

## Written Examinations: Instructions for Supervisors

- a Before examinations begin, supervisors need to confer with:
  - i The Head of Department to establish the Department's policy on the use of candidates' names or code numbers on scripts.
  - ii The Head of Department and/or course tutor(s) to determine whether any special language conditions apply, including whether any learners have been approved for assessment in Te Reo Māori. Unless otherwise specified, learners must write their responses in the language of instruction.
  - iii Class tutor(s) or Programme Leader/Coordinator/Manager regarding any special requirements (e.g. provision of Standards, restrictions on calculators) for the examination and whether any special arrangements have been made (e.g. reader writer, interpreter).
- b The Head of Department or Records Administrator will inform the examination supervisor if there are any learners enrolled by a provider other than Ara Institute of Canterbury Ltd<sup>1</sup> who are sitting the same or another examination during this same assessment time, and if so, will provide specific details regarding that assessment.
- c The supervisor is responsible for obtaining a list of candidates and all examination materials, including the examination paper(s), as pre-arranged with the class tutor or Programme Leader/Coordinator/Manager.
- d The supervisor must ensure that the examination is conducted properly, in accordance with the procedures laid down in the companion document, *APP505f Rules for Candidates*. Should any unusual circumstances arise during the examination the supervisor must submit a written report to the class tutor or Programme Leader/Coordinator/Manager, to be kept with the examination scripts. This includes details of any interruptions during the examination period (see below).
- e If a supervisor suspects that a learner is cheating, he/she should contact the Head of Department immediately. In most cases, the learner(s) involved would be expected to complete the examination, but the scripts, learner(s) and any evidence related to the suspected cheating kept in the examination room (refer policy *APP304 Academic Misconduct*). The supervisor will be required to provide a detailed written report to the Head of Department outlining the concerns and breaches of examination procedure.
- f If the examination room does not have an accurate clock that is clearly visible to candidates, the supervisor should mark the time on the board at quarter hour intervals. If candidates are not allowed to leave during the last 15 minutes of the examination, the supervisor must announce clearly when 15 minutes remain.
- g Supervisors should note the following:
  - i Learners are not allowed to use translation dictionaries (electronic or hard copy) in examinations and these may not be taken into the examination room.
  - ii Candidates must not bring into the examination room any other book, electronic device, written or printed matter or blank paper, except under special circumstances as arranged with Learning Services (refer section 3.19 of *APP505 Assessment*). Rough working should be done in the answer book provided and clearly crossed out.
  - iii Candidates must not bring into the examination room a cellular phone or pager unless special arrangements have been made with the room supervisor.
  - iv Ara cannot be held responsible for the security of any items which are taken into an

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<sup>1</sup> From herein referred to as Ara

examination room.

- h At the end of the examination the supervisor must check each script against the list of candidates, and tick each name as the script is handed in.
- i The supervisor is responsible for delivering the scripts and the list of candidates to an authorized person as pre-arranged with the class tutor or Programme Leader/Coordinator/Manager, and to return spare examination materials.

Queries regarding these instructions should be directed to the Head of Department.

## **Additional Information**

### **1 Procedures for handling assessment situations when the supervisor cannot accurately identify all learners by sight**

- a Learners complete a separate “Examination Attendance Slip” prepared by the Department in advance, which is distributed to learners with the examination papers.
- b Learners place completed Attendance Slip and a photo ID on their desk. Approximately 30 minutes into the examination period, the exam supervisor checks the details on the ID against the Attendance Slip and collects up the Attendance Slips.
- c The supervisor checks the Attendance Slips against the list of learners eligible to sit the examination, and at the end of the examination checks the Attendance Slips against the collected exam scripts.
- d If the supervisor suspects that an assessment candidate is impersonating the enrolled learner, he/she should attempt to contact the Chief Examiner, but the candidate would be allowed to complete the examination. The script, candidate, ID and Attendance Slip should be kept in the examination room until the Chief Examiner arrives and/or taken to the Department after the assessment session, if this is possible.
- e All Attendance Slips are kept by the Department as a double check in case any examinations are lost and/or if it is necessary to compare signatures against other formal records.

### **2 Procedures for handling unexpected interruptions during the assessment period**

- a If there is a serious, unavoidable interruption during the course of an examination or other major assessment, one or more of the following actions can be taken, depending on the examination supervisor’s interpretation of the situation and the impact on learners and on the validity of the assessment. If possible, the examination supervisor should contact a senior staff member in the relevant Department (e.g. Programme Leader/Coordinator, Head of Department) for advice, but where this is not possible, the supervisor has the authority to make the decision.
  - i The examination supervisor may stop the assessment, advising learners to leave all materials in the examination room (if exiting the room is required) and giving clear instructions that there must be no discussion during the interruption. If the interruption is over before the scheduled finishing time, the assessment can recommence if the examination supervisor deems it appropriate to do so (preferably in consultation with the Programme Leader/Coordinator, or Head of Department) and is certain security has not been compromised. Marks are to be adjusted in recognition of the interruption.
  - ii If over 60% of the allotted assessment time has elapsed before the interruption, the examination/assessment may be declared finished (if the results would still be a valid assessment of achievement). Each learner’s results would be pro-rated.
  - iii The examination or other assessment may be declared invalid or impossible to continue (e.g. the building has to be evacuated because of fire/earthquake or there is a major equipment failure), and an alternative assessment time or times scheduled, but ONLY IF ALL learners are able to complete the assessment at the rescheduled time(s) or specific arrangements can be made to cater for all learners.

- b The examination supervisor must write a report, stating what happened and explaining the actions taken. This must be filed with the Head of Department. Learners must be advised in writing how the assessment results will be affected by the interruption.

**Related documentation:**

- APP505 Assessment Policy
- APP505f Written Examinations: Rules for Candidates