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| Procedure | <p>1. General</p> <p>1.1. The procedures described below are intended to support the implementation of the BPP Institute Examinations Policy.</p> <p>2. Examination Preparation</p> <p>2.1. Academic staff and Unit Coordinators (assessment designers) are responsible for the preparation and moderation of examination papers.</p> <p>2.2. Examinations must be prepared (in addition to details described in the Examinations Policy) in accordance with the following guidelines:</p> <ul style="list-style-type: none">a. Examination papers should be presented using the standard examination template to ensure consistency across all units;b. Examination papers must be designed to address both the learning outcomes and graduate attributes as indicated in the Unit Outline;c. The length and complexity of the examination paper must take into account the level of learning expected for the year level of the unit;d. Examination questions change by at least 70% from the previous study period;e. The language used in the questions must be unambiguous;f. The use of 'slang' must be avoided;g. The use of acronyms or shortened forms must be spelt out in the first instance;h. Questions cannot simply ask for opinions without the need for specific context;i. If case studies are used in examination papers, they must be appropriately and fully referenced;j. If case studies are used in examination papers it is expected that the questions relating to those case studies are written by academic staff and designed to ensure the assessment addresses the specific learning outcomes. Questions should not simply be taken directly from the source;k. The allocation of marks should be clearly identified for all questions and each part thereof;l. Any special instructions must be clearly described on the front page of the examination paper along with the standard set of examination guidelines. <p>3. Pre-assessment Internal Moderation of Examination Papers</p> |
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- 3.1. The assessment designers must submit the final examination paper for approval as directed by the relevant Head of Discipline accompanied by a Pre-assessment Internal Moderation Form.
- 3.2. Pre-Assessment Moderation includes:
- a. The Academic Administrator checking the:
 - correct Word document template is used,
 - paper includes all sections as listed on the cover page,
 - usage of any instance of slang or ambiguity within questions in consultation with the assessment designer,
 - marking guide is comprehensive, and
 - pages are numbered.
 - b. The moderator and the Head of School will check the:
 - Assessment addresses the relevant learning outcomes,
 - The appropriate skill level is assessed,
 - The questions are appropriate,
 - The marking guide is comprehensive,
 - The mark/time allocations are reasonable,
 - The instructions to students are clear,
 - The marks add up correctly,
 - Copyright is acknowledged correctly, and
 - The assessment questions change by at least 70% from the previous study period;
 - c. The assessment designer will forward the examination paper to the moderator for approval accompanied by the Pre-assessment Internal Moderation Checklist;
 - d. If the moderator is not satisfied with the examination paper, they must return the paper to the assessment designer for further editing. The edited paper is then forwarded to the Head of School or delegate, for approval;
 - e. When the Head of School is satisfied with the examination paper, the signed form is forwarded to the Dean;
 - f. The Dean will either approve the examination paper for printing or return to the Head of School or delegate for further action;
 - g. The approved examination paper must be forwarded to the Academic Services Department for printing at least two weeks prior to the date of final examination commencement.

4. Schedules, Length & Duration

- 4.1. Each study period the Academic Services Department will prepare the examination schedule which will:

- a. Include the examination date, start and end times, venue, unit code, unit name and student numbers to indicate where students are required to attend;
- b. Be created to minimise the potential for clashes for students;
- c. Be posted in the reception area, library/study centre and Learning Management System at least two weeks prior to the date of final examination commencement.

5. Examination Rules

- 5.1. All students are required to comply with all of the rules relating to examinations (Appendix 1 for on campus examinations, Appendix 2 for online examinations).
- 5.2. Any breach or contravention of the rules is deemed to be academic misconduct, and as such, reportable in accordance with the Student Academic Integrity and Misconduct Policy and Procedure.
- 5.3. The exam rules will be clearly displayed in the reception area, on all entrances to each examination venue and available on the Learning Management System.

6. Examination Marking

- 6.1. Examination papers must be collected and distributed to assessors as soon as possible following the completion of the examination. It is the responsibility of the assessing academic to ensure they have collected all of the submitted examination papers. As standard practice each examination paper assessor must:
 - a. Make arrangements for examination paper collection and return;
 - b. Submit all examination results to the Academic Services Department within the timeframe set;
 - c. Use the criterion-based marking guide available from the Head of Discipline;
 - d. Clearly indicate on the submitted work the marks achieved for each question or part thereof. This is essential for the review and moderation process;
 - e. Mark each and every question and part as given in the examination paper instructions;
 - f. Enter all examination marks into the results spreadsheet;
 - g. Discuss marks awarded with other staff involved in marking the same assessment task to ensure consistency;

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| | <p>h. Include comments throughout the marked examination paper to guide a possible review process.</p> <p>7. Review of Examination Results</p> <p>7.1. Consideration for the review of results must be made in writing by completing the Review of Results Application Form available from the reception desk or BPP Institute’s website.</p> <p>7.2. In accordance with the Assessment Policy the request must be submitted no later than 15 working days after the release of results.</p> <p>8. Special Requirements for Examinations</p> <p>8.1. In situations where students have special needs due to a permanent or temporary disability and require special arrangements (such as an extension to the examination duration, a different venue, or large print examination papers) to undertake an examination, the following process will be followed:</p> <p>a. The student must complete the Special Consideration Application Form obtained from reception or BPP Institute’s website, or have previously completed a Long-Term Special Needs Request Form;</p> <p>b. Students must attach documentation supporting the request from a suitably qualified counsellor, medical practitioner or from the Institute’s welfare staff;</p> <p>c. The request should be made no later than five working days prior to the commencement of examinations, unless the reason for the special arrangement occurs less than five working days before the scheduled examination;</p> <p>The Academic Services Department in collaboration with the welfare staff will make necessary arrangements for the examination.</p> |
| <p>Related Documents</p> | <p>Assessment Policy Assessment Procedure Examinations Policy Long-Term Special Needs Request Form Moderation of Assessment Policy Pre-assessment Internal Moderation Checklist Pre-assessment Internal Moderation Form Review of Results Application Form Special Consideration Policy Special Consideration Application Form Student Academic Integrity and Misconduct Policy</p> |

EXAMINATIONS PROCEDURE

Reference: PRO-017
Status: Active
Classification: Academic
Approved Date:
Review Date: Sept 2025
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| | Student Academic Integrity and Misconduct Procedure Unit Outline Policy |
| <i>For Administrative Use Only</i> | |
| Responsible Officer | Dean |
| Contact Officer/s | Heads of School |
| Approved by | Dean |
| Definitions | See BPP Institute's Glossary of Terms and Acronyms |

| <i>Version History</i> | | |
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| Version No. | Approval Date | Amendment/s |
| 1. | May 2025 | First iteration <ul style="list-style-type: none">• For BPP Institute |