

INFORMATION FOR EXAMINATION CANDIDATES

Open Polytechnic
KURATINI TUWHERA

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Important notes

1. This document sets down what you need to know and must do before, during, and after your examination.
2. Please read this document carefully and refer to it again before your examination.
3. You are to adhere strictly to the following rules. If you ignore the requirements set down in this document or any of the instructions given by your Examination Supervisor, you may have your examination cancelled and face further action.
4. Should you have any queries, contact the Administrator, Services Team, Academic Registry on 0508 650 200 extension 5574.

Before the day of the examination

- When you receive your Admittance Slip check the accuracy of the information on it. Make sure that it correctly lists your personal details and the courses that you will be sitting.

Venue location

- You will be allocated the Open Polytechnic examination venue nearest the home address we currently have listed for you. If you wish to change your allocated venue you must contact the Administrator, Services Team, Academic Registry or email exams@openpolytechnic.ac.nz no later than 14 days prior to your examination(s).

Dates and time

- Make a very careful note of the date(s) and time(s) of your examination(s). You must attend the examination(s) on the date and time specified.
- Ensure that you know the location of your examination venue, and how to reach it. Open Polytechnic examination venues vary from time to time.

Proof of identity

- Open Polytechnic's Statutes, Regulations and Policies stipulate that you must provide photographic proof of identity to enter the examination room. Acceptable methods of identification are driver's licence, passport, student card, or photographic credit card. If you can't supply one of these, you will be asked to complete an Honesty Declaration form and your signature compared with an authorised form of signature such as a bankcard.

Examination clashes

- Should you find that you have two examinations scheduled at the same time, contact the Administrator, Services Team, Academic Registry immediately and arrangements will be made for you to sit one of them in the morning and the other in the afternoon of that day. You must remain at the venue between examinations.

Examination materials, equipment and books

Check that your examination equipment complies with what you are allowed to take into the examination room, as specified in the 'Approved Examination Material', and your examination Admittance Slip.

Open Polytechnic will supply:

- Examination paper
- Answer book, and extra sheets if you fill your answer book.

You must supply yourself with:

- Writing equipment, pen, ruler etc. Any drawing instruments required (drawing set, scale, flowchart template and so on).
- Materials as specified in the 'Approved Examination Material', and your examination Admittance Slip.

Special assistance for students in examinations

You may apply to be considered for special assistance to complete your examination if:

- You are affected by particular circumstances such as a medical condition or disability in such a way that your ability to complete an examination is impaired.

If you require special assistance contact the Administrator, Services Team, Academic Registry immediately.

On the day of the examination

- Ensure that you have with you:
 1. Your Admittance Slip.
 2. Your photographic proof of identity.
 3. Your approved examination materials.

Before the examination

- Ensure that you have plenty of time to reach the examination venue. You will be permitted to enter the examination room 10 minutes before the examination is due to start.
- You will **NOT** be permitted to enter the examination room any later than 30 minutes after the start of the examination.
- Make sure you have removed any headwear before entering the examination room. If for any reason your headwear cannot be removed, e.g. religious reasons, contact the Administrator, Services Team, Academic Registry .
- Make sure your cell phone and/or any other electronic devices are switched off before entering the examination room.
NOTE: If you are found to be in breach of this requirement during the examination, possible action may be taken under the Open Polytechnic Student Misconduct Statute.
- When you enter the examination room show the Examination Supervisor your photographic proof of identity.
- Store personal bags or other containers in the place indicated by the Examination Supervisor, and go straight to the desk allocated to you.
- Display your photo ID and Admittance Slip on the desk so they are clearly visible to the Examination Supervisor.
- Place all permitted reference materials on display on your desk. You will **NOT** be permitted to retrieve them from elsewhere once the examination has commenced.

During the examination

- Check that the answer book on your desk has your name labelled on it, and the examination question paper is the correct paper that you are sitting.
- Complete all the information on the front cover of the answer book, including the Honesty Declaration section.
- During your 10-minutes reading time you may make written notes on the question paper but you are **NOT** allowed to write in the answer book.
- After the reading time, once the examination has started, you must:
 1. Stay in the examination room for not less than 45 minutes after the commencement of the examination.
 2. **NOT** leave the examination room in the last 15 minutes under any circumstance.
- During the examination you are **NOT** allowed to:
 1. Look at or copy other candidates' answers.
 2. Communicate with any other candidate in the examination room.
 3. Leave or return to the examination room, without the permission of the Supervisor.
 4. Talk or make undue noise, eat food or smoke in the examination room, or misconduct yourself in any other way.
 5. Cause any distraction or disturbance to other candidates in the examination room.

NOTE: Unreasonable disruptions, or any other conduct that unreasonably distracts or impedes other students in the examination room will not be allowed. If you leave the examination room without the permission of the Examination Supervisor, you will be deemed to have completed the examination. If you breach any of the above requirements the Examination Supervisor has the right to request you to leave the examination room, and your examination may be cancelled with possible further action under the Open Polytechnic Student Misconduct Statute.

Answering questions

- Write your answers legibly, using a black/blue pen or ballpoint unless otherwise specified. Do **NOT** use red ink or pencil. Other colours may be used for illustrations.
- Write all answers in the answer book provided. Start each question, (but not parts of a question), on a new page. Your Examinations Supervisor will have additional pages if required.
- Do rough working in the answer book and cross it out.
- Do **NOT** use correction fluid (*eg Twink*) on your answer book.
- If you answer more than the required number of questions cross out those you don't want marked.

At the end of the examination period

- The Examination Supervisor will make an announcement when there are 15 minutes remaining to the end of the examination period. You may **NOT** leave the room in any circumstance during this time.
- When the Examination Supervisor announces the end of the examination period, stop writing and add nothing more to your answers.
- Ensure that you have written the numbers of the questions you have answered on the front of the answer book.
- Ensure that you have submitted the Honesty Declaration Form if you were unable to provide a photo ID.
- Tie any extra writing paper used in the examination to the answer book, loosely but with a secure knot, ensuring any multi-choice question sheets have been detached and also tied to your answer book.
- Remain seated at your desk until the Examination Supervisor advises you may leave.
- Do **NOT** take any paper from the examination room except your Admittance Slip and the examination question paper.

Before you leave, check your papers carefully — if you take a multiple-choice answer sheet (which is often attached to the back of the examination question paper) from the examination room, the Examination Supervisor cannot accept it if you return to the examination room and try to hand it in.

After the examination

If you were prevented by illness, injury or trauma from presenting yourself at any examination, or consider that your performance in an examination was seriously impaired by illness, injury or trauma, or by reason of personal bereavement or any other critical circumstance, you may apply for a grade of pass under aegrotat consideration subject to criteria listed in the Open Polytechnic Regulations. Details and criteria for acceptance are attached to the Aegrotat Application Form included with your Admittance Slip.

You must take immediate action if you wish to apply for an aegrotat consideration:

- Make your application on the Aegrotat Application Form **NOT** later than **10 working days** after the examination concerned.
- Provide a confidential report from an appropriate registered health professional or provide satisfactory evidence of any bereavement, or documentary evidence of other critical circumstance outlining the nature and time of the circumstance occurring.

Communication regarding examinations

Students are not allowed to communicate directly with academic staff. All communication regarding examinations, must be through the Academic Registrar, until the results have been officially released.

Recount of examination script

- You may apply for a recount of your examination script subject to criteria listed in the Open Polytechnic Regulations contained in your Student Handbook, and on the Open Polytechnic website, www.openpolytechnic.ac.nz.
- An application for this service may be made on the prescribed form 'Application for Recount, or Reconsideration and Return of Marked Examination Script' which will arrive with your Final Result Notification.

Your application must be received **with the prescribed fee NOT later than 10 working days** after the date of the official notification of course results.

Reconsideration of final marks

- You may apply for a reconsideration of the marks awarded in a summative assessment and/or examination subject to criteria listed in the Open Polytechnic Regulations contained in your Student Handbook, and on the Open Polytechnic website www.openpolytechnic.ac.nz.
- An application for this service may be made on the prescribed form 'Application for Recount, or Reconsideration and Return of Marked Examination Script' which will arrive with your Final Result Notification.
- Your application must be submitted **with the prescribed fee NOT later than 10 working days** after the date of the official notification of course results.
- When a course is assessed entirely on course work, or when course work is included as an element in the final assessment for the course concerned, you may have all the summative tasks reconsidered if the whole body of work for review is submitted with the application.

NOTE: course work relating to previous trimesters will **NOT** be reconsidered.

Return of marked examination script

You may request the return of your marked examination script by applying on the prescribed form 'Application for Recount, Reconsideration or Return of Marked Examination Script' which will arrive with your Final Result Notification. There is no fee for this service.

- Marked examination scripts will be returned after all recounts and reconsiderations have been actioned.
- Marked examination scripts are held for six months before destruction.

Resit of examination

- If you have satisfactorily completed your in-course summative assessment for a course but failed to pass the examination, you may apply to the Academic Registrar for a second opportunity to sit the examination at the next available course offering, subject to criteria listed in the Open Polytechnic Regulations contained in your Student Handbook, and on the Open Polytechnic website www.openpolytechnic.ac.nz.
- Application for a second opportunity to sit an examination must be made on the prescribed form 'Examination Resit Application' and be received by the Academic Registrar accompanied by the prescribed fee, **NOT** later than 20 working days after the date of official notification of course results.
- You will not be required to repeat your course work for the course.

Right of appeal

If you are dissatisfied with a formal decision made by the Academic Registrar you may exercise your right to appeal to the Appeals Committee. Refer to Student Right of Appeal Statute contained in your Student Handbook, and on the Open Polytechnic website www.openpolytechnic.ac.nz.