Examination Supervision – Mid-Semester In-Class

Preparation

- Supervisors are allocated in a supervisor to student ratio of 1:40. There must be at least 2 supervisors allocated to each examination so students can be escorted to the toilets.
- Students must not be sitting adjacent to each other. There must be a seating space between students for the academic integrity of the examination.
- Examination materials ie examination paper, attendance slip, examination booklets, rough paper must be placed on the students desk before students are permitted to enter the venue.
- Details of the examination ie course code, course name, start of reading* and writing time, last 10 minutes warning and exam finish time is to be written on the white-board.

Entry to the Venue

- Students must be in possession of a UQ Student ID card which must be shown upon entry to the venue and must remain on the student’s desk for the duration of the examination.
- Students are permitted to enter a venue until 60 minutes of the exam has elapsed ie 08:00 start, until 09:00am. Students are not permitted to leave within the last 30 minutes of the examination.

Rules of the Examination

- Students must not communicate in any way with other students during the exam.
- Students must not bring unauthorised materials into the exam venue. Permitted materials will be listed on the front of the exam paper.
- No electronic devices are permitted to be in a student’s possession in examinations –
  - All watches (ie analogue and smartwatches) must be placed on the desk for the duration of the examination or on the floor under the student’s desk.
  - Mobile phones must be turned off and placed under the student’s desk.
- Dictionaries can only be accessed if approved to be used.
- Calculators can only be used if approved for the examination. There are 3 calculator options, Casio Fx82 series, UQ approved and labelled and Unrestricted.
- Pencil cases, calculator cases, unauthorised materials must be placed on the floor.
- No food is to be eaten, water only in clear bottles, no headphones or headwear is to be worn (except for religious reasons).
- Students must not remove any exam materials from the exam venue.
- During the reading* time, students can access permitted materials, may write only rough paper only, but not on examination materials ie booklets, examination paper or MCQ’s.
- During the reading* time, students’ attendance slips are checked to the Student ID card and to the face of the student. Attendance slips are to be collected and counted.
- 30 minute and 10 minute remainder warning are to be provided. When examination working time is finished, students are advised to stop writing and put pens down.
Examination Supervision – Mid-Semester In-Class - Announcements

Immediately prior to start of examination

Illness: If you are not feeling well, this is your last chance to leave and seek advice from the Student Centre on the possibility of applying for a deferred exam. Students that leave early will have their exam paper marked whether finished or not.

Student ID card: Please put your Student ID card face up on the front of your desk and leave it there for the duration of the exam.

Leaving Venue: You will not be allowed to leave the venue in the first 60 minutes of the exam. If you choose to leave before the last 30 minutes, put your hand up and remain in your seat. A supervisor will collect your exam paper and then you will be allowed to go. You will be given a 30 minute and a 10 minute warning announcement before the end of the exam.

Permitted Materials: You are not allowed to have in your possession any electronic devices. If you are wearing a watch, please take it off now and put it on the corner of your desk for the duration of the examination. Please ensure that your mobile phone is turned off – including alarms and ensure that it is not in your possession. If your phone rings during the exam, you may be charged with misconduct, so turn it off and place it on the floor now.

Remove from your desk all but essential writing implements and permitted materials. Please put pencil cases, glasses cases, calculator covers on the floor under your desk now.

Attendance Form: Now please complete your attendance form. Place your form and Student ID card on the front of your desk.

Other exam materials: Now start completing your personal details on all of your exam materials.

Reading* Time [If applicable]: You will be given [0-10] minutes reading time. Use this time to read your exam paper and check the instructions carefully. You can only write on the coloured rough paper during reading time. You are not permitted to write on your exam paper or on any other exam materials during this time. You can access any permitted materials listed on the front cover of your exam paper during this time.

The time is now ……. You may begin reading time.

After [0-10 minutes]: Reading time is finished. You can start your exam.

Last 30 minutes and last 10 minutes:
There are 30 minutes to go – no one is allowed to leave until the end of the exam. Remember to write your personal details on all exam materials.
There are 10 minutes to go. Make sure your personal details are written on all exam materials.

Concluding Announcement: Please stop writing and put your pens down. The exam has now finished. Close your exam paper and any other materials.

When all papers are collected: Please take your Student ID card and your possessions from under your desk and leave quietly.

* Duration of reading time (if any) for in-class Mid-Semester examinations is at the discretion of the Course Coordinator