

REGULATIONS GOVERNING THE SCHOOL OF COMPUTING AND MATHEMATICAL SCIENCES EXAMINATIONS

Failure to read these regulations does not warrant exclusion from them

Exam Timetable

The exam timetable will be available on the school website http://www.aut.ac.nz/schools/computing_and_mathematical_sciences/information_for_students/ and sent to students via AUT University student email. It is the responsibility of all students to check dates and times for each exam. Amendments to this timetable will be announced via the above mediums. Examination rooms will be displayed in exam building foyers and at the School Reception in WT1 on the day of exams.

ID cards

All students must bring their AUT University student ID card to every exam. No student will be permitted to sit an exam without an ID card or proof of identity. Replacement ID cards are available from the Student Info Centre, WA block.

Disruptions to an exam

In the case of a fire alarm or lift problems during exams, extra time may be given to allow you to complete the exam. This will be at the discretion of the School. If no extra time is given, staff will be aware that your performance was impaired and it will be taken into account when your exam script is being marked.

Failure to attend an exam

A student who fails to attend an examination or test at the time and place as published will not be offered an alternative sitting. This means that no exam mark can be recorded.

If you have been unable to attend an exam because of illness or exceptional circumstances, you should complete an "Application for Special Consideration" form. This must be returned to the faculty within 14 days of the assessment. The form is available from the office or on the School website

http://www.aut.ac.nz/schools/computing_and_mathematical_sciences/information_for_students/

Entering and leaving times for exams

No candidate shall be permitted to leave the room during the first 60 minutes of the scheduled examination time.

Candidates who arrive after the examination has commenced will be permitted to sit the examination but no additional time will be allowed for the time lost. Candidates will not be admitted to an examination room later than 30 minutes after commencement.

No candidate shall be re-admitted to the examination after she/he has left it, unless during the full period of his/her absence has been under approved supervision. No extension of time at the end of the examination will be allowed to compensate for the time lost.

No candidate shall be permitted to leave the room during the last 15 minutes of the scheduled examination time.

Reading and writing time

Reading time is allowed for exams as follows:

Examination duration:

- Up to 2 hours + 5 minutes
- Over 2 hours +10 minutes

Candidates are permitted only to read during reading time. No writing, underlining, highlighting, of any kind whatsoever or use of a calculator is permitted during the designated reading time.

Communication during the exam

During the exam, a student shall not obtain, or try to obtain, assistance with their work, or give or try to give assistance to any other student. Students must not communicate with any other person except a supervisor during an exam.

Conduct during the exam

Students must raise their hand if they wish to communicate with the supervisor.

Scrap paper will be provided only once the student has used the sections provided in the exam booklet, unless required as part of the examination instructions.

No food is permitted in the exam room. Water is permitted.

All writing of any kind must stop at the end of the examination.

Unauthorised material

Students must not take into the exam room any book, writing paper, notes, or any other material except where specifically authorised by the teaching team.

Where the exam is to be conducted under special circumstance, e.g. with prescribed textbooks or resources, then the teaching team shall specify at least 2 weeks in advance what may be taken into the exam room and any conditions or restrictions on its use or appearance.

Removal of material

Students must not remove from an exam room any question sheets, loose leaf paper or answer books, whether used or not, or any other material belonging to the University and provided for use during an exam.

Cellphones

During exams cellphones must be switched off and left at the front of the room. Students found with cellphones on their desk or on their person, and/or switched on during an exam may be asked to leave the room.

Results

Official results of grades will be the only results recognised. These will be mailed to students. Results will also be available on Arion.

EXAM HANDBACK AND EXAM RECONSIDERATION**Exam handback day**

The exam handback date will be included on the official exam timetable. Failure to attend this session will result in the student waiving their right to collect scripts or appeal examination grades.

Students must bring their AUT University ID card to the exam handback session.

Reconsideration of exam mark

Students must put their case for reconsideration in writing and specify the reasons for the application on the form provided in the handback session.

Reconsideration can only be made on the basis of:

- incorrect total marks allocated to each or any of the scripts
- incomplete marking of the script
- incorrect addition of the marks allocated

Re-marking may increase, decrease, or maintain the original mark. The script will be reconsidered by the original marker, where possible. The school will notify the student of the outcome.