CONDITIONS OF EXTERNAL EXAMINATION SUPERVISION

EXAM DATE AND TIME
Students MUST sit each exam at the timetabled date and time specified on the Exam Details form. *There can be no change to this unless direct authorisation is made to you from the University.* Any breach of this instruction could seriously jeopardise the student's exam result. Contact the University if there is any problem with the date and/or time.

STUDENT IDENTIFICATION
Students must show photographic identification at each exam and this must be recorded. A Murdoch University Student Card, Driver’s License or Passport is acceptable. Students without ID must also be recorded.

EXAM AIDS
Writing materials of pens, pencils, eraser and ruler (without notes) are permitted in all exams. OPEN BOOK exams allow the use of textbooks, notes, files or a calculator. Laptops, palm computers and other electronic devices are NOT allowed. Some exams allow the use of limited specific aids - these should be checked. CLOSED BOOK exams do not allow any aids. If a student's native language is not English they may usually use an English/Foreign language dictionary without annotations. English vocabulary and electronic dictionaries are NOT allowed.

LATE STUDENTS
If a student is up to 30 minutes late, they may sit the exam but must finish at the normal time and NOT be given any extra time. If a student arrives more than 30 minutes late, they cannot be admitted to the exam and should contact the University for advice.

ILLNESS
Students with serious contagious diseases are not allowed to sit exams with other students. Usually they will be advised to apply for Deferred Assessment. Any student who starts but cannot complete an exam due to illness or other factors, may apply for deferred assessment if less than two thirds of the exam time has elapsed. A Deferred Assessment Application must be submitted within three working days with appropriate documentation verifying the reason.

BEFORE EXAMINATION
- Check ALL instructions on the Exam Details form.
- Place the exam paper/s face down on the desk.
- If Answer Booklet is required place only one on the desk. Provide additional books as required.
- Place any required materials on students’ desks.
- Display, or verbally explain the exam details to students: Unit Code and Title, Date, Commencement Time, Duration, Reading Time and whether or not notes are permitted, Aids allowed and any Special Instructions.
- Time elapsed should be displayed and marked off in 15 minute intervals.

DURING THE EXAM
- Students can enter the exam room 5 minutes before the start time.
- Only writing materials, allowed aids and a water bottle may be taken into the exam room.
- All bags and belongings must be left outside or at the front of the room, but students may use their bag to carry allowed items to their exam desk and then place it at the front of the room.
Smoking and eating are not permitted in the exam room.
Mobile phones must be turned off and left with student's belongings.
**READING TIME** is only to be used for reading the question paper and making notes onto the question paper itself (if this is allowed). If **NO NOTES** are permitted during reading time, this will be stated under "Special Instructions" on the envelope.
If students have a query about aids or content of the exam, please contact the University. **Do not offer advice or interpretation.**
To speak to a supervisor during the exam, students must raise their hand.
Talking amongst students is not permitted once the supervisor commences reading the exam instructions or during the exam until all exam booklets and papers have been collected.
Students may only turn their examination papers over on the supervisor's instruction.
Students are not allowed to leave the room during the first 30 minutes of working time, or the last 10 minutes of the exam.
Students who leave the exam room during an exam must be accompanied by a supervisor or will not be readmitted to the exam.
Supervisors must be present throughout the entire duration of the examination. **Students must not be left unsupervised at any time.**

**DISHONESTY IN ASSESSMENT**
The University regards any acts of dishonesty relating to assessment most seriously. Students with materials not allowed in an exam should have them confiscated, and handed in with their exam scripts. **All incidents should be reported to the University** and may lead to action under the University's Discipline Statute.

**PROCEDURE AT THE END OF AN EXAMINATION:**
- Check that students have completed all details on the front of the answer booklet and/or exam paper and have signed where required.
- All aids supplied by the University (mathematical tables, graph paper, pencil, etc and unused exam booklets) must be collected and returned to the University.
- Exam papers which are NOT to be released to students are printed on yellow paper and clearly marked. These are to be collected after the exam together with answer booklets, multiple choice answer sheets and ALL used or unused materials.

**AFTER THE EXAMINATION:**
- Please return the completed exam **WITHIN 24 HOURS.**

**WITHIN AUSTRALIA –**
- Complete the Bank Authority and Tax Form (if relevant).
- Return completed exam, the above forms and all exam materials (answer booklet, yellow exam papers and all Aids supplied by the University).

**OVERSEAS –**
- Complete the Telegraphic Transfer Form. Payment is made directly into your back in the appropriate currency. It is essential that all details on the Telegraphic Transfer Form are provided. If you are unsure about any of them, please contact your bank for clarification. Please note: not all countries use IBAN numbers. If your bank cannot give you an IBAN number, please provide a SWIFT number.
- Return completed exam, the above forms and all exam materials (answer booklet, yellow exam papers and all Aids supplied by the University).

*Thank you*