Mid-Semester Examination Policy

1. Overview:

The purpose of this policy is to provide consistency in the conduct of mid semester examinations and deferred mid semester examinations within the Business Faculty.

2. Definitions

Mid Semester Exam - Examinations identified as such in subject outlines and completed between weeks 6 and 8.

Deferred Mid Semester Exam (DME) - Examinations for students approved for a deferred mid semester exam held in week 9.

DME Application – Formal application by a student to sit a deferred examination

Re-weight – A student may apply for a reweight of a mid-semester exam only if re-weighting is identified in the subject outline as the alternative assessment when the mid-semester examination has not been completed. A student applies for a reweight in the same manner as applying for a deferred mid-semester exam. End of semester exam results are weighted in lieu of sitting a deferred examination. A subject outline must stipulate that either reweighting or a deferred exam applies as part of the subject assessment. A student would not have the opportunity to choose either a re-weight or deferred exam.

Note: Assessments identified as quizzes, in class assessments, pop quizzes, or any other assessment not identified as a ‘mid semester exam’ in the subject outline, will not be administered by the Faculty Exams and Grades Officer. Lecturers and tutors convening these assessments are required to wholly administer and coordinate the assessment.

3. The Policy

3.1. Faculty Assessment.

Subject assessments may include a mid semester examination in the subject outline. Changes to assessment to include a mid semester examination are not to be made after the commencement of the semester in accordance with university regulations. Coordination,
administration and publication of mid semester exams are wholly a Faculty responsibility. Mid semester examinations are to be held during scheduled class time, unless otherwise published (for example, combining subject classes). Results from mid semester exams will be recorded and published by the lecturer.

4. Mid Semester Exam Process

4.1 Responsibilities

Lecturers and Tutors convening mid semester examinations are responsible for the conduct, administration and invigilation of their mid semester exam. They are to ensure students receive appropriate notification of the examination conditions, including: exam duration, approved materials (ie calculators or dictionary) and use of permissible texts (open or closed book). Lecturers are to make provision for the needs of students with university approved special requirements (extra time, paper in large font, computer etc) outside the mid semester exam period, weeks 6 to 8.

A student roll or similar is to be taken and returned to the exam officer.

Mid Semester Exams must be held on the same day and time that the normal class is scheduled, even if there are two activities i.e two lectures on different days.

The exam should be held in the normally scheduled room for that class, except where the room is unsuitable for exams in which case a request should be made to the Exam Officer for it to be moved to a more appropriate location.

The length of a mid semester exam must not extend further than the allotted class time i.e if a class runs from 12.05 to 1.55 the exam length must not be more than 1hr.50min including any perusal time.

4.2 Examination Processes

Lecturers and tutors will be required to return advice to the Faculty Exams officer at the beginning of each semester indicating whether the mid semester examination requires the university examination venue during week 7. The Faculty Exams officer will book the University Sports hall (Available Mon – Wed only during Week 7). Lecturers and/or tutors are to administer and invigilate all mid-semester exams (sports hall, lecture theatre, seminar room or computer lab). Arrangements for students with approved exam support (i.e. alternative/small room, computer etc) will be administered by the Faculty Exams and Grades officer during mid-semester exam period (wks 6-8). Lecturers arranging mid-semester exams outside weeks 6 to 8 will be required to administer and invigilate the special requirement needs of all students in their class (i.e. additional time, larger font, computer and room).

Once an official examination period has commenced, including perusal time, a student undertaking the examination will be deemed to have sat the examination. A request for a deferred examination will not be considered if a student leaves an examination for any reason once the official examination period, including perusal time, has commenced.

4.3 Examination conduct

Lecturers and tutors will be required to monitor misconduct and cheating during mid semester examinations in accordance with university regulations and students will be subject to disciplinary regulations Part 3 for any form of misconduct.

5. Deferred Mid Semester Exam Process

5.1 Responsibilities

The Faculty Exams officer will seek deferred exam papers from lecturers and tutors by the end of week 7 for all approved deferred exams. The Exams officer will book a suitable time and
venue (similar to mid semester exam conditions) in week 9 for students approved to sit a deferred exam. The sports hall will not be available for deferred mid semester exams.

6. Deferred Application

6.1 Approval

Students can apply to defer their mid semester examination as stipulated in the subject outline, either as an exam or for reweighting. Deferred applications will be approved in accordance with end of semester examination requirements as stipulated in the University Handbook Part 2. Students are required to submit an application to defer their examination within 48 hours following the scheduled examination. The application will not be accepted by Student Administration or the Faculty after 48Hrs. The application must be submitted along with supporting documentation to Student Administration. They will forward application to Faculty Exams officer for processing, and in consultation with the subject convenor if required. The Manager Faculty Services is the approving authority following processing and recommendation by the Exams and Grades officer. Lecturers and tutors should refer all student enquiries and requests for mid semester exams to the Exams and Grades Officer.

6.2 Applications

Applications to defer a mid semester examination are to be completed using the Faculty deferred examination application form available from Business reception.

Approval will not be granted to:

- Accommodate travel or holiday arrangements
- Compensate for misreading the examination timetable
- Students attempting to spread assessment load
- Students who have submitted excessive deferred exam applications
- Late submission of an application
- Internal Internships or Work Experience – where the student is placed by the Industry and Student Placement officer in Gold Coast or Brisbane, the student is to liaise with the employer to discuss time off required for mid semester exams.
- External Internships – where the student sources their own Internship placement, students must make every effort to arrange time off required for Mid Semester exams with their employer 1 month prior to exams, if this cannot be given then approval must be granted from the Industry and Student Placement Officer 1 month before exams commence.
- A student will only be granted a deferred mid semester examination in one semester or phase of their program, for no more than four subjects in that semester or phase. In exceptional circumstances or in the case of a Faculty approved internship, the Dean of the relevant Faculty or delegate may approve a subsequent application.
- Applications may be rejected if there is reason to believe a student is trying to gain an unfair advantage through deferred examination. The student’s academic record and prior history of deferred examinations will be considered when making this judgement.

6.3 Further Deferred Application

In accordance with university policy students are unable to apply to defer a deferred examination. In extraordinary and severe circumstances students may lodge an appeal through the Manager Faculty Services. Appeals are to be submitted in writing within 14 days of notification. The appeal should clearly state the decision for which the review is being sought, provide grounds for the appeal, and include any additional relevant documentation that would support the appeal. (Division 9 of the Academic Regulations refers to the appeals procedures)

7. Reweight process
7.1 Approval

Students applying for a mid-semester examination re-weight are bound by the same conditions as an application for a deferred mid semester exam. Subject outlines provide guidance on whether a deferral application will be for a reweight or an exam. The same processes and approvals for a deferred examination apply to reweighting. The student must lodge an application for the reweight, it will be considered by the Exam Officer, consulting with the subject convenor if required. Students will be notified via their Bond email address of the outcome of their application.

8. Outcome and Notification

All examination information, including deferred or appeal application outcomes will be emailed to students in a timely manner. Students are responsible for checking their Bond email account for all academic and administrative matters.

If a student’s application is not approved for either a deferred exam or re-weight, the student will have no result recorded for that assessment component.

9. Related Guidelines

University Handbook: