

## Exams – Academic Pathways

### 1. Purpose and scope

- 1) This procedure outlines the processes for conducting exams at UQ College and should be read in conjunction with the [Assessment Policy](#) and [Assessment Procedure – Academic Pathway Programs](#).
- 2) This procedure applies to all students enrolled in an Academic Pathway Program, and all UQ College staff involved in the delivery and administration of Academic Pathway Programs.
- 3) Outcomes under this procedure relate to assessment administration only and do not, on their own, constitute unsatisfactory academic progress or trigger reporting to the Department of Home Affairs (DHA).

### 2. Process and key controls

#### 2.1 Exam Administration

- 4) Exams at UQ College are managed by the Student and Academic Administration teams, working closely with Course Coordinators and Senior Managers.
- 5) Details about each exam, including authorised materials, are outlined in the course profile and relevant assessment task sheets found on Learn.UQ (Blackboard).
- 6) Exam timetables will be released in advance to allow sufficient time for preparation.
- 7) Exams are generally not scheduled on weekends or public holidays. In exceptional circumstances, the Associate Director, Student and Corporate Services (or their delegate) may approve changes in consultation with the Associate Director, Academic Pathways and Programs.

#### 2.2 Student responsibilities

- 8) You must be available to sit your exams at the scheduled date, time, and venue (where applicable).
- 9) You cannot sit an exam earlier than the scheduled time.
- 10) If you are unable to attend your scheduled exam due to circumstances beyond your control, you may apply for a deferred exam in line with this procedure.
- 11) Adjustments to exam conditions, scheduling or format may be made where approved under the Reasonable Adjustments Policy and Procedure (in progress).

### 3. Key requirements

#### 3.1 What is an exam?

- 12) An exam is usually any assessment that:

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- a. is worth 20% or more,
  - b. is scheduled at a specific date and time, and
  - c. is up to three (3) hours in duration.
- 13) Some assessments that do not meet this definition may still be treated as exams—refer to your course profile for details.
- 14) Exams may be:
- a. mid-semester,
  - b. end-of-semester,
  - c. Bridging Program Exams,
  - d. deferred, or
  - e. supplementary.
- 15) Exams may be written (paper or digital), practical, or oral.

### **3.2 Mid-semester exams**

- 16) Mid-semester exams are usually held during mid-semester exam week and not in the final two teaching weeks.
- 17) These exams must:
- a. be worth 20% or more,
  - b. be 60 or 90 minutes in duration, and
  - c. be listed in the course profile and on Blackboard.

### **3.3 End-of-semester exams**

- 18) End-semester exams are held during the official exam period.
- 19) These exams must:
- a. be worth 20% or more,
  - b. be 60, 90, 120, or 180 minutes in duration,
  - c. be listed in the course profile and on Blackboard,
  - d. include 10 minutes of planning/perusal time for written exams (unless impractical).
    - i. You can use this time to read through your exam.
- 20) Planning time for practical/oral exams is set by the Course Coordinator.

### **3.4 Bridging Program Exams**

- 21) Face-to-face Bridging Program exams are usually held at the end of each teaching week and must:
- a. be worth 20% or more,
  - b. be 60, 90 or 120 minutes in duration, and
  - c. be listed in the course profile and on Blackboard

- 22) Online Bridging Program exams are held throughout each course unit of competency and:
  - a. have varying weightings depending on the unit of competency,
  - b. are 60, 90 or 120 minutes in duration,
  - c. are listed on Blackboard, and
  - d. allow two resits to achieve a satisfactory result.

### **3.5 Exam changes**

- 23) Exams may be cancelled or postponed in exceptional or emergency circumstances.
- 24) Where this occurs, reasonable alternative arrangements will be communicated to students.

## **4. Student responsibilities during exams**

### **4.1 General conduct**

- 25) Read all exam-related communications before your exam.
- 26) Follow all instructions given by exam supervisors (also known as invigilators). Failure to do so may be treated as misconduct.
- 27) Bring your UQ College student ID card or approved photo ID.
- 28) If ID isn't in English, it must be accompanied by a NAATI-certified translation.
- 29) If acceptable ID cannot be produced, you may not be permitted to sit the exam.
- 30) You must not communicate with others during the exam unless authorised.

### **4.2 Attendance and movement**

- 31) Entry to the exam room is permitted only with approval from an exam supervisor.
- 32) You must arrive within the first 60 minutes (including planning time).
- 33) You may not leave the room:
  - a. in the first 60 minutes for exams of 120 minutes or longer (or in the first 30 minutes for shorter exams), or
  - b. during the final 30 minutes.
- 34) Exceptions may be approved for emergencies or authorised exam adjustments.
- 35) Disruptive behaviour may result in removal from the exam.

### **4.3 Question concerns**

- 36) For written exams, questions about wording or errors may be raised during planning time or the first 30 minutes.
- 37) After this time, answer to the best of your ability and note any concerns as instructed. Instructions on how to raise concerns will be provided prior to the exam starting.

- a. If there's no way to record your concern, email your Course Coordinator after the exam.

## 4.4 Digital exams

- 38) The first 15 minutes after the scheduled exam start time will be allocated to conduct ID, calculator, and video set-up checks.
- 39) If you arrive more than 20 minutes past the scheduled exam start time, you cannot sit the exam.
- 40) If you do not start the exam, you may apply for a deferred exam.
- 41) If the exam is invigilated, permission is required to leave the session.
- 42) Instructions on how to raise concerns during a digital exam will be provided prior to the exam starting.

# 5. Materials and equipment

## 5.1 Permitted items (on-campus exams)

- 43) You may bring only the items approved to your exam, as listed in the course profile and exam coversheet. These may include:
  - a. pens and pencils (in a clear container),
  - b. approved electronic equipment for digital exams,
  - c. water in a clear bottle with the label removed,
  - d. mobile phones and smart watches (see clause 6.2),
  - e. disposable earplugs.
- 44) Any unauthorised material must be handed to the exam supervisor or placed under the desk as directed.
- 45) Mobile phones and smart watches must be turned off or set to airplane mode and placed in bags at the front of the exam room. If a device produces sound or is accessed, this may be treated as academic misconduct.
- 46) Exam supervisors may confiscate any item reasonably believed to contain unauthorised material. Such items may be investigated in accordance with the [Student Integrity and Misconduct Policy](#).

## 5.2 Communication devices

- 47) Internet access and electronic communication devices may only be used where:
  - a. explicitly approved for the exam, or
  - b. required as part of the exam format.
- 48) You must not remove exam papers, books, or materials from the exam venue unless permission is explicitly given.

## 5.3 Dictionaries

- 49) Students may be permitted to use dictionaries only if approval is granted and the dictionary type is listed in the course profile or exam coversheet.

- 50) Students may be approved to use:
  - a. English dictionaries,
  - b. foreign language dictionaries, or
  - c. dual-language dictionaries.
- 51) For exams with “Specified materials permitted”, a paper dictionary may be brought only if it is listed, and unless otherwise stated:
  - a. the dictionary must be unmarked, except for the student’s name.
- 52) Electronic dictionaries are permitted only where explicitly approved, for example in NAATI-aligned examinations.
- 53) If an electronic dictionary is approved for a NAATI exam, it must:
  - a. be inspected and approved by the School of Languages and Cultures, and
  - b. be approved at least one week before the scheduled exam.
- 54) Unapproved dictionaries may be confiscated and may result in investigation.

## 5.4 Calculators

- 55) Where calculators are permitted, the approved type will be listed in the course profile and exam coversheet. Approved options may include:
  - a. Casio fx 82 series only
  - b. Casio fx 82 series or a UQ approved labelled calculator
  - c. For digital exams: Casio fx 82 or any calculator from the UQ approved list
  - d. Unrestricted calculators, excluding those with communication features
- 56) Approved calculators must be labelled for on campus exams. Information on approved models and labelling is available via the [Calculators in Exams](#) website.
- 57) Exam supervisors may confiscate calculators that are:
  - a. not labelled, or
  - b. not compliant with the approved specifications.

## 5.5 Written, printed, or electronic materials

- 58) Your exam will be one of the following types:
  - a. **Open book:** You can bring any written or printed materials, including annotated notes.
  - b. **Specified materials permitted:** Only the listed items (e.g. textbooks, notes) are allowed. If it’s not listed, it’s not permitted.
  - c. **Closed book:** No extra materials are allowed.

# 6. Digital exams

## 6.1 Starting and completing your exam

- 59) If you don’t start the exam at all, you may be eligible to:

- a. reschedule the same exam (if the content has not been accessed and academic integrity can be maintained), or
  - b. apply for a deferred exam if rescheduling is not possible.
- 60) If you start but cannot finish a digital exam due to system or process issues beyond your control, you may be eligible for:
- a. a re-sit of the same exam (where this does not create an unfair advantage), or
  - b. a deferred exam where a re-sit is not feasible.

## 6.2 Submitting your exam

- 61) Where scanning and uploading are required:
- a. completed work must be uploaded within 20 minutes of the exam finishing,
  - b. you must notify the exam supervisor as soon as you begin scanning.
- 62) Once your work is uploaded:
- a. notify the exam supervisor, and
  - b. remain in the Zoom or invigilation session until instructed that you may leave.
- 63) If submission issues occur:
- a. additional time may be granted for upload only (you must not continue working and must remain on camera), or
  - b. you may request an exemption from late submission penalties if additional time is not available.

## 6.3 Late submission penalties

- 64) If you submit your exam late without an approved exemption, you will:
- a. receive a grade of zero for that exam, and
  - b. have the assessment attempt recorded as exhausted.

### **Example:**

If your exam runs from 6:00pm to 8:00pm, all uploads must be completed by 8:20pm. Submissions after 8:20pm incur penalties.

## 6.4 Evidence for technical or external issues

- 65) You must provide clear evidence of issues affecting exam participation or submission, such as:
- a. screenshots,
  - b. system error messages, or
  - c. official documentation (for example, confirmation of a power outage).
- 66) Where feasible, the Student and Academic Administration team, in consultation with the Senior Manager, Academic Pathways, will determine whether a reschedule or re-sit is possible before the exam is held.
- 67) Evidence is assessed fairly and in context, considering the nature and timing of the issue.

## 7. Deferred exams

- 68) This section applies to exams only. It does not apply to extensions to assessment due dates. For information on extensions to assessment due dates, see the [Assessment Procedure – Academic Pathway Programs](#).

### 7.1 General

- 69) Deferred exams will be the same as the original:
- Same format, time, difficulty, and marks.
  - Tests the same learning outcomes.
- 70) You may apply for a deferred exam if:
- you have a medical reason, or
  - you had a serious, unexpected problem.
- 71) Only the Senior Manager, Student Administration and Wellbeing Services, or their delegate can approve deferred exams.
- 72) If you attend and attempt any part of the original exam, you cannot defer it.
- Exception: If you get sick during the exam or have a technical problem in a digital exam.
- 73) You cannot defer an exam twice. If you miss a deferred exam, your final grade will be based on the work you have already completed.
- 74) You may apply to reschedule a deferred exam once, and only for exceptional circumstances (see Reasonable Adjustments Procedure (in progress)). You must provide evidence and be able to sit the exam before your intake semester commences.

### 7.2 How to apply

- 75) Apply through the Student Portal within **three (3) working days** after your exam.
- 76) Include documents that explain why you missed the exam.
- See the [Acceptable Evidence](#) table.
- 77) If you cannot get formal documents to support your request (e.g. medical certificate), you may submit a Statutory Declaration.
- 78) You can upload a scan or photo of your supporting evidence, but you need to keep the original for 6 months as you may be asked to show it later.
- 79) You will get an email within **two (2) working days** with the outcome of your request. If it is approved, you will get another email with the exam details.

### 7.3 Medical certificates

- 80) If you are applying for a deferred exam due to illness or other medical reason, you must follow these rules.
- 81) Applications for deferred exams based on medical grounds must include a medical certificate issued by:

- a. A registered medical practitioner or registered nurse issued within **one (1) working day** after the exam and stating that you were unfit to sit the exam on the scheduled date.
  - b. A registered pharmacist issued within one (1) working day after the exam and stating that you were unfit to sit the exam on the scheduled date.
- 82) If your medical certificate is issued by someone who is not registered (e.g. overseas or alternative health providers), it must be approved by the Associate Director, Student and Corporate Services or their delegate.
- 83) All medical certificates must meet the requirements for medical certificates outlined on the Medical Certificates Requirements [website](#).

## 7.4 Illness during an examination

- 84) If you get sick during an exam (e.g. seizure), you may be eligible to defer the exam (even if you started it).
- 85) You must:
- a. tell an exam invigilator immediately, and
  - b. provide a medical certificate within **24 hours** that explains the sudden onset of the condition, the seriousness of the symptoms and why you couldn't finish the exam.
- 86) The Associate Director, Student and Corporate Services (or their delegate) will review your request.

## 7.5 Extenuating circumstances

- 87) If something serious stops you from attending an exam, you must notify the College as soon as possible in writing via email to [studentadmin@uqcollege.uq.edu.au](mailto:studentadmin@uqcollege.uq.edu.au) with a clear explanation and supporting evidence.
- 88) Experiencing personal trauma is a valid extenuating circumstance.
- 89) Invalid reasons include:
- a. misreading your exam timetable,
  - b. holidays or travel, or
  - c. social or sports events.
- 90) The Senior Manager, Student and Wellbeing Services (or their delegate) will review your request. If the circumstances were reasonably avoidable, your request may be denied.

## 7.6 Rescheduling a deferred exam

- 91) If you cannot attend your deferred exam, you must advise us via email to [studentadmin@uqcollege.uq.edu.au](mailto:studentadmin@uqcollege.uq.edu.au) before the exam is due to start. You must include evidence to support why you could not attend the deferred exam.
- 92) Requests for a rescheduled deferred exam are approved by the Associate Director, Student and Corporate Services (or their delegate).

## 7.7 Appeal process

- 93) You may appeal the outcome of a deferred exam or related request via the College's [Complaints and Appeals Policy](#).

# 8. Release of end-of-semester exam papers

## 8.1 Student access

- 94) Once grades have been finalised, all students, including those awarded supplementary assessment, will be given an opportunity to peruse, under supervision:
- the exam question paper and their own answers, and
  - the marking criteria, such as the marking scheme or model answers.
- 95) Students are not entitled to make copies of these documents.
- 96) Course Coordinators may release scanned exam papers and marking schema to students.
- 97) Students must be given the opportunity to view their exam script within twenty calendar days of grade release and within the first two weeks of the following semester.

## 8.2 Right to information

- 98) Access to an exam question paper or exam 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.
- 99) 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 exam question paper should be disclosed under the RTI Act. Course Coordinators must take such factors into account when applying for exemption under this procedure.

# 9. Roles, responsibilities and accountabilities

- 100) The Student and Academic Administration teams are responsible for the administration and conduct of:
- mid-semester exams,
  - mid-semester deferred exams,
  - end-of-semester exams,
  - end-of-semester deferred and supplementary exams, and
  - alternative exam arrangements for students.
- 101) These teams also provide policy and procedural advice on all matters related to exams.

- 102) Senior Managers and/or Course Coordinators are responsible for the scheduling and administration of:
- a. exams held during scheduled classes, and
  - b. deferred exams where the original exam was held during scheduled classes.

## 10. Monitoring, review and assurance

- 103) The Associate Director, Student and Corporate Services is responsible for implementation and communication of this procedure, including ensuring that all relevant staff are informed of their obligations under this procedure.
- 104) The UQ College Teaching and Learning Committee is responsible for monitoring college-wide compliance with, and review of, this procedure for its effectiveness and ongoing relevance.

## 11. Recording and reporting

### 11.1 General

- 105) Student grades are recorded in Ready Student.
- 106) Exam timetables are recorded in Edval and Ready Student.
- 107) All records associated with this procedure will be kept in accordance with the provisions of the [Information Management Policy](#), [Privacy Policy](#) and the provisions outlined in the following table.

### 11.2 Retention and disposal of exam papers

- 108) The table below outlines the minimum storage requirements for exam related records.

Item	Retention Period
<b>Exam scripts, answer booklets, multiple choice question sheets</b>	A minimum period of twelve months from the date of certification of results
<b>Exam question papers: master copy</b>	To be archived within six months
<b>Exam question papers: used or unused printed copies</b>	One month after the exam
<b>Attendance slips</b>	6 months after the exam period
<b>Supervisors' Reports</b>	6 months after the exam period

- 109) 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 exam scripts for a minimum period of a further 12 months applies.
- 110) Completed scripts must be held in a secure location with restricted access.

111) Destruction of scripts must be by confidential means.

## 12. Definitions, terms and acronyms

Term	Definition
<b>Emergency Cancellation Plan</b>	A plan approved by the College's Executive Leadership Team (or delegated authority) to cancel or postpone exams due to unforeseen circumstances.
<b>Defence Service</b>	Service (including training) for the Australian Defence Force Reserves (Naval Reserve, Army Reserve, or Air Force Reserve), as per the <a href="#">Defence Reserve Service (Protection) Act 2001</a> (Cth).
<b>Deferred exam</b>	An exam, sat at a specified later date, that may be approved for medical reasons, extenuating circumstances, or as a single discretionary deferment.
<b>Delayed exam</b>	An exam rescheduled due to two exams at the same time, three exams in one calendar day, or an exam on one campus being immediately followed by another exam at a different campus.
<b>Digital exam</b>	An exam that is taken using an electronic device.
<b>Elite athlete</b>	In relation to a student registered as an elite athlete and representing Australia or an Australian state or territory during an exam period.
<b>Elite performer</b>	In relation to a student working at the highest levels as an artist or performer and participating in an event during an exam period.
<b>Exam script</b>	A student's written responses to exam questions, either digital or paper based.
<b>Exam supervisor</b>	Person assigned to oversee and invigilate the conduct of an exam.
<b>Examiner</b>	The nominated academic responsible for the exam content and method. The examiner may or may not be the Course Coordinator.
<b>Extenuating circumstances</b>	See the Reasonable Adjustments Procedure (in progress).
<b>Invigilated exam</b>	An exam taken under supervision.
<b>Marking scheme</b>	The mechanism by which marks, including part marks where appropriate, are allocated to student answers to exam questions.
<b>Medical practitioner</b>	A person who is registered by the Australian Health Practitioner Regulation Agency (AHPRA).
<b>On-campus exam</b>	An exam 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.

Term	Definition
<b>Original exam</b>	Means the first sitting of an in-semester or end-of-semester exam (that is, not a supplementary or deferred exam).
<b>Registered nurse</b>	A person who is registered as a nurse by the Australian Health Practitioner Regulation Agency (AHPRA).
<b>Registered pharmacist</b>	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).
<b>Release of exam papers</b>	Making available copies of the question papers, past end-of-semester exam question papers, or sample papers.
<b>Scheduled class</b>	A class timetabled for a course at a specified time during a teaching week.
<b>Study period</b>	A semester, trimester, research quarter, or teaching period, including non-standard teaching periods.
<b>Supplementary assessment</b>	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.

## 13. Associated information

### Documents

- [Assessment Policy](#)
- [Assessment Procedure – Academic Pathway Programs](#)
- [Complaints and Appeals Policy and Procedure](#)

## 14. Document history

Version	Summary of changes	Author	Action date
1.0	New procedure created	Kellie Brady	20 October 2025
1.1	Procedure reviewed and updated to ensure operational feasibility	Kellie Brady; Scott Leisemann; Andrew Cowan; Tim Johnson	April 2026