

Purpose	The purpose of this policy is to establish the rules related to examination practice across BPP Institute.
Scope	This policy applies to all students and administrative and academic staff engaged in examination processes.
Policy Principles	<p>1. General</p> <p>1.1. Examinations at BPP Institute are designed for academic staff to measure students' attainment of the specific unit intended learning outcomes and graduate attributes as defined in the unit outlines.</p> <p>1.2. BPP Institute also conducts examinations to satisfy the requirements of external bodies, such as CPA Australia (an accounting accreditation body), which may stipulate that a certain component of a course must contain assessment undertaken by examination and other rules may apply.</p> <p>2. Examination Preparation</p> <p>2.1. Examinations will be prepared by academic staff in the strictest confidence and will not be released or shared with students or sessional academic staff, except in circumstances where the sessional academic staff member is the Unit Coordinator.</p> <p>2.2. Each final examination will clearly state the unit code, unit title, study period, year of study, the weighting of the examination for the unit, the length (in time) of the examination, the allocated reading time (if applicable), the number of questions to be answered and the marks associated with each question and part thereof. Further details regarding the processes related to examinations are contained within the Examinations Procedure. All BPP Institute academic staff involved in setting and marking examinations will comply with those procedures.</p> <p>3. Pre-Assessment Internal Moderation of Examination Papers</p> <p>The process of moderating examinations is a critical component of a sound quality assurance system. As such, it is a requirement that all final examinations undergo internal moderation to ensure students have the best opportunity to demonstrate their achieved learning. Internal moderation of examinations is described in the Examinations Procedure.</p>

4. Examination Weighting

The weighting of a final examination must be between 30% and 50% of the total marks for a unit. The complexity and duration of each examination must be appropriate for the weighting given to the examination.

5. Marking Requirements

5.1. The responsibility for ensuring that appropriate assessors mark examinations is with the Heads of School. Examination assessors must take into consideration the following:

- a. Where a student has answered more than the required components of a given question, the assessors will disregard the additional components and mark only the parts required as listed in the instructions;
- b. Assessors must clearly indicate the marks awarded for each question and part thereof.

6. Absence from an Examination

Students who fail to submit or attend an examination on the specified time and date will be deemed to have failed the examination and awarded zero marks unless their absence is supported by appropriate documentation to justify their absence. Under such circumstances, students may be permitted to submit an application for special consideration as described in the Special Consideration Policy.

7. Academic Misconduct

Students deemed to have breached the rules set down for an examination (as specified in the Appendix 1: Exam Rules for Students in the Examinations Procedure) will be reported under the Student Code of Conduct Policy and Procedure or the Student Academic Integrity Policy and Procedure.

8. Special Requirements for Examinations

Special circumstances may allow students to be offered an examination held under conditions other than the standard. This will require written and documented evidence explaining the special need or disability and a clear indication of the students' requirements within five working days prior to the examination date. Any special needs requirements should be declared at the time of enrolment via

	<p>the Long-Term Special Needs Request Form, or if the student develops special needs after enrolment disclosed to the Student Wellbeing Department as soon as practicable. Further information is given in the Student Support, Wellbeing and Safety Policy and Procedure.</p> <p>9. Review of Examination Results Students can request a review of their examination results once marks have been released and in accordance with the Assessment Policy. 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>10. Supplementary Assessments Students may be eligible for a supplementary assessment as described in the Assessment Policy, part 18 – Supplementary Assessment.</p>
<p>Related Documents</p>	<p>Assessment Policy Exam Rules for Staff Exam Rules for Students Examinations Procedure Long-Term Special Needs Request Form Moderation of Assessment Policy Pre-Assessment Internal Moderation Checklist Review of Results Application Form Special Consideration Application Form Special Consideration Policy Student Academic Integrity and Misconduct Procedure Student Support, Wellbeing and Safety Policy Student Support, Wellbeing and Safety Procedure</p>
<p><i>For Administrative Use Only</i></p>	
<p>Responsible Officer</p>	<p>Dean</p>
<p>Contact Officer/s</p>	<p>Dean Heads of School</p>

NOTE: Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.
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EXAMINATIONS POLICY

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Approved by	Academic Board
Definitions	See BPP Institute's Glossary of Terms and Acronyms

Version History

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

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