Examinations Procedure

Section 1 - Purpose and Scope

(1) This Procedure:

a. outlines the processes for conducting examinations at the University and should be read in conjunction with the Assessment Policy and Assessment Procedure,
b. applies to all students enrolled in, and all staff involved in the delivery of, undergraduate and postgraduate coursework courses at UQ, and
c. covers all forms of examination described in the 'Definitions' provisions.

Section 2 - Process and Key Controls

Administration

(2) Examinations may be administered centrally by Examinations Section or locally by the relevant school.

(3) Details of examinations, including any additional authorised materials permitted for use during the examination, must be specified in the course profile.

(4) Examination timetables for the study period must be released in a timely manner to give students notice of their scheduled examinations.

(5) Examinations must not be held on a Sunday or public holiday.

(6) Despite clause 5, the Deputy Vice-Chancellor (Academic) may permit a variation to scheduling when they consider there are exceptional circumstances.

(7) The University reserves the right to verify documentation submitted as evidence in support of student applications. Where evidence is identified as having been falsified, appropriate action will be taken as set out in the Student Integrity and Misconduct Policy.

Student considerations

(8) Consistent with their attendance mode, a student must make themself available to undertake their examinations at the scheduled date, time, and venue (where applicable).

(9) A student cannot sit an examination earlier than the scheduled date and time of the examination.

(10) When undertaking an examination, students must comply with the conditions and requirements set for the examination, and follow all directions given by the examiner and/or examination supervisor(s) administering the examination.

(11) A student who is unable to undertake their original scheduled examination due to circumstances beyond their control may apply for a deferred examination.

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(12) Alternative examination arrangements are provided to students who require variations to the schedule, conditions, or format of the examination due to circumstances as specified in the Reasonable Adjustments for Students Policy.

(13) Students will have access to past end-of-semester examination papers or sample examination papers, as per the requirements outlined in the 'Release of Examination Papers' provisions.

Section 3 - Key Requirements

Part A - Definitions

(14) Typically, an examination is any assessment item with a weighting of 20% or more that is for a student at a specified scheduled date and time, with a working time of less than or equal to three hours. Assessment items that do not meet this description but are to be treated as an examination will be identified in the course profile.

(15) Examinations may be administered by the Examinations Section ('central examinations'), or by a school ('school-based examinations'). They include:

a. end-of-semester examinations held during the University's designated end-of-semester examination period,
b. in-semester examinations held during the semester,
c. deferred examinations, and
d. supplementary examinations.

(16) Examinations may be written (paper-based or digital), practical, or oral.

Part B - In-semester examinations

(17) In-semester examinations for a course are:

a. school-based examinations administered by the relevant school,
b. generally held within scheduled class times for the course,
c. not held on a Saturday (for variation see clause 21), and
d. not held in the final two teaching weeks of a semester (for variation see clause 21).

(18) The time, duration (maximum of 90 minutes) and planning time for an in-semester examination are set by the Course Coordinator.

(19) In addition to clause 17, ad hoc (that is, held during a one-off scheduled time) in-semester examinations must meet the following criteria:

a. the examination must have a weighting of 20% or more of the total assessment for the course where percentage weights are used,
b. the examination duration must be 60 or 90 minutes of working time,
c. the examination must be specified in the course profile, including the date and time, or, if unknown at the time of publication, the intended teaching week of semester in which the examination will be held, and
d. confirmation of the examination date, time and venue must be communicated to students via the Learning Management System and email by the end of week 3 of semester.

(20) One-off scheduled classes for the purpose of conducting an examination may include:

a. an ad hoc class, subject to room availability, and/or
b. an evening class commencing at or after 6:00 pm.

(21) Variations to clauses 17(c), 17(d) and 18 are subject to approvals and conditions per the following table.

Variation:	Scheduled in final 2 weeks (clause 17(d))	Longer than 90 minutes (clause 18)	Examination on Saturday (clause 17(c))
Conditions:	Must: (i) form part of a series of practicals conducted regularly during the semester, or (ii) have a weighting of 5% or less of the total marks for the course where percentage weights are used.	None	Must be: (i) compliant with clause 19(a), and (ii) academically justifiable, with other forms of assessment judged to be less appropriate, and (iii) for multiple lecture streams or greater than 100 students enrolled in the course, and (iv) 60 or 90 minutes of working time plus 10 minutes of planning time, and (v) included in the course profile as a centrally scheduled Saturday exam.
Requested by:	Director of Teaching and Learning of the school administering the examination		Associate Dean (Academic) of the Faculty administering the examination
Approval:	Associate Dean (Academic) of the faculty administering the examination		Academic Registrar
Period of approval:	Up to three years	Up to three years	Up to three years
Administration:	School	School	Examinations Section

Part C - End-of-semester examinations

(22) For end-of-semester examinations:

a. written examinations are administered and scheduled centrally by the Examinations Section,
b. practicals (for example, laboratory work, orals, video, or examinations where students require access to equipment) are administered by Schools, and scheduled centrally by the Examinations Section,
c. the examination timetable is set by the Academic Registrar, and
d. the examinations are held within the University's scheduled examination period.

(23) End-of-semester examinations must meet the following criteria:

a. the examination must have a weighting of 20% or more of the total assessment for the course where percentage weights are used,
b. the examination duration must be 60, 90, 120, or 180 minutes of working time,
c. the maximum duration of working time for a written examination (paper-based or digital) for courses coded at levels 1 and 2, is:
    i. 60 minutes for a 1-unit course, and
    ii. 120 minutes for all other courses,
d. the maximum examination duration for courses coded at levels 3 and above will be determined by the Associate Dean (Academic) of the Faculty administering the examination,

e. written examinations, paper-based or digital, must have 10 minutes of planning time added to the scheduled duration per clause 23(b) unless it is impractical to do so. Students are encouraged to use this time to read the examination questions and plan their responses but may commence working if they wish, and
f. the availability and duration of planning time for practical and oral examinations will be determined by the relevant Course Coordinator.

(24) Variations to clauses 22(a/b), 23(a) and 23(c) are subject to approvals and conditions per the following table.

Variation:	School-based examination (clause 22(a/b))	Weighted less than 20% (clause 23(a)), or Increased maximum duration (clause 23(c))
Conditions	The duration of a written examination (paper-based or digital) must be less than 60 minutes.	None
Requested by	Not required	Director of Teaching and Learning of the school administering the examination
Approval	Not required	Associate Dean (Academic) of the faculty administering the examination
Period of approval	Not applicable	3 years

Part D - Cancellation or postponement

(25) The Deputy Vice-Chancellor (Academic) may cancel or postpone an end-of-semester, deferred, or supplementary examination but must be satisfied that reasonable alternative arrangements have been made for affected students.

(26) The Head of School may cancel or postpone an in-semester or in-semester deferred examination but must make reasonable alternative arrangements for affected students.

(27) The Manager, Examinations Section, may cancel an end-of-semester, deferred, supplementary or in-semester Saturday examination as per an emergency cancellation plan approved by the Academic Registrar.

Part E - Staff attendance at examinations

(28) It is not a requirement that examiners or their delegates be present in the examination room at the commencement of an examination. However, the examiner or delegate must be available by phone to answer questions which may arise during the sitting of the examination.

a. For central examinations, examiners must provide the Examinations Section with their contact telephone number or, in their absence, the contact telephone number of a delegate.
b. For school-based examinations, examiners must provide the examination supervisor with their contact telephone number or, in their absence, the contact telephone number of a delegate.
c. For student privacy purposes, examiners are not permitted to attend examinations where alternative arrangements are in place unless requested by the Examination Section, or for practical and oral examinations that are assessed by the examiner.

Part F - Student responsibilities

General

(29) A student must read all communications regarding examinations prior to the examination.

(30) A student must comply with directions given by an examination supervisor when undertaking an examination. Non-compliance may constitute misconduct and may be referred to the Academic Registrar as per the Student Integrity and Misconduct Policy.

(31) A student must produce a valid UQ student ID card (which is current for the semester in which the exam is held) at the request of the examination supervisor.

(32) In the event a student does not have a valid UQ student ID card, a student may produce a temporary ID document obtained from the Student Centre, a current passport, or a current Australian driver's licence or Queensland Government Photo Identification Card.

(33) An exception to clauses 31 and 32 applies only where an examination is held outside Student Centre opening hours (for example, for school-based evening examinations) or where the examination is invigilated online, where other government-issued photographic identification will be acceptable (that is, a driver's licence, passport or 18+ card). If the identification is not in English, it must be accompanied by an English translation completed by the National Accreditation Authority for Translators and Interpreters (NAATI).

(34) In the event a student is unable to produce any form of photographic identification, the student will not be permitted to sit the examination.

(35) Unless responding to or addressing a question to the examiner or examination supervisor, a student must not communicate in any way with another person during the examination. The exception is for students who have an alternative examination arrangement that requires communication with another person.

Attendance

(36) Students are expected to attend on-campus examinations, including in-semester, end-of-semester, deferred and supplementary examinations, per the following table:

Course Attendance Mode	
In-person	Attend at the scheduled time, date, and venue at the campus of enrolment.
External	Attend at a designated examination centre, a UQ campus, or online (if available). Students will be contacted directly by Examinations Section or the relevant school with details of the examination.

(37) A student may be eligible for an off-campus examination per Part J 'Off-campus examinations'.

On-campus examinations

(38) On-campus examinations can be paper-based, digital, oral, or practical and are held at a scheduled time, date, and venue.

(39) A student may not enter an examination room without the permission of an examination supervisor. Students are permitted to enter during the first 60 minutes of examination time including planning time. If the reason for the late arrival meets the eligibility criteria for a deferred examination, the student may choose not to enter the examination room and may apply for to defer the exam, which will be assessed per Part K 'Deferred Examinations'.

(40) A student must not leave the examination room without the permission of the examination supervisor.

(41) Permission to leave the examination room will not be granted:

a. in the first 60 minutes of examination time including planning time, and

b. in the final 30 minutes of examination time.

(42) Despite clauses 40 and 41, the examination supervisor may allow a student to leave an examination room at any time when the examination supervisor considers there are exceptional circumstances (for example, a medical emergency, as specified for any examination adjustments, or to use the restroom).

(43) If the examination supervisor reasonably believes that a student's behaviour may distract or disturb other students, the examination supervisor may direct the student to leave the examination room.

(44) For written examinations, students who have concerns about the meaning of, or a potential error in, an examination question:

a. may ask questions in the planning time and in the first 30 minutes of working time,*
b. after the first 30 minutes of working time, students are to answer the question to the best of their ability and state any suspected question errors when writing their answer to the question or, if there is no facility to do so (for example, for multiple choice questions), in a separate section dedicated to raising concerns, or
c. where there is no ability to record questions, students should email the Course Coordinator after the examination has finished.

> * Course Coordinators may be contacted during this time for end-of-semester examinations only.

Digital examinations

(45) Provided late access is practical and allowed (clause 39), a student may begin a digital examination at any time within the scheduled examination time, but they are not guaranteed to receive the full working time.

(46) If a student does not begin the digital examination, the student may apply to defer the examination, which will be assessed per the 'Deferred Examinations' provisions.

(47) Where the examination is invigilated, a student must not leave the examination room without the permission of the examination supervisor.

(48) Where the examination is invigilated and online, a student may be asked to scan their room at any time.

(49) Students will be instructed to write any concerns about any suspected question errors when writing their answer to the question or, if there is no facility to do so (for example, for multiple choice questions), in a separate section dedicated to raising concerns. Where there is no ability to record questions, students should email the Course Coordinator after the examination has finished.

Part G - Use of materials and equipment in examinations

General

(50) Students are permitted to bring the following items to on-campus examinations:

a. suitable writing implements (may be held in a clear container),
b. electronic equipment that meets the specified requirements for the digital examination,
c. water in a clear bottle with the label removed,
d. mobile phone and smart watches (see clause 53), and
e. disposable ear plugs.

(51) Information describing additional material or equipment that is authorised by the examiner for use by students during the examination will be found on the examination coversheet and in the course profile.

(52) Subject to clauses 50 and 51, a student must not bring other material or equipment into the examination room unless permitted by the examiner or examination supervisor. At the direction of the examination supervisor, the other material must be left with the examination supervisor immediately on entering the examination room or placed under the student's desk during the examination.

(53) Mobile phones and smart watches must be switched off or in airplane mode and placed on the floor under a student's desk. Where a mobile phone or smart watch emits any noise, the student may be subject to allegations of misconduct.

(54) The examination supervisor may confiscate any material or equipment which they reasonably suspect to be or to contain unauthorised material, and such material or equipment may be treated as "unauthorised material" under the Student Integrity and Misconduct Policy.

(55) Access to the internet and external communication devices is only permitted where specifically allowed by the examiner or through approved Alternative Examination Arrangements (AEA). Use of any electronic device, including devices capable of internet connectivity, is prohibited, unless specified for the examination or approved AEA.

(56) A student must not leave an examination room with books, scripts or material provided to the student during the examination unless given permission by the examination supervisor.

Written, printed, or electronic material

(57) All examinations are categorised into the following types with respect to written, printed, or electronic materials saved locally on a student's device that may or may not be permitted in an examination room. Written, printed, or electronic materials may include dictionaries, texts, notes, annotations.

a. Open book: Any written or printed material is permitted. Material may be annotated.
b. Specified materials permitted: The specific items of written, printed, or electronic material stored locally or in the cloud (for example, textbook, note pages permitted in the examination room and details regarding the extent to which it may be annotated will be described per clause 51). Any item not listed on the examination paper will be regarded as not permitted.
c. Closed book: No additional written, printed, or electronic material is permitted.

Dictionaries

(58) Students may be allowed access to English, foreign language, or dual language dictionaries as determined by the examiner. A student may bring a dictionary (in paper form) into "Specified materials permitted" examinations, provided it is on the list of permitted materials. For the purposes of this provision, if no annotation is specified, the dictionary must not be marked with handwriting, other than personal identification, nor have printed material(s) attached to or interleaved with it.

(59) Electronic dictionaries are permitted where specified by the examiner (for example, for National Accreditation Authority for Translators and Interpreters (NAATI) accreditation examinations) and only under approved conditions.

(60) It is a student's responsibility to ensure electronic dictionaries to be used in NAATI examinations are inspected and approved for use by the School of Languages and Cultures at least one week prior to sitting an examination.

Calculators

(61) Where permitted by the examiner, calculators may be used in examinations. The course profile and the

examination paper coversheet will list the type of calculator permitted as:

a. Casio fx-82 series calculator only,
b. Casio fx-82 series or UQ approved and labelled calculator only,
c. For digital online examinations only, Casio fx-82 series or a calculator that appears on the UQ approved list, or
d. 'Unrestricted' – any calculator permitted including those with alphanumeric/ advanced text storage capabilities but excluding those with communication capabilities.

(62) The University has a list of approved calculators that must be labelled for use in on-campus examinations. Further information regarding the use of calculators in examinations and the process for obtaining a label for an approved calculator is available on the Calculators in Exams website.

(63) During an on-campus examination, examination supervisors have authority to confiscate calculators that are not labelled and/or do not comply with the type permitted for that examination.

Part H - Digital examinations

(64) A student experiencing demonstrable system and/or process issues beyond their control that have prevented them from starting an examination may be eligible for:

a. a re-schedule of the same examination if the student has not viewed the examination (that is, they did not enter the system), and the examination can be scheduled such that there has been no opportunity for the student to discuss the examination with other students, or
b. a deferred examination if a re-schedule is not possible.

(65) Students who experience demonstrable system and/or process issues beyond their control that prevent them from completing an examination may be eligible for:

a. a re-sit of the same examination if the examiner determines that this will not give the student an unfair advantage, or
b. a deferred examination if a re-sit is not possible.

(66) Unless an examination is automatically submitted when the examination duration has elapsed, an allowance of 15 minutes submission time will apply to all digital examinations with a duration of 60 minutes or more of working time that require a student to scan and upload their work. The allowance will be in addition to the examination working and, where specified, planning time.

(67) A student experiencing demonstrable system and/or process issues beyond their control that prevent them from submitting an examination on time, may:

a. receive additional submission time during which they must not work on the examination, or
b. request a late penalty exemption if (a) is not possible.

(68) Penalties for late submission will apply to the total mark available for an examination unless a student can demonstrate that system and/or process issues beyond their control resulted in the late submission of the examination. The following penalties will apply to the maximum possible marks allocated for the examination:

a. Less than 5 minutes: 5%.
b. From 5 minutes to less than 15 minutes: 20%.
c. More than 15 minutes: 100%.

Example:
A digital exam with 10 minutes of planning time and a duration of 120 minutes is scheduled to start at 2pm. The student starts the exam at 2pm. The student is required to begin upload at 4.10pm. Penalties will apply from 4.25pm.

(69) The Associate Dean (Academic) of the Faculty administering the examination will decide whether a re-schedule (clause 67) or re-sit (clause 68) is possible for individual courses before the examination is held.

(70) Examples of demonstrable evidence are screenshots, and/or energy supplier outage letter.

Part I - Delayed examinations

Eligibility criteria

(71) A student may be eligible for delayed examinations where they have:

a. two examinations scheduled for the same session, or
b. three examinations scheduled on a single calendar day during the in-semester Saturday or end-of-semester examination periods, or
c. a scheduled examination at one campus followed immediately by another scheduled examination at a different campus.

(72) A student sitting a delayed examination must not communicate about the content of the examination with any other student who has taken the examination.

Application

(73) Students applying for a delayed examination must submit a Request form to the Examinations Section:

a. at least 14 calendar days before the examination date for in-semester examinations, or
b. at least 14 calendar days before the commencement of the end-of-semester examination periods.

Part J - Off-campus examinations

Eligibility criteria

(74) A student may be eligible for an off-campus examination if they meet the criteria set out in this section.

(75) Off-campus arrangements will only be possible where the type of assessment does not include any practical component, such as oral examinations, practical laboratory work, and video/audio examinations. Any practical-based examinations must be undertaken on the campus where the student is enrolled.

(76) Off-campus examinations are only available:

a. at domestic and overseas venues specified on the Off-campus Exams Information website, or
b. where possible, online with invigilation.

(77) For in-person enrolment mode students, off-campus examinations may be available in the cases shown in the following table:

Examination Type	Semester 1	Semester 2	Summer Semester
a. In-semester or end-of-semester	Not available	Not available	Not available
b. Deferred and supplementary	Only for students who meet the criteria below (clause 78)	Available	Only for students who meet the criteria below (clause 78)

(78) Providing clauses 75 and 76 are satisfied, off-campus examinations will be available for a student who is:

a. participating in a University-sanctioned event (for example, on placement, exchange or field trip), or
b. engaged in defence service or elite performance, or who is a registered elite athlete, or
c. not returning to study at UQ in the following semester, that is:
    i. a non-award enrolment, or
    ii. eligible to graduate following successful completion of the deferred or supplementary examination.

Application

(79) In all cases, students must submit a Student Request Form - Off-campus Exam Request, and meet the following requirements:

a. for deferred examinations:
    i. the application is submitted at the same time as the request for deferred assessment, and
    ii. the deferred examination is approved,
b. for supplementary examinations:
    i. the application is submitted by no later than the deadline for requests for supplementary assessment, and
    ii. the supplementary assessment is approved, and
    iii. the form of supplementary assessment is an examination,
c. the student meets the costs as set out on my.UQ,
d. where a student is required to attend a specified venue, the student is available in the one location for the duration of the deferred and supplementary examination period, and
e. where there is:
    i. a suitable off-campus location available, or
    ii. an invigilated digital examination available.

Part K - Deferred examinations

General

(80) This section applies to in-semester examinations and end-of-semester examinations. It does not apply to extensions to assessment due dates, as outlined in the ‘Extensions to Assessment Due Date’ provisions of the Assessment Procedure.

(81) End-of-semester deferred examinations are held during the University’s designated deferred and supplementary examination periods, scheduled as follows:

a. for first semester courses - July of the same year,
b. for second semester courses - December of the same year, and
c. for summer semester courses - the following March.

(82) The Academic Registrar may vary the timing of deferred examinations for any or all courses, but not for an individual student.

(83) Deferred examinations must have the same conditions as the original scheduled examination, including format, duration, weighting, and assessment of the same learning outcomes at the same level of academic difficulty.

(84) A student who is unable to sit an original examination may be eligible for a deferred examination:

a. for medical reasons (see 'Medical Reasons' provisions), or
b. if, in the opinion of the Deputy Director, Academic Services, or Head of School, there are extenuating circumstances that are beyond the student's control (see 'Illness During an Examination' and 'Extenuating Circumstances' provisions), or
c. for one discretionary deferred examination, for use by students on a single occasion throughout the duration of their studies at the University.

(85) A deferred examination may be granted to a student by:

a. the Deputy Director, Academic Services, or appropriate authorised decision maker, for original examinations scheduled to be held during end-of-semester examination periods, or
b. the Senior Administration Officer in the relevant school for original in-semester examinations, including examinations held during scheduled classes and on the in-semester Saturdays.

(86) A student who attends and attempts all or part of the original examination will not be eligible for a deferred examination.

(87) Despite clause 86, a student may apply for a deferred examination where:

a. the sudden onset of illness impacted the student's ability to remain and complete the examination (see 'Illness During an Examination' provisions), or
b. there were unresolvable technical issues for a digital exam (see 'Digital Examinations' provisions).

(88) A student cannot defer an already deferred examination. A student who is unable to complete a deferred examination may:

a. Do nothing. In this case, finalisation of the grade for the course will be based on the completed assessment without reweighting assessment, or
b. Apply for Removal of Course, or
c. For end of semester examinations only, apply for a rescheduled deferred examination where there are exceptional and unavoidable circumstances as defined in the Reasonable Adjustments for Students Procedure supported by documentary evidence, and where the circumstance does not affect the student's ability to sit the examination on campus on the day following the deferred examination. See clause 96 for application.

(89) Students who submit five or more requests for deferral of examinations within a twelve-month period will be contacted with advice on the services and support available within the University.

Application

(90) Students applying for a deferred examination must submit a request through mySI-net no later than five calendar days after the date the original examination was held.

(91) Except for the one-off discretionary deferred examination, requests for deferred examinations must be accompanied by supporting documentation corroborating the reason for the request as outlined in the Acceptable

Evidence for Deferred Examinations table.

(92) If a student is requesting the discretionary deferred examination, they must indicate this in the request. Once approved, the discretionary option can be cancelled but only if it is cancelled prior to the original examination date and time.

(93) Statutory Declarations will only be accepted where there is no alternative formal documentation that can be obtained by the student.

(94) A scanned image or copy of supporting documentation is acceptable, however the original documentation must be retained by students for a period of six months and provided for verification upon request. Failure to produce the original documentation for verification, within the required timeframe, may result in the approval of the deferred examination being rescinded and a final grade awarded based on completed assessments.

(95) Students will be notified of the outcome of their request typically within five business days of the request being submitted via mySI-net. If the request is approved, the student will be advised of the date, time, and venue of the deferred examination by the school for in-semester examinations, or by Examinations Section for end-of-semester examinations when the deferred and supplementary examination timetable is published.

(96) Applications for re-scheduled deferred examinations per clause 88(c) must be:

a. accompanied by supporting documentation,
b. submitted prior to the start of the deferred examination using Request for Rescheduled Examinations due to exceptional circumstances, and
c. approved by the Deputy Director, Academic Services or the Manager, Examinations Section.

Medical reasons

(97) Applications for deferred examinations based on medical grounds must include a medical certificate provided by:

a. a registered medical practitioner or registered nurse obtained no later than two business days after the examination and stating that the student was unfit to sit the original examination on the relevant day, or
b. a registered pharmacist obtained on or before the date of the examination and stating that the student was unfit to sit the original examination.

(98) Medical certificates provided by non-registered medical practitioners must be approved by the Academic Registrar.

(99) Medical certificates must meet the requirements published on the Requirements for Medical Certificates website.

Illness during an examination

(100) Despite clause 86, the Deputy Director, Academic Services, or Head of School may approve a deferred examination for a student who has attempted all or part of the original examination, if they are satisfied there are exceptional circumstances (for example, an epileptic seizure during the examination).

(101) Consideration of these exceptional circumstances would require confirmation in a medical certificate no later than 24 hours after the date of the examination, and which addresses the following criteria in relation to the medical condition:

a. suddenness of the onset of the condition,
b. seriousness of the symptoms, and

c. impact on the student's ability to remain and complete the examination.

Extenuating circumstances

(102) If a request is made based on extenuating circumstances, a statement of reasons why the student was unable to sit the examination on the relevant day and all corroborative evidence must be submitted with the request.

(103) Extenuating circumstances could include, but are not limited to:

a. a registered elite athlete engaging in a sporting or cultural commitment at state, national or international level per the Reasonable Adjustments for Students Procedure, or
b. serious personal trauma.

(104) Except in the case of a discretionary deferred examination request, where the Deputy Director, Academic Services or Head of School is not satisfied that the student took reasonable measures to avoid the circumstance that contributed to the student missing the examination, a deferred examination will not be awarded. For example, the following are not grounds for the award of a deferred examination:

a. misreading an examination timetable,
b. holiday arrangements, including overseas travel, or
c. social and leisure events, including sporting and cultural commitments other than at state, national or international representative level.

Appeal process

(105) Appeals are considered as per the Student Grievance Resolution Policy and Procedure.

(106) The outcome of an appeal will typically be provided to the student within ten business days of lodgement.

(107) Appeals against denied deferred examination requests must be lodged within five business days of the date of the decision:

a. for end-of-semester examinations, by submitting a request via Complaints and Appeals, or
b. for in-semester examinations, by submitting a request via Complaints and Appeals.

(108) An appeal against denied deferred examination requests must outline the reason/s for believing the decision was not made as per the eligibility criteria and must include any additional documentation in support of the appeal.

(109) An appeal against the decision not to accept a student's late request for deferral of an examination must be lodged via Complaints and Appeals within ten business days of the date of the original examination.

(110) An appeal against the decision not to accept a student's late request for deferral of an examination must include:

a. student name and student ID,
b. examination course code and scheduled date and time,
c. reason/s outlining why the deferred examination request could not be submitted within the required five calendar day period, and
d. documentation in support of the request for deferral of the examination.

Part L - Release of examination papers

Library access

(111) The Library will retain an original or sample end-of-semester written examination paper for each course with an end-of-semester examination. This will be refreshed every three years or earlier following changes to the curriculum and related assessment.

(112) Sample end-of-semester papers can be submitted where there are sound reasons to do so:

a. the original examination paper cover sheet will reflect that the paper is not to be released to the Library,
b. the sample paper must be submitted on request from the Examinations Section every three years or earlier following changes to the curriculum and associated assessment,
c. the sample paper must be similar to the original examination paper (for example, length, scope, rigour), so that students can be well prepared in terms of the examination requirements, and
d. if a sample paper is not submitted, the original paper will be released to the Library.

(113) Per clauses 111 and 112, the Examinations Section will notify schools when papers are to be refreshed, and release to the Library a copy of the original or sample end-of-semester, written examination papers by the month listed below:

a. for first semester examinations, September,
b. for second semester examinations, February, and
c. for summer semester examinations, May.

(114) Where an examination is digital and the questions are drawn randomly from a pool, a sample paper containing the same number of questions as the original examination will be provided to the Library.

(115) The Assessment Sub-Committee will conduct an annual audit of a random selection of examination papers to ensure that the papers submitted per clauses 111 and 112 are reflective of the actual examination paper.

Student access

(116) For end-of-semester examinations, once grades have been finalised, all students, including those awarded supplementary assessment, will be given an opportunity to peruse, under supervision:

a. the examination question paper and their own answers, and
b. the marking criteria, such as the marking scheme or model answers.

(117) Students are not entitled to make copies of these documents.

(118) Despite clauses 116 and 117, Course Coordinators may release scanned examination papers and marking schema to students.

(119) Students must be given the opportunity to view their examination script within twenty calendar days of grade release and within the first two weeks of the following semester. For the purpose of these provisions, both Semester 2 and Summer Semester are followed by Semester 1.

Exemptions

(120) Where a sample examination question paper has been provided to the Library (clause 112), and the Course Coordinator also wishes to prohibit students from accessing their answers on the grounds that it is tantamount to

providing access to the question paper, the Course Coordinator must make a special case through the Associate Dean (Academic) of the Faculty that administers the examination to the Deputy Vice-Chancellor (Academic).

Right to information

(121) Access to an examination question paper or examination script may be sought under the Queensland Right to Information Act 2009 (RTI Act). Refer to the Access to and Amendment of UQ Documents Procedure for information on the application process.

(122) A case for non-disclosure based on educational grounds must be consistent with the prima facie case that would need to be argued under the RTI Act. However, considerations favouring disclosure, such as the desirability of providing students with feedback, will also be considered in determining whether an examination question paper should be disclosed under the RTI Act. Course Coordinators must take such factors into account when applying for exemption under this Procedure.

Section 4 - Roles, Responsibilities and Accountabilities

Examinations Section

(123) The Examinations Section is responsible for the administration and conduct of:

a. central examinations held during the in-semester Saturday, in-semester deferred Saturday, end-of-semester, and end-of-semester deferred and supplementary examination periods,
b. alternative examination arrangements for students for written or digital examinations, where the examination does not have a practical component such as laboratory, orals, or video, and
c. off-campus examinations.

(124) The Examinations Section also provides policy and procedural advice on all matters relating to examinations.

Schools

(125) Schools are responsible for the scheduling and administration of:

a. examinations held during scheduled classes,
b. examinations which include a practical component,
c. deferred examinations where the original examination is held during scheduled classes, and
d. alternative examination arrangements for students where the examination has a practical component.

(126) For digital examinations, Schools must notify students of the requirements and organise the necessary support services.

Section 5 - Monitoring, Review and Assurance

(127) The Academic Registrar is responsible for implementation and communication of this Procedure, including ensuring that faculties and schools are informed of their obligations under this Procedure.

(128) Assessment Sub-Committee is responsible for monitoring university-wide compliance with, and review of, this Procedure for its effectiveness and ongoing relevance.

Section 6 - Recording and Reporting

General

(129) Student grades are recorded in SI-net.

(130) Timetabling and administration of central examinations, and reports related to this Procedure, are recorded primarily in the Exams Manager System.

(131) Exception reports generated through SI-net identify students who have been approved a deferred end-of-semester examination and subsequently attend the original end-of-semester examination. Their deferred examination is cancelled.

(132) Schools must keep appropriate account of all records associated with this Procedure as per the Information Management Policy, Privacy Policy and the 'Retention and Disposal of Examination Papers' provisions.

Retention and disposal of examination papers

(133) The table below outlines the minimum storage requirements for examination related records.

Item	Retention Period
Examination scripts, answer booklets, multiple choice question sheets	A minimum period of twelve months from the date of certification of results
Examination question papers: master copy	To be archived within six months by Examinations Section at Records Management
Examination question papers: used or unused printed copies	One month after the examination
Attendance slips	6 months after the examination period
Supervisors' Reports	6 months after the examination period

(134) Where results are disputed or other administrative requirements such as Right to Information Application or pending legal action must be dealt with, scripts will need to be held until the matter is determined or any available appeal avenues are exhausted. At the date the matter is finally determined, the standard requirement to retain examination scripts for a minimum period of a further 12 months applies.

(135) Completed scripts must be held in a secure location with restricted access.

(136) Destruction of scripts must be by confidential means.

Section 7 - Appendix

Definitions, terms and acronyms

Term	Definition
Central examinations	Examinations held during the end-of-semester and deferred and supplementary examination periods and on in-semester Saturdays, and in-semester deferred Saturdays, for which the administration and conduct are managed by the Examinations Section.
Emergency Cancellation Plan	A plan approved by the Academic Registrar to cancel or postpone examinations due to unforeseen circumstances.

Term	Definition
Defence Service	Service (including training) for the Australian Defence Force Reserves (Naval Reserve, Army Reserve, or Air Force Reserve), as per the Defence Reserve Service (Protection) Act 2001 (Cth).
Deferred examination	An examination, sat at a specified later date, that may be approved for medical reasons, extenuating circumstances, or as a single discretionary deferment.
Delayed examination	An examination rescheduled due to two examinations at the same time, three examinations in one calendar day, or an examination on one campus being immediately followed by another examination at a different campus.
Digital examination	An examination that is taken using an electronic device.
Elite athlete	In relation to a student registered as a UQ elite athlete and representing Australia or an Australian state or territory during an examination period.
Elite performer	In relation to a student working at the highest levels as an artist or performer and participating in an event during an examination period.
Examination script	A student's written responses to examination questions, either digital or paper-based.
Examination supervisor	Person assigned to oversee and invigilate the conduct of an examination.
Examiner	The nominated academic responsible for the examination content and method. The examiner may or may not be the Course Coordinator.
Extenuating circumstances	See the Reasonable Adjustments for Students Procedure.
Invigilated examination	An examination taken under supervision.
Marking scheme	The mechanism by which marks, including part marks where appropriate, are allocated to student answers to examination questions.
Medical practitioner	A person who is registered by the Australian Health Practitioner Regulation Agency (AHPRA).
Off-campus examination	A written or digital examination delivered at specified domestic and overseas venues, or online with invigilation.
On-campus examination	An examination delivered at one of the UQ campuses. They can be paper-based, digital or practical, and are held at a set time, date, and venue.
Original examination	Means the first sitting of an in-semester or end-of-semester examination (that is, not a supplementary or deferred examination).
Registered nurse	A person who is registered as a nurse by the Australian Health Practitioner Regulation Agency (AHPRA).
Registered pharmacist	A person who is registered by the Australian Health Practitioner Regulation Agency (AHPRA). Pharmacists have limited scope for issuing medical certificates. They can only be issued for a certain range of medical conditions and can't be backdated (that is, they can only be dated for the date the student presents to the pharmacist for a consultation).
Release of examination papers	Making available copies of the question papers from the school/centre, past end-of-semester examination question papers, or sample papers, in the Library.
Scheduled class	A class timetabled for a course at a specified time during a teaching week.
School-based examinations	All in-class examinations and those scheduled during the central examination period that involve a practical component during the central examination periods, where the faculty or school takes responsibility for administration and conduct of the examination.
Study period	A semester, trimester, research quarter, or teaching period, including non-standard teaching periods.
Supplementary assessment	Assessment offered after receiving a final grade of 3 or N (marginal fail) that is designed to provide a second opportunity for a student to demonstrate that they have achieved all the required learning outcomes for a course.

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Status and Details

Status	Historic
Effective Date	1st July 2025
Review Date	11th December 2026
Approval Authority	Deputy Vice-Chancellor (Academic)
Approval Date	19th May 2025
Expiry Date	12th July 2026
Policy Owner	Kathryn Blyth Director, Academic Services Division and Academic Registrar
Enquiries Contact	Academic Services Division

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