



University of
South Australia

Centre for
English Language

CELUSA EXAM PROCEDURE

SECTION D - PROCEDURE

Related Policy

CELUSA Assessment and Moderation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Prior to the exam	
Teachers	1.1	In Week 9, confirm exam venue, time and conditions of exam (details are available from the Program Coordinator). Ensure familiarity with the audio equipment in the exam venue and check that audio equipment is functional.	
	1.2	In class, distribute and review the Exam Conditions and reiterate that on the day of the exam, students need to provide their own: <ul style="list-style-type: none"> • English to English dictionary • APA Referencing Guide • Pens, pencils, eraser, etc. 	
	1.3	Verbally reiterate the following conditions to students: <ul style="list-style-type: none"> • No other notes or pieces of paper allowed in the exam venue • No speaking during the exam • No mobile phones or electronic equipment are permitted in the exam • Any mobile phones must be switched off and placed in bags placed in front of the exam room • Students are not permitted to leave the exam room unless accompanied by an invigilator • Students who arrive late for the exam will only be allowed to enter when there is an appropriate interval designated by an invigilating teacher • Students who arrive later than 30 minutes may not sit for the exam without the approval of the Program Coordinator • Students found using electronic equipment in the exam will be asked to leave the exam and their exam paper will be awarded zero 	
	2	On the day of the exam	
Teachers		Be at the exam venue at least 15 minutes before the exam is scheduled to start, which is 8:45am unless otherwise informed and take the following equipment: <ul style="list-style-type: none"> • Class Rolls • Exam packs • Whiteboard markers 	
	3	At completion of exam	
Teachers	3.1	At the completion of the lecture note-taking and summary writing exam, collect the exam packs and distribute them to the teachers responsible for marking	

Responsible	Procedure Steps		W/I
	3.2	At the end of exam: <ul style="list-style-type: none"> • Collect all exam packs • Count all papers against students present • Check that students have put their full name and student number on the top assessment sheet • Return all exam materials, exam packs, evaluations and any unused exam papers to the Student Learning Advisor 	

D.2 Supporting Documentation

Forms/Records	Location
Exam conditions	Moodle

Related Material

None.

D.3 Version Control

Current Version Number	2.1
Date of Effect	08/2023
Privilege Level	Public