Online Learning

Nominating for your closed book exams

As an Endeavour Online student, you may be required to complete a mid-semester / final / or both, 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 invigilation and you can undertake such examinations externally or on-campus.

Examination Nomination Form
You will need to complete a nomination form ONLINE to notify whether you intend to sit your exam at an approved Endeavour campus or with an external invigilator.

This nomination form can be found on the subject website under the assessment overview section of your subject.

On-Campus Nomination
On-campus examinations for flexible learning students are held at an approved Endeavour campus, which is usually the closest campus to you.

Off-Campus Nomination
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.

Please fill in the “External Exam Nomination” form and submit to your Student Services staff at your nearest campus.

Examination Procedures (Online Learning)

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
- Library / Librarian
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.

**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. Please follow the Deferred Assessment Policy if a Rescheduling of your exam is required.

**Assessment Policy**

For any further information in relation to your upcoming exam/s or assessments, please review the Assessment Policy which is available for you on your ePortal under “Resources”.

For any further enquiries, please contact your local Student Services staff, who will assist you further with your enquiries.