination supervisor for the proper conduct of the examination.

6 No student shall be admitted to an examination after half an hour from the time of commencement of the examination except with the permission of the ***Chief Examination Supervisor***.

7 No student shall be permitted to leave an examination room before the expiry of half an hour from the time the examination commences or during the last ten minutes of any examination. Where in special cases this rule is varied, an appropriate announcement will be made.

8 Except at the discretion of the Chief Examination Supervisor no student shall be re-admitted to an examination room after he or she has left it unless during the full period of the absence the student has been under approved supervision.

9 On entering an examination room students shall occupy, without delay, such places as are indicated by signs or by an examination supervisor and shall not change places except with the permission of or instruction by an examination supervisor.

10 Students are required to bring to the examination room their student card which must be produced if requested by an examination supervisor.

11 Unless otherwise specified on the examination paper, students will be given 15 minutes reading time before the commencement of the examinations.

12 During reading time students are not permitted to write in examination booklets or answer sheets. Students may complete attendance slips, make notes on the scribble paper provided or fill in details required on the front cover of the examination booklets during reading time.

13 Students who attend but are unable due to medical or compassionate reasons to complete an examination, are required to report to the Chief Examination Supervisor prior to leaving the examination room. To be eligible for consideration for supplementary assessment, such students are required to lodge an application for supplementary assessment which includes having a qualified professional practitioner certify that they were 'unfit' to complete the examination. Normally, this certification must be dated the same day as the examination for which supplementary assessment is being sought.

14 Students may not commence their examinations before the announcement to do so is made by the Chief Examination Supervisor.

15 All students shall cease writing immediately when the announcement to do so is made by the Chief Examination Supervisor.

16 Students must remain seated until all examination booklets have been collected and an announcement is made by the Chief Examination Supervisor that students may leave the room.

17 Students must not remove from an examination room any examination booklets, used or unused.

18 Students must not cause any disturbance or engage in any conduct likely to disturb any other student in an examination. Such behaviour may, at the discretion of the Chief Examination Supervisor, result in the student being summarily dismissed from the examination room.

19 A student shall not during an examination:

19.1 be in possession of anything whatsoever which contains, or conveys, or is capable of conveying information concerning or otherwise having reference to the subject matter under examination, other than where this is permitted under the University's Assessment Policy or by an examiner; or

19.2 directly or indirectly give assistance to any other student; or

19.3 directly or indirectly accept assistance from any other student; or

19.4 permit any other student to copy from or otherwise use his or her papers; or

19.5 use any papers of any other student; or

19.6 by any other improper means whatever obtain or endeavour to obtain, directly or indirectly, assistance in his or her work, or give or endeavour to give, directly or indirectly, assistance to any other student.

20 A student who is detected committing, or apparently committing a breach of any of the provisions of this clause will be dealt with under the provisions of the IBI Business School's Academic Integrity Policy and may, at the discretion of the Chief Examination Supervisor, be summarily dismissed from the examination room.

## **21 Authority**

Authorised by Registrar of the IBIBS.

## **22 Approval and Amendments**

Approved by the Academic Board

Version	Approved by	Approval Date	Details
1.0	Academic Board	6 March 2013	Adoption of new QAF