Online Subjects: Closed book exams

As an Endeavour Flexible Delivery (Online) student, you may be required to complete a mid-semester and/or final closed-book paper-form examination for a subject. At the beginning of your studies in a subject, your tutor will let you know the exam dates. This information will also be available on the ePortal.

Closed-book exams will require appropriate supervision (invigilation) and you can undertake such examinations externally or on-campus.

Process

Sometime after week 7, Endeavour will send you an email confirming the Subject, Date, Time, and Room for any subject you are enrolled in that has a paper-based supervised exam. (Please note: this process will take effect from the October 2011 cohort) This will be based on your home campus identified on the ePortal.

You have a few options:

1) You can accept the confirmation and sit the exam at the specified campus, date and time. If this is the case, you do not have to do anything further. Endeavour will expect you to attend the exam as specified in the email.

2) If you cannot attend the exam on the campus specified in the email (because you are too far away from the campus for example) you may nominate for an Off-Campus Nomination or nominate another campus that might be closer.

There will be instructions in the email on how to change to another campus or nominate an external supervisor (more instructions about selecting a suitable supervisor are at the back of this document.)

If you nominate for completing the exam with an external supervisor, you will be contacted by someone from Endeavour administration for further details. If you decide to undertake your exam externally you must organise an appropriate supervisor. Your supervisor will be contacted prior to the examination to confirm details. The supervisor must be approved prior to your sitting of the examination.

Confirmation of Exam

After receiving the exam confirmation email you will only be contacted by Endeavour Student Support section if further information is required. You MUST TURN UP for the exam at the nominated campus or with your supervisor on the set date and time. You will be contacted if there are any changes.
Examination Clashes

Should you identify a clash of exams, please complete a Clash of Exams form and submit to Student Support no later than Week 7 of your subject for a new date to be set.

Deferred Examinations

If you are unable to attend the nominated exam then you must submit a Deferred Assessment Application with supporting evidence, no later than three working days after the date of the exam. Failure to attend a nominated exam or fail to follow the Deferred Assessment process will receive a zero mark and a grade of FNS.

Note: Forms can be found on the ePortal.

Selecting an External Supervisor

When you choose to sit for an examination for your subject you will need a supervisor. If you decide to undertake your exam externally you must organize an appropriate supervisor. Please note that any payments or outgoings to your supervisor are your responsibility. In choosing a supervisor, you may pick any of the following, or a related professional:

- Accountant
- Bank Manager
- Clergy
- Dentist
- Doctor or other health care professional
- Qualified practitioner of natural medicine
- Engineer
- Justice of Peace or Commissioner of Affidavits
- Police Officer
- Postmaster
- Lawyer
- Teacher/Lecturer
- Army, Navy or Air Force Officer

It is important to note that the supervisor must not be related to you, someone you work with, or be a personal friend of yours. The supervisor and the conditions under which the examinations are completed must be approved in advance by Endeavour.

On approval, the supervisor will be sent a sealed envelope containing your assessment paper. At the time of the examination, the supervisor will ensure that you complete the paper under the proper examination conditions, ensuring that you do not consult any reference or course materials during the examination and that you complete it on time. At the end of the examination the supervisor will place the completed paper in the envelope provided and return it to the College for marking.
Student Conduct During Examinations

Students must be available to undertake examinations throughout periods designated. A student who fails to attend an examination receives no mark for the examination. This can result in a Fail grade.

- Students must sit their examination on the scheduled time and date.
- Students must remain seated, in silence, until the commencement of the examination.
- All belongings not necessary to the undertaking of the examination paper must be suitably concealed under the student’s chair or left with the supervisor or outside the door.
- A student shall not utilise or access anything whatsoever which conveys or is capable of conveying information concerning or otherwise has reference to any subject of study, or is such that it may cause suspicion that it is capable of conveying information concerning or having reference to a subject of study. It is immaterial that the subject matter of the material is not one to which the examination relates.
- A student shall not during an examination session communicate by word or otherwise with any other person or be willing to receive a communication from any person other than a supervisor.
- A student shall not cheat or attempt to cheat in an examination. Any student found cheating may be punished eg a failed grade and/or suspension from the College.
- A student suspected by a supervisor of cheating or attempting to cheat must surrender any book, paper or other material suspected of being for the purpose of cheating to the supervisor if requested.
- A student must not remove from the examination room any examination paper, rough notes, paper provided for use during the examination, or other material the property of the College. All such material must be surrendered to the supervisor at the conclusion of the examination.
- If due to extenuating and unforeseen circumstances, a student is unable to attend their scheduled examination, the exam has to be posted back to Endeavour by the supervisor. Contact Endeavour to reschedule the exam.