

POLICY FOR IN-CLASS TESTS



Students taking in-class tests should conduct themselves as they would in their final examination, and the requirements are, in general, the same. The following advice relates to specific issues that you should be aware of in the context of in-class tests, and applies to all students. In some cases the in-class test policy diverges from the rules for end of semester examinations.

Beginning the test

Once you are seated, do not speak to other students. Do not turn over your question paper or begin to read or write until you are specifically instructed to do so. Be aware that you may be requested to produce your Student ID card.

If you arrive more than 10 minutes late you will not be admitted to the in-class test. If you wish to leave the room temporarily you must first seek the permission of the supervisor. If you leave the room with the permission of the supervisor, you must first turn over your mobile phone to the supervisor.

Communication

During a class test, you must communicate only with the lecturer or other supervisor and do so by raising your hand and waiting for the supervisor to attend to your query. You must not talk or communicate in any other way with fellow students until all the completed test papers have been collected, and you have been given permission to do so by the supervisor.

Fire Alarms

In the event that a fire alarm rings during an in-class test, you should follow the instructions of the supervisor at the venue.

Conclusion of the in-class test

All students must cease writing when instructed to do so and must remain silent and seated until all in-class test papers have been collected.

Materials

You should have only permitted materials on your desk during the test. These must be loose or in clear plastic bags only. No pencil cases are permitted. In addition to writing materials, if notes or other materials are permitted, these will be specified in your Unit Outline, which you should read carefully prior to the test.

Any materials not listed in your Unit Outline or otherwise specified by your lecturer, may not be on your desk during the test. You should keep all bags closed, and not access them until all the test papers have been collected. You may be asked to leave your bags inside the entrance to the lecture theatre or classroom, and must do so if instructed by the supervisor.

Mobile telephones

We strongly recommend that you do not take your mobile telephone into a test. If you do, you must keep it turned off until the test papers have all been collected. You must not access your mobile telephone during a test under any circumstances including the desire to use it as a calculator.

Food and drink

You are permitted to take water but no other food or drink into a test. If your test is in a computer laboratory, water is not permitted. If you have a medical condition which means that you need access to food and drink during your test, you must discuss this with your lecturer before the test.

Finishing the test

If you are given permission to leave the room whilst other students are still writing, please do so quietly, and without any communication with fellow students. Please exercise courtesy and respect if you need to pass other students on your way out, and ensure that you follow the instructions of your lecturer or supervisor in relation to handing in your paper before you leave. Students must remain seated during the last 15 minutes of writing time.

Test results

No test results will be released until all of the relevant papers have been marked. You must not approach your lecturer for early release of your results.

Inability to attend

If you are unable to attend a test because of sickness or other personal problem, you must contact your lecturer before the test, and take your medical certificate or other supporting documents to your lecturer as soon as possible after the test. You should be aware that the normal penalty for inability to attend a test is the forfeiture of marks, unless your lecturer has specifically made other arrangements with you before the date of the test.

Once you have entered the in-class test room and reading time has commenced the option of a deferred in-class test is not available.

Severe penalties apply for misconduct, cheating, possession of unauthorised materials, improper use of materials, unauthorised removal of materials from test rooms or ignoring the instructions given in this policy document or by supervisors. Penalties may include failure of the unit and exclusion from the University.