

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 ECC student portal (Axis) 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.

1. Students Responsibility

It is YOUR responsibility to check the timetable **carefully** for day, time, venue, and room number. **You must** bring your own writing materials, calculators, drawing instruments, or specific equipment as authorised for the exam.

No special consideration is made for students who miss exams due to misreading timetables – this will not under any circumstances constitute grounds for granting a deferred exam.

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.

Students should remember to bring the following items:

- (a) Student ID card (required for all exams). Place the ID card on your desk for the duration of the exam.
- (b) Pens, pencils, ruler, eraser, etc. as required
- (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.
- (d) English-Foreign language dictionary (bilingual dictionaries - direct translation only) containing no added pages or handwritten notes.

2. Entering & Leaving the- Exam Rooms

- (a) Students **will not** be allowed to **enter** an exam room:
 - after the first hour of the exam. (Late arrivals will **not** be given any extra time)
- (b) Students **will not** be allowed to **leave** an exam room:
 - during the first hour of the exam or
 - during the last 10 minutes of the exam

3. Taking Items into the Exam Room

Items Allowed in Exams:

- 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 and lollies: water must be in a clear unlabelled bottle.
- Calculators: non-programmable calculators are allowed (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

Items NOT Allowed in Exams

- 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 and textbooks: (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** and **must be switched off** and left in your bag. If you do not have a bag you will be given a zip-lock 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 it to the invigilator to be placed at front of room – 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.)**

Dictionaries, pencil cases, calculator covers must be placed on the floor under your desk or seat until needed.

Students are strongly advised **not** to leave any valuables in bags. ECC accepts **no responsibility** for the loss of students' personal property.

Anything taken into an exam room must be made available for inspection by the invigilator or other ECC staff.

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 [Academic Integrity Policy](#) and penalties will apply.

4. Procedures during the exam

- Students will be admitted into the exam room 10-15 minutes before the scheduled start of the exam.
- The invigilator will advise students when they can commence the exam.
- Write your name and student ID on your attendance slip and on each of your answer booklets.
- Write clearly; unreadable handwritten answers will not be marked.
- If you have a question, need additional materials or need to use the bathroom, raise your hand to receive assistance from an invigilator.
- 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.
- Students must not communicate by word, writing, signalling or otherwise with other students during the exam. Students must not share any items others during the exam. Any such actions are regarded as a breach of exam regulations and penalties will apply.
- Remain seated at the conclusion of the exam until all papers have been collected and permission to leave is given.
- Students must hand in all exam book(s)/script(s) – ensure your name and student ID is written on each book/script.
- Under no circumstances is a student allowed to take the exam paper and book(s)/script(s) out of the exam room.
- In the event of an emergency (fire, electrical faults, etc.) remain seated and follow instructions from the invigilator. Please leave the exam room quietly and keep noise to a minimum outside of the venue.

5. Reading Time

- All exams have a standard 10 minutes reading time.
- At completion of the reading time, you will be instructed by the invigilator to commence writing. At the end of the exam time, you must stop writing immediately.
- 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 when you can leave the room.

6. Missed the Exam due to illness/extenuating circumstances

- If 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.
- Deferred exams are held on Friday in Week 14 of every study period. Deferred application forms must be accompanied by 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

7. Misconduct

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 [Academic Integrity Policy](#)

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.