

Appendix 3 – Procedures for University Policy on Assessment 1.

Procedures for seeking exemption – see section 4.10 of policy

- 1.1. Exemptions for non-curriculum related items must be sought in accordance with the procedures set out in Schedule A (attached) (for exemptions 10.2.2, 11.3, 14.4, and 16.2).
- 1.2. Exemptions for curriculum related items must be sought via the University's Curriculum Approvals Interim Database Online (CAIDi).

2. Procedures for ensuring distinctiveness in deferred exam content – see section 6.2 of policy

Main round examination

- 2.1. Student Services and Engagement commences Stage one examination data collection in Week 1 and Stage Two examination data collection process in Week 8 of the teaching period.
- 2.2. The examination question paper must be submitted along with the Stage Two examination data collection process by Week 8 of the teaching period.
- 2.3. As part of Stage Two data collection process the submitting officer is asked to declare that 50% distinctiveness exists from the previous teaching period examination paper.

Deferred and Supplementary examination

- 2.4. Student Services and Engagement commences examination data collection process for Deferred and Supplementary exams the Week after the examination period.
- 2.5. As part of the Deferred and Supplementary data collection process the submitting officer is asked to declare that 25% distinctiveness exists from the main round semester examination paper.
- 2.6. Student Services and Engagement undertakes a one percent audit on submitted examination papers at the conclusion of the examination rounds to verify distinctiveness; outcomes are reported back to schools for consideration.

Procedures for Exam Timetabling – see section 6.3 of policy

- 3.1. Requests for an exam timetable deviation are administered in accordance with the [University Policy on Assessment: Special Consideration](#). The eligibility requirements for such requests are set out in Schedule B1 and B2 (attached).

Procedures for use of calculators during formal examinations – see section 6.9 of policy

Data collection process and publication:

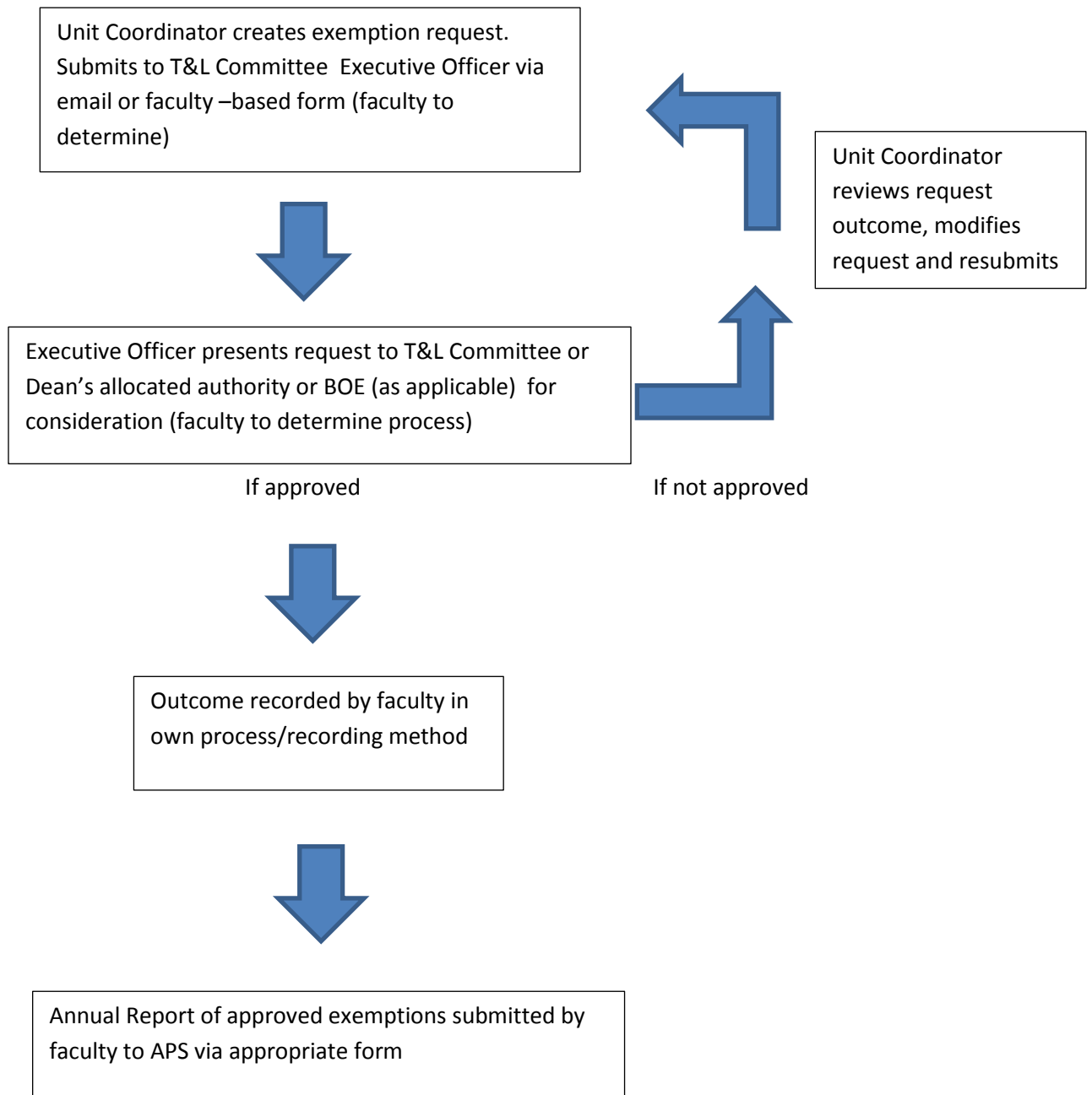
- 4.1. Student Services and Engagement (Examinations Office) commences Stage Two examination data collection process Week 3 of teaching period.
- 4.2. As part of the examination data collection process referred to in 1, schools are required to identify the units in which the use of calculator is authorised during the University's formal examination.
- 4.3. Student Services and Engagement (Examinations Office) consults and confers with the school of Engineering, Computing and Mathematics for updates to list of permissible calculators.
- 4.4. Student Services and Engagement (Examinations Office) publishes reference list via AskUWA.

Administration of the use of calculators during formal examinations:

- 4.5. Student Services and Engagement (Examinations Office) provides, through the Examination cover sheet, a list of the Units authorised for use of calculators during examination to invigilators.
- 4.6. Students must seek authorisation, in the form of an identifiable, non-removable and non-transferable approved sticker, from one of the following offices for the use of an approved calculator during formal examination: Student Services and Engagement, Course advising Student Office.
- 4.7. Offices responsible for granting authorisation of the use of approved calculator must obtain the approved stickers from Student Services and Engagement (Examinations Office).
- 4.8. The approved stickers must be affixed to the calculator in a way that it is clearly visible.
- 4.9. Any calculators identified during an examination that do not have an approved sticker affixed will be confiscated until the conclusion of the examination.

Schedule A: Process of applying for Exemptions from Assessment Policy

(for exemptions 10.2.2, 11.3.4, 14.4, 16.2, 30.4.1, 30.4.2)



Schedule B1: Eligibility requirements for Exam Timetable Deviation

Type of student	Eligibility Requirement	Type of alternative arrangement	Application deadline
a) Medical or disability	Confirmation by UniAccess of a functional impact under examination conditions	Consideration for non-standard examination conditions	at least 4 weeks prior to the examination period
	Condition with a functional impact under examination conditions incurred within 4 weeks of the examination period		up to one day before the examination period commences
b) illness or other significant circumstances	In accordance with University Policy on Assessment: Special Consideration		
c) Religious	Proof (e.g. letter) of membership of a congregation and the implications for attendance of examinations	Rescheduling of examinations usually on the Monday after the scheduled examination	Within 5 university working days after the publication of the final examination timetable
d) Elite athletes/coaches covered by the Elite Athletes Friendly University agreement	Identification and recognition by one of the following: <ul style="list-style-type: none"> • Australian Institute of Sport • State Institutes or Academies of Sport • AFL Players' Association • Rugby Union Players' Association • Rugby League Professionals' Association • Australian Professional Footballers' Association • Australian Cricketers' Association 	Consideration for flexible arrangements such as: <ul style="list-style-type: none"> • sitting examinations on alternative dates within the relevant examination period, where possible; • sitting examinations externally, if interstate or overseas during the relevant examination period; and • deferred examinations 	at least 4 weeks prior to the examination period - unless also a deferred examination where applications must be received within three university working days after the initial examination
			e) Other athletes/coaches who are state/ National representatives at sporting/cultural or other events
f) Senior players in the WA Football league	Playing commitment clash with examinations on two consecutive Saturdays	Consideration for rescheduling of one of the Saturday examinations	at least 4 weeks prior to the examination period
g) Participants in State Grade or the WAFL Colts competition	Playing commitment clash with examinations on two consecutive Saturdays		at least 4 weeks prior to the examination period

University Policy on Assessment

Schedule B2 - DECISION MATRIX FOR SPECIAL CONSIDERATIONS DURING FORMAL UNIVERSITY EXAMINATIONS

Principles.

- Special Considerations during exams are received, processed and determined by Student Experience Officers.

Issue	Evidence	F2F outcome	LMS outcome	LMS Teams outcome	LMS ProctorU outcome	School-based or Non-exam item
Student unwell	Medical certificate	Deferred exam	Deferred exam	Deferred exam	Deferred exam	Deferred exam
Student misread timetable	Personal statement	Not eligible	Not eligible	Not eligible	Not eligible	Not eligible
Student starting more than 60min – unforeseen (ie. significant unexpected traffic, accident, care complications, technical)	Personal statement - Verifiable evidence such as incident reports or news	Deferred exam <i>Graduating students will be rescheduled during closest of two allocated days during Exam Period</i>	Deferred exam <i>Graduating students will be rescheduled during closest of two allocated days during Exam Period</i>	Deferred exam <i>Graduating students will be rescheduled during closest of two allocated days during Exam Period</i>	Deferred exam <i>Graduating students will be rescheduled during closest of two allocated days during Exam Period</i>	Deferred exam <i>Graduating students will be rescheduled during closest of two allocated days during Exam Period</i>
Student arriving more than 60min late – preventable (ie. parking issues, normal peak hour traffic, personal commitments)	Personal statement	Not eligible	Not eligible	Not eligible	Not eligible	Not eligible
Technical issue – unforeseen (ie. system errors, hardware failure)	Personal statement - Screen capture or photos - Incident report from IT, ProctorU, 1212 line) - Evidence and contact must be within the	NA	Deferred exam	Deferred exam <i>Graduating students will be rescheduled during closest of two allocated days during Exam Period</i>	Deferred exam <i>Graduating students will be rescheduled during closest of two allocated days during Exam Period</i>	Deferred exam <i>Graduating students will be rescheduled during closest of two allocated days during Exam Period</i>

Issue	Evidence	F2F outcome	LMS outcome	LMS Teams outcome	LMS ProctorU outcome	School-based or Non-exam item
	exam sitting timeframe					
Technical issue – preventable (ie. lack of technology, poor internet, no engagement with support)	Personal statement - No evidence available	NA	Not eligible	Not eligible	Not eligible	Not eligible
Late upload of written work – strong evidence of genuine attempt	Personal statement Upload evidence Upload audit record	NA	Marked	Marked	Marked	Marked
Late upload of written work – unclear evidence of genuine attempt	Personal statement Upload evidence Upload audit record	NA	Deferred Exam	Deferred Exam	Deferred Exam	Deferred Exam
Late upload of written work – no evidence of genuine attempt	Personal statement Upload evidence Upload audit record	NA	Not eligible	Not eligible	Not eligible	Not eligible