Guidelines Governing Access of Students to their Examinations

December 2014

Contents

1 Objective .................................................................................................................... 2
2 Scope......................................................................................................................... 2
3 Guidelines .................................................................................................................. 2
4 Definitions and acronyms ........................................................................................... 2
5 Supporting documentation .......................................................................................... 2
6 Versioning .................................................................................................................. 3

Responsible Officer
Executive Director, Student Operations

Approved by
Chief Operating Officer

Approved and commenced
December, 2014

Related Policy
Assessment Policy

Review by
December, 2017

Responsible Organisational Unit
Student Centre
1 Objective

The objectives of these Guidelines are to:

- govern the provision of access to their examination scripts for students.

2 Scope

For further information, contact the Examinations Administration Coordinator
Email: exams@admin.utas.edu.au

3 Guidelines

- Teaching staff will provide students with timely and constructive feedback about their academic work and its assessment consistent with the University's Code of Conduct for Teaching and Learning
- A student has the right to inspect his/her own examination scripts, once the final examination results have been released
- A student's access to his/her examination scripts will be under the supervision of the lecturer who examined the student or, if that lecturer is not available within the time prescribed below (and if the student so wishes), under the supervision of the head of school or nominee
- Within 5 working days of receiving written notice of a student's wish to inspect his/her examination script the lecturer, head of school or nominee will ensure that the script and the examination paper/s are available for inspection and be present to provide fair and constructive feedback to the student on that script, the examination paper and the student's examination results
- Students' examination scripts will be held by the relevant school for a minimum period of one year
- Information on rights of access to information under Right to Information legislation will be made widely available to students and academic staff.

4 Definitions and Acronyms

**Academic Unit**

Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.

**Examination Script**

Students’ written answers to an examination.

**Head of Academic Unit**

Means the head of the relevant Academic Unit

**Organisational Colleges, Faculty, School, Centre, University Institute, other**
Unit

University Entity, Division, Section or University Business Enterprise.

5 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>Version 1 – Guidelines Governing Access of Students to Their Examinations; Approved April, 1995 Academic Senate.</th>
<th>Version 2 - Guidelines Governing Access of Students to Their Examinations; Approved December, 2014, amended in December 2016 to incorporate Colleges.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Version</td>
<td>Version 3 - Guidelines Governing Access of Students to Their Examinations; Approved December, 2014, amended in December 2017 to incorporate the final academic structure.</td>
<td></td>
</tr>
</tbody>
</table>