



FIJI NATIONAL  
UNIVERSITY

# **Examination POLICY**

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## Examination Policy

### 1.0 Purpose of the Policy

- 1.1 This policy aims to achieve coordinated and consistent examination practices across the FNU. Academic staffs are responsible for setting the appropriate assessment through formal examinations that will foster learning and meet the overall teaching objectives.

### 2.0 Policy Scope

- 2.1 This policy applies to all examinations that are part of the assessment process for the University's award programmes. All definitions provided for in the University Academic and Student Regulations (USAR) shall apply to this policy.

### 3.0 Examination

#### 3.1 Examination Dates

- 3.1.1 All formally scheduled final examination dates are to be stated on the University calendar for the current year.
- 3.1.2 Examinations for continuous assessment are to be held as per the course/unit document distributed to the students at the commencement of the term.

#### 3.2 Examination Timetable

- 3.2.1 The College Timetable Committee is responsible for examination timetables.

#### 3.3 Examination Period

- 3.3.1 Students shall be allowed a reasonable time to study for the examinations.
- 3.3.2 Depending on the term of study, there shall be an official examination week for every unit/course for the conduct of examinations. Unless authorized by College Deans, there shall be no classroom teaching or lectures during this period.

#### 3.4 Special and Supplementary Examinations

- 3.4.1 All special and supplementary examinations shall be conducted at the time approved and determined by the College Examination Board in consultation with the Principal Examination Officer (PEO).

#### 3.5 Deferment of Examinations

- 3.5.1 In exceptional circumstances, an examination or examinations may be deferred. These circumstances include unfavorable weather conditions or other natural disasters, electricity supply problems, inappropriate venue and security threats.
- 3.5.2 In making a decision to defer the examination FNU will ensure that the interest of the students as candidates for the examinations is protected.
- 3.5.3 The Registrar, or in his absence the Vice Chancellor, exercises the authority for deferment of examinations University-wide. College Deans and Directors have the authority to defer examinations in their respective sections.

#### 3.6 Examination Sessions

- 3.6.1 Examinations will be held at the University or any other approved examination centre at times approved by the respective College and Centre. Normally examinations shall not be held outside the hours 8.00am and 5.30pm.
- 3.6.2 Examinations may be held at the specified venues at the time specified by the University.

### **3.7 Preparation of Examination Papers**

- 3.7.1 The Unit Lecturers are to ensure that all EQP are prepared as per the rules established by the College.
- 3.7.2 The EQP under preparation electronically must always be pass-word protected. The Unit Coordinators for a course preparing the EQP must also prepare a full solution model for the exam prepared. The solution guide under preparation electronically must also be pass-word protected, be saved in the external drive and locked.
- 3.7.3 If the College rules require any moderation of any paper by external or internal entity, the Dean ought to ensure that this is done without any risk of the question paper and/or the solution being made known to any unauthorized person(s).
- 3.7.4 The final EQP, duly approved by and/or under the authority of the respective Dean/Director, such approval being signified by the College stamp on a hardcopy, together with password protected electronic copies, are to be submitted to the nominated officer responsible for examinations at the Academic Office by the nominated date of submission. The Registrar has the prerogative of requiring the submission of e-copies after the examination.
- 3.7.5 The comprehensive solution guide should be submitted to the respective Dean (or the officer nominated by the Dean specifically for this purpose) together with the submission of the examination script for approval. The solution guide is to be clearly marked as 'SOLUTION' in a large and bold font. The respective Dean shall make appropriate arrangements for maintaining the security and integrity of the comprehensive solution guide. This may involve the Dean submitting the documents to the Registrar for safe-keeping.
- 3.7.6 The documents ought to be submitted in an envelope custom made for submission of examination scripts.
- 3.7.7 Within 2 weeks of the examination being conducted, the Dean shall provide a copy of the solution guide to the Registrar for records purposes.
- 3.7.8 Within 6 weeks of the examination being written, the Academic Office shall provide a softcopy of the paper to the University Library.
- 3.7.9 All examination papers and solution guides are official university documents, which shall be maintained as the official records of the University.

### **3.8 Examination Special Requirements**

- 3.8.1 Unit Coordinators shall advise the Academic office through the Examination Paper Submission Form or any special requirement for the examination.

### **3.9 Dispatch of EQP to FNU Campuses/Centres outside the Suva-Nausori Region**

- 3.9.1 The Academic Office shall dispatch the examination papers to the various FNU campuses during the study week or in time for examinations, through arranged FNU vehicles or approved services.
- 3.9.2 All dispatched examination papers are to be addressed to the respective Campus Coordinator.
- 3.9.3 The responsibility for the safety and integrity of the examination papers at the campuses/centres outside the Suva-Nausori region is with the respective Campus Coordinator.

- 3.10 **Dispatch of EQP to Franchise Centres**
- 3.10.1 The Academic Office shall dispatch the examination papers to the Franchise Centres through arranged FNU vehicles or approved services.
  - 3.10.2 All dispatched examination papers are to be addressed to the respective head of the Franchise Centre.
  - 3.10.3 The responsibility for the safety and integrity of the examination papers at the Franchise centres is with the respective Franchise Centre Head.
- 3.11 **Examination**
- 3.11.1 The Registrar shall announce at least 3 weeks prior to any examination the Chief Examination Supervisor who shall be a staff of the University for each examination.
  - 3.11.2 The Chief Examination Supervisor shall personally collect the examination papers under his/her authority for the respective exam no earlier than 90 minutes and no later than 45 before the scheduled examination.
  - 3.11.3 The Chief Examination Supervisor shall handle the examination papers and the examination process as per the Examination Manual.
- 3.12 **Examination Answer Booklet**
- 3.12.1 Unless otherwise stated, all students are to write their answers in the FNU answer booklet provided.
- 3.13 **Collection of Answer Scripts by Unit Lecturers at the Exam Venue**
- 3.13.1 All nominated Unit Coordinators shall collect their respective student answer scripts at the examination venue immediately upon the completion of the examination. They shall sign the **Answer Scripts Collection Log Form** available with the Chief Examination Supervisor at the examination venue.
  - 3.13.2 Both the Chief Examination Supervisor and the unit lecturer shall tally the Answer Scripts with the Examination Result Record Sheet (ERRS).
  - 3.13.3 For examinations at Franchise Centres, the Head of the Franchise Centres shall dispatch, using approved means and dates/times, the scripts, attendance slips, and the ERRS to the respective Chief Examination Supervisor, who shall be responsible for their distribution to the principal lecturers.
- 3.14 **Examination Venues**
- 3.14.1 FNU shall specify the venues to conduct examinations depending on number of candidates and other logistical requirements. These venues may be located outside the FNU campuses.
  - 3.14.2 The respective Colleges/Centres shall notify the students the examination dates, times, and venues at least two weeks before the scheduled examination.
  - 3.14.3 All Chief Examination Supervisors shall ensure that the examination hall is adequately prepared for the conduct of the examination.
  - 3.14.4 FNU will ensure that at any campus, common papers shall be examined in a common examination venue.
- 3.15 **Variation of Examination Venue**
- 3.15.1 Students may apply to sit for an examination at a venue other than the venue scheduled for his/her examination if the other venue applied for has that examination scheduled as well. Such applications are to be made in writing with the Registrar, with a copy to the respective Campus Coordinator, at least 2 weeks prior to the last scheduled date of lecture for the course.

3.15.2 In exceptional circumstances, a student may apply to sit an examination at a venue other than that selected by the University. The application for this special consideration shall be made to the Registrar in writing at least six weeks before the examination. The application must specify the compelling reasons for the application.

#### **4.0 Examination candidates with Special Needs**

- 4.1 The University shall provide all necessary aid to accommodate students with disabilities or chronic medical conditions.
- 4.2 Students with disabilities and/or chronic medication conditions, and/or those who need special assistance with examinations must advise the respective Dean of this through submitting the Special Need Request Form during his/her enrollment in each term.

#### **5.0 Conduct and rules at the Examination Rooms/ Halls**

- 5.1 All conduct at the examination venue must be such that exams are carried with diligence and in the best interest of the University and its students.
- 5.2 The conduct of the examination shall be as provided for in the Examination Manual.

#### **6.0 Entry into the Examination Room**

- 6.1 All students are required to produce a valid University Student ID card, without endorsement on fee payment, to enable them to enter the examination room.
- 6.2 The ID card shall be prominently displayed on the student's desk during the entire period of the examination.

#### **7.0 Conduct of Students**

- 7.1 All students must comply with the policies as outlined in the University Academic and Student Regulations and the Examinations Manual.

#### **8.0 Commencing Time**

- 8.1 The Examination Timetable shall provide the listed times for the commencement of the examination. Students may be called into the examination hall upto 20 minutes priori to the listed time.

#### **9.0 Reading time**

- 9.1 Candidates may be allowed time to read the examination paper prior to the commencement of writing the exam. No candidate shall start writing until the permission is given by the Chief Examination Supervisor.
- 9.2 No writing, scribbling or marking shall be permitted during the reading period.

#### **10.0 Late arrival**

- 10.1 Candidates shall be allowed in the examination room if they arrive within the first hour from the commencement of the exam. No additional time shall be allowed to the late arriving student to complete the exam.
- 10.2 Candidates arriving after the lapse of first hour of the examination shall not be permitted into the examination room.

#### **11.0 Attendance Slip**

- 11.1 A candidate appearing for an examination shall fill and sign an attendance slip. The Chief Examination Supervisor shall cause the collection of these slips and submission of the same to the Academic Office.

## **12.0 Early Departure from Examination Room**

- 12.1 No candidate shall be permitted to leave the examination room until one hour of the examination, or during the last 15 minutes remaining for the examination to be completed.
- 12.2 The Chief Examination Supervisor shall advise the students of the completion time for the examination.

## **13.0 At the Close of an Examination**

- 13.1 All candidates are to remain seated until their answer scripts are collected by the Chief Examination Supervisor or until the examiner has given them permission to leave the room.

## **14.0 Permitted materials in the examination room.**

- 14.1 Where specified books or other materials are permitted in the examination room, such materials will be limited to those specifically listed by the Unit Coordinator on the cover sheet of the examination question paper.
- 14.2 The examiner(s) shall check to ensure that those materials brought in the examination room comply with the list provided by the Lecturer in charge.

## **15.0 Examination Result Record Sheet (ERRS)**

- 15.1 Unit Coordinators shall submit an official hardcopy of the (unsigned) ERRS to the Academic Officer with the submission of their examination papers. The Academic Office shall provide at least 2 copies of the ERR to the Chief Examination Supervisor together with the examination papers for the examination.
- 15.2 ERRS shall be provided for all examinations, including special examination, franchise examination and re-sit examination.
- 15.3 Chief Examination Supervisors shall verify the presence of students for the examination by signing off the ERRS on the basis of the Student Attendance Slip. Students who are not present at the examination shall have their names struck out neatly with a ball pen. Each Chief Examination Supervisor shall attest his/her signature to the verified ERRS and submit one copy of the form to the principal lecturer, and one copy to the Academic Officer immediately after the examination is over.
- 15.4 The Unit Coordinator shall ensure that the examination results provided to the Academic Officer are consistent with the student records as per the ERRS.
- 15.5 The Unit Coordinator shall also ensure that the printout of the ERRS is submitted to the Department/School/College Examination Board.
- 15.6 The Dean shall ensure that the ERRS, fully endorsed by the respective Head of School/Department, countersigned by him/herself, is submitted to the Academic Office within 24 hours of the College Examination Board.
- 15.7 Chair of the College Examination Board on student has to write a Report on students' who were absent from exams.
- 15.8 It is the responsibility of the Chair of the College Examination Board to get specific on all students who did not appear for the examination and verify it against the record of examination results.

## **16.0 Supplementary Examination (Re-sit Examination) and Special Examinations**

- 16.1 Students who need to or are required to take their re-sit examinations, or do special examinations, are required to ensure that their ID card is valid on the date of the Examination, or that they get their ID card validated for this purpose.

## **17.0 Recording of Examination Results**

- 17.1 Unit Coordinators are solely responsible for entering the students' marks into the relevant electronic data base prescribed for such purposes.
- 17.2 The respective College Dean / Centre Director is responsible for ensuring timely recording of such data.

## **18.0 Student Exam Scripts**

- 18.1 The scripts of candidates shall be handed over to the Academic Office within two (2) working days of the submission to the Academic Office of the results as duly approved by the Examination Board. The handing over of the scripts shall be signed and countersigned in official record books by the College and the Academic Office, each of which maintain this record for at least seven (7) years. Where the examiner is either not a full-time staff, or is a staff member whose employment is to cease before the handing over period expires, the examiner's supervisor shall assume the responsibility of custody and transmission of the scripts for this duration. The Academic Office shall keep the exam scripts in safe custody for a period of at least seven years from the date of the examination.
- 18.2 The Academic Office shall keep the exam scripts in safe custody for a period of at least seven years from the date of the examination.
- 18.3 The College Dean shall ensure that all scripts are handed to the Academic Office within two (2) working days of the submission of the approved results to the Academic Office.
- 18.4 A student may have access to a copy of his/her assessed final exam script(s), and all other written materials submitted for assessment in a unit, upon application on the prescribed form and upon the payment of the prescribed administration fee(s).
- 18.5 No access to exam scripts shall be permitted after 12 months of the release of results for any unit.

## **18 Examiners and Invigilators**

### **18.4 University Examiner-in-Charge**

- 18.4.1 The University Registrar is the University's Examiner-in-Charge.

### **18.5 Chief Examination Supervisor**

- 18.5.1 The University shall appoint a full-time University Staff as the Chief Examination Supervisor for each hall/room/venue where an examination is scheduled.
- 18.5.2 The Chief Examination Supervisor shall be responsible for the conduct of the examination in the specified hall/room as per the Examination Manual.
- 18.5.3 The Chief Examination Supervisor shall be present at the examination venue for the entire duration of the scheduled examination for all examinations other than those for franchised courses.
- 18.5.4 For courses taught under franchise from the University, the Chief Examination Supervisor shall ensure that that the examination is conducted according to the Examination Manual

### **18.6 Exam Supervisor**

- 18.6.1 The University may appoint a number of its teaching staff as examination supervisors for a specified hall/room.
- 18.6.2 The exam supervisors shall, working under direction of the Chief Examination Supervisor, assist the Chief Examination Supervisor in the conduct of the examination in that hall/room.



**18.7 Invigilators and Assistant Invigilators**

18.7.1 The University may engage people from outside the University to assist the Chief Examination Supervisor with invigilation during an examination.

18.7.2 Invigilators and assistant invigilators shall work under the direction of the Chief Examination Supervisor at all times.

**18.8 Powers of the Examiners and Invigilators**

18.8.1 Examiners and Invigilators work under the direction of the Chief Examination Supervisor.

18.8.2 Examiners and invigilators may exercise powers that are reasonably necessary to ensure proper and efficient conduct of all examinations

**19.0 Franchise Examination**

The conduct of examinations at Franchise Centres shall follow the same rigors as examinations at the FNU Campuses and Centres.

**20.0 Breach of the Examination Policy**

20.1 A breach of the Examination Policy by a staff, an invigilator, an assistant invigilator, or a student shall be reported by the person whose attention is brought to the breach. A failure to make this report may be regarded as a disciplinary offence if the person is a staff or a student of the FNU.

**21.0 Student Appeals**

The University Academic and Student Regulations (UASR) policy shall apply to all student appeals regarding exams.

**22.0 Implementation and Queries**

22.1 The Office of the Registrar shall be responsible for and be the Accounting Office for the Examination policy.

22.2 Any query on examinations is to be addressed to the University Registrar.

**24.0 Review**

22.3 This policy and its application shall be monitored and reviewed on a regular basis.

22.4 The University reserves the right to amend these policies and/or procedures as it deems necessary.