

Test and Examination Rules and Conditions

Requirement to have a Valid Curtin Student Identification

- All Curtin Singapore students are required to produce their Student ID Card in all tests and examinations and must place the card on their desk where it may be clearly seen by the invigilators.
- Students will not be provided with additional time to complete a test or examination as a consequence of delays in identity verification.

Test and Examination Attendance

- Students are responsible for sitting their test or examination as advised on Unit Outline and Moodle (for Diploma students) or Blackboard (for Degree students) for progressive assessment or examination timetable.
- Failure to be present at the venue during the test or examination will lead to a zero for the test or examination, even if you submit work for the test or examination.

Commencement of the Test and Examination

- Students must arrive 30 minutes before each online test or examination begins to ensure that your laptop is able to connect to the Wi-Fi and Moodle (for Diploma students) or Blackboard (for Degree students), or other test platforms (if applicable) such as WileyPlus or MyLab.
- For face-to-face written tests or examinations, students must arrive 15 minutes before each test or examination begins.
- A briefing for each test or examination will be conducted at the venue before the start of the test or examination. Students arriving late at the venue will not be granted additional time to complete the test or examination.
- If, for any reason, a test or examination commences late, the students will not be disadvantaged. The full reading time (if applicable) and duration will not be reduced.
- If, for any reason, an examination is delayed or interrupted for more than 30 minutes, the examination may be re-scheduled at the discretion of the Director of Academic Services.

Food and Drink in Tests and Examinations

- Food or drink, other than water, will not be brought into the test or examination or consumed without permission.

Approved Test and Examination Materials

- The possession or use of any materials (e.g. type of calculator(s), permitted notes) will be authorised by Curtin College (for Diploma students) or Curtin University (for Degree students) and communicated to the students.
- If unauthorised material is found in the possession of a student or used during a test or examination, they may face disciplinary action.
- Dictionaries are not permitted in any test or examination.

Other Items

- Headwear (e.g. hats, caps) is not to be worn during a test or examination with the exception of those for medical, disability or obligatory religious requirements.
- Watches will not be worn during an examination.

Failure to Undertake/Late Arrival/Early Departure from a Test and Examination

- Students who fail to undertake or are late for a test or examination because they misread the progressive test information or examination timetable details or accepted incorrect information on progressive test information or examination timetable details from another person, are not entitled to sit the test or examination at any other time or receive any other concession.
- Where a student has attempted to sit a test or examination in a unit but has not been able to complete or undertake the examination due to illness or some other valid reason, the student may apply for an assessment extension as per the Assessment Extension Procedure.

Conduct in the Examination

- Students will adhere to examination instructions. Such instructions may define permitted reference materials and expectations regarding academic referencing.
- During an examination a candidate will not:
 - Communicate with any other student (unless required to do so);
 - Obtain, or endeavour to obtain, unauthorised assistance in their work;
 - Give, or endeavour to give, assistance to any other students; and
 - Behave in such a manner inconsistent with the proper conduct of the examination

Mobile phones, electronic devices and other aides

- Unless explicitly authorised for the purposes of an examination, students are prohibited from:
 - Accessing, being in possession of, or using any mobile phone or unauthorised electronic device;
 - Accessing, being in possession of, or using any device capable of storing information or connecting with another device, including but not limited to electronic devices;
 - Accessing, being in possession of, or using any notes or unauthorised materials;
 - Accessing, being in possession of, using any device capable of communicating with another person; and
 - Interacting or colluding with any other person.

Further requirements specific to Face-to-Face Written Examinations

- Face-to-face written examinations may have 10 minutes reading time in addition to the duration of the examination. During reading time, a student may make notes or highlight text, as directed in examination instructions provided.
- Do not attempt any questions on your examination paper or answer booklet until advised that reading time has ended and you may commence writing.

General instructions

- Ensure all prohibited items are turned off (if applicable) and placed in a bag.

- If any prohibited item makes a sound, or if you are found to be accessing, being in possession of, or using any prohibited devices or materials during an examination, penalties may apply.
- No student will:
 - Be admitted to the venue after the first hour (including reading time) has expired;
 - Leave the venue until one hour of the examination has expired;
 - Leave the venue during the last 15 minutes of the examination; and
 - Be re-admitted to the venue after they have left unless, during the full period of their absence, they have been under approved supervision