

Exam Regulations

Final exams for all courses are set and moderated by ECC and are held at the end of each study period in Week 13.

There are two daily exam sessions, one in the morning and one in the afternoon, with a minimum of 1 hour 15 minutes break between exam sessions.

Students are responsible for finding out their exam times and locations, and for travelling to the venue.

The exam timetable is available on myECC student portal approximately four weeks before the commencement of exams.

Students are required to follow all instructions given by an exam invigilator or other ECC staff to ensure proper conduct during the exams.

<p>1. Students Responsibility</p> <p>Students must be aware that it is YOUR responsibility to check the timetable carefully for the day, time, venue, and room number. You are required to bring your own writing materials, calculators, drawing instruments, and other specific equipment as authorised for the particular exam.</p> <p>No special consideration will be made for students who miss exams due to misreading timetables – this will not under any circumstances constitute grounds for granting a deferred exam.</p> <p>Morning exams generally commence at 9:00 am; afternoon exams at 1:30 pm (please check timetable). Please arrive at the exam venue 20 minutes before it starts to ensure you find the room on time.</p> <p>Students should remember to bring the following items to the exam:</p> <p>(a) Student ID card (required for all exams). Place the ID card on your desk for the duration of the exam.</p> <p>(b) Pens, pencils, ruler, eraser, etc. as required</p> <p>(c) Non-programmable calculator (if required). As a rule, programmable and graphic calculators are not allowed in exams. If allowed, all memory must be cleared prior to entering the exam room.</p> <p>(d) English-Foreign language dictionary (bilingual dictionaries - direct translation only) containing no added pages or handwritten notes.</p>
<p>2. Entering & Leaving the- Exam Rooms</p> <p>(a) Students will not be allowed to enter an exam room:</p> <ul style="list-style-type: none"> ▪ after the first hour of the exam. (Late arrivals will not be given any extra time) <p>(b) Students will not be allowed to leave an exam room:</p> <ul style="list-style-type: none"> ▪ during the first hour of the exam or ▪ during the last 10 minutes of the exam
<p>3. Taking Items into the Exam Room</p> <p>Items Allowed in Exams</p> <p>The following items are allowed in the exam room:</p> <ul style="list-style-type: none"> ▪ Bags: which must be left at the designated area as instructed by the invigilator (front/rear). ▪ Stationery: pens, pencils, rulers, erasers (pencil cases are to be placed under your desk or seat) ▪ Water & Lollies: water must be in a clear unlabelled bottle. ▪ Calculators: non-programmable calculators are allowed (if required) (programmable and graphic calculators are not allowed unless stated on the exam cover sheet) ▪ Dictionaries: unmarked English-Foreign language dictionaries word for word, no detailed explanations;... (book-type) and/or other specified dictionaries as stated on the exam cover sheet <p>Items NOT Allowed in Exams</p> <ul style="list-style-type: none"> ▪ Headwear: caps or other headwear (except for religious wear, illness, injury). ▪ Dictionaries: specialist dictionaries (eg. Computing dictionary, Business dictionary), Advanced Learners Dictionaries, Oxford English, Macquarie English etc. (unless stated on the exam cover sheet), electronic dictionaries ▪ Calculators: programmable and graphic calculators (unless stated on the exam cover sheet) ▪ Notes & Text Books: (unless stated on the exam cover sheet) ▪ Electronic devices - Mobile phones, smart watches and all other electronic and internet enabled devices capable of storing text or accessing information - are not allowed during exams and must be switched off and left in your bag. If you do not have a bag you will be given a zip-log bag into which you must place your mobile and any other unauthorised material. Write your name and student ID number on the bag and hand to the invigilator and this will be placed at front of room, from where you can collect it at the end of the exam. Mobile phones are not allowed to be in your possession for the duration of the exam (i.e. on the desk or in your pockets etc.) <p>Dictionaries, pencil cases, calculator covers must be placed on the floor under your desk or seat until needed.</p> <p>Students are strongly advised not to leave any valuables in their bags. ECC can accept no responsibility for the loss of students' personal property.</p> <p>Anything taken into an exam room must be made available for inspection by the invigilator or other ECC staff.</p> <p>Invigilators will carry out checks on authorised materials. Any unauthorised materials found in your possession will be removed and you will be deemed to be in breach of exam regulations. Breaches of these conditions will be considered to be an act of Academic Misconduct, as per the Assessment Policy and Student Misconduct Policy, and penalties will apply.</p>
<p>4. Procedures during the exam</p> <p>Students will be admitted into the exam room 10-15 minutes before the scheduled start of the exam.</p> <p>The invigilator will advise students when they can commence the exam.</p> <p>Write your name and student ID on your attendance slip and on each of your answer booklets.</p> <p>Write clearly; unreadable handwritten answers will not be marked.</p> <p>If you have a question, or if you need to use the bathroom, please raise your hand and you will receive assistance from an invigilator.</p> <p>Students requiring additional material should raise their hand until attended to by the invigilator.</p> <p>Students who have left the exam room will not be allowed to return unless they have been under approved supervision for the period of their absence.</p> <p>Students must not communicate by word, writing, signalling or otherwise with other students during the exam. Students must not share any items with another student during the exam. Any such actions are regarded as a breach of exam regulations and penalties will apply.</p> <p>Remain seated at the conclusion of the exam until all papers have been collected and permission to leave is given by the invigilator.</p> <p>Students must hand in all exam book(s)/script(s) and ensure your name and student ID is written on each book/script.</p> <p>Under no circumstances is a student allowed to take the exam paper and book(s)/script(s) out of the exam room.</p> <p>In the event of an emergency (fire, electrical faults, etc.) remain quietly seated. Listen to instructions from the invigilator.</p> <p>Please leave the exam room quietly and keep noise to a minimum outside of the venue.</p>
<p>5. Reading Time</p> <p>All exams have a standard 10 minutes reading time.</p> <p>At the completion of the reading time, you will be instructed by the invigilator to commence writing. At the end of the exam, when instructed by the invigilator that the exam has finished, you must stop writing immediately.</p> <p>At the conclusion of the exam, students must remain seated until all exam papers and book(s)/script(s) have been collected. You will then be instructed by the invigilator to leave the room.</p>
<p>6. Missed the Exam due to illness/extenuating circumstances</p> <p>If you are unable to attend a final exam due to a serious illness, misadventure or other extenuating circumstances beyond your control you can apply for a deferred exam (refer to Exam Deferral/Sickness Claim form). Holiday, or other non-urgent travel, or misreading the exam timetable are not acceptable for consideration in the Deferred Exam process.</p> <p>Deferred exams are held on Friday in Week 14 of every study period. Deferred application forms together with appropriate supporting documentation, such as a written statement from a recognised authority or practitioner registered with a professional body (e.g. medical practitioner, lawyer, psychologist, social worker; a death notice or certificate; or a police report) within 2 days after the scheduled exam/s.</p>
<p>7. Misconduct</p> <p>Cheating in an exam is an act of grave academic misconduct. Students found to be cheating, will be sent to see the Academic Director after the exam and academic penalties may apply. A record of the incident will be permanently documented. All penalties applied are in accordance with the ECC Assessment Policy and Student Misconduct Policy.</p>

These measures comply with university regulations and ensure that all students are given an equal chance of success.

Students are strongly advised not to bring valuables into the exam room and that if they do, they do at their own risk. ECC will not be held responsible for any items lost.