

NORTHERN TERRITORY OF AUSTRALIA

Regulations 1987, No. 25*

By-laws under the *University College of the Northern Territory Act*

The Council of the University College of the Northern Territory, in pursuance of section 43 of the *University College of the Northern Territory Act* and the approval of the Council at a meeting held on 4 March, 1987, hereby makes the following By-law.

UNIVERSITY COLLEGE OF THE NORTHERN TERRITORY

BY-LAW GOVERNING EXAMINATIONS

1. Examinations shall be held at the period set aside after the conclusion of lectures in each semester.
2. No examinations shall be held in the revision period between the conclusion of lectures and the commencement of examinations.
3. Assessment may include a proportion of marks approved by the Dean, derived from semester exercises in the form of tests, assignments or laboratory performance.
4. Subject to this By-law and unless in special circumstances the Warden otherwise approves - the maximum length of time of examination shall be:

| <u>Credit Point Value</u> | <u>Maximum hours</u> |
|---------------------------|----------------------|
| 20 or more | 4 |
| 13 - 19 | 3 |
| 6 - 12 | 2 |
| 1 - 5 | 1 |

5. (a) Candidates who consider that their performances have been affected by illness, disability or other exceptional circumstances may apply to the Registrar for special consideration. Applications should be supported by a medical certificate in the case of illness and either supporting evidence or a statutory declaration concerning other circumstances.

* Notified in the *Northern Territory Government Gazette* on 3 June, 1987.

University College of the Northern Territory
By-law Governing Examinations

- (b) The Registrar shall send applications for special consideration to the relevant Dean who may allow or disallow the application. Applications allowed by the Dean shall go to the Examiners concerned who shall take into account the nature of the circumstance in deciding the final grade to be recommended for any such candidate.
6. Candidates who, on account of physical disability or other serious handicap, are unable to sit for an examination at the place appointed, may apply to the Registrar for special arrangements to be made. In the case of a pre-existing disability or handicap, applications must be made at least 14 days before the date of the examination.
 7. (a) A student who has missed an examination or test on account of a medical condition or exceptional circumstances may apply for a special examination or test. A medical certificate submitted in support of such an application must be signed by a medical practitioner no later than 2 days after the date of the relevant examination or the last of a series of examinations. A candidate who applies for a special examination on other than medical grounds shall submit with his application a statutory declaration outlining the facts upon which he relies, together with any corroborative evidence.
 - (b) Applications for special examinations shall be submitted to the Registrar no later than 7 days after the date set for the examination, unless in special circumstances the Dean considers that an application received at a later date should be accepted.
 8. Timetables for examinations shall be posted on the appropriate notice boards of the College not less than 2 weeks prior to the commencement of examinations.
 9. A person other than a candidate, an examination supervisor, an examiner, the Registrar, or any other authorized person may not, except with the permission of the supervisor, enter or remain in an examination room during an examination session or for 20 minutes prior to or after the conclusion of the examination.
 10. (a) A candidate may not enter an examination room before the supervisor gives permission; nor may any candidate be admitted to the examination room after 20 minutes of the examination have elapsed.

University College of the Northern Territory
By-law Governing Examinations

- (b) A candidate may not leave an examination room, except by permission of the supervisor in the case of illness, during the first 20 minutes of an examination.
11. A person, whether a candidate or not, who is given permission to enter or leave an examination room shall comply with any conditions laid down by the supervisor.
 12. A candidate shall not, except with the explicit permission of the examiner, as indicated on the examination paper, bring into an examination room anything whatsoever which conveys or is capable of conveying information concerning any subject or reasonably gives rise to suspicion that it is so capable.
 13. A candidate shall not, during an examination session communicate by word, writing or otherwise with any person other than a supervisor or an examiner, or willingly receive a communication from any person other than a supervisor or an examiner.
 14. All candidates must bring to the examination room their student cards and shall display such identification in any way required by a supervisor.
 15. (a) A candidate shall not cheat or attempt to cheat in an examination.
(b) A person, whether a candidate or not, shall not do anything intended to assist any other candidate to cheat or otherwise defeat the purpose of the examination.
 16. A candidate shall occupy such place as a supervisor indicates and shall not change place except by permission or instruction of the supervisor.
 17. (a) A candidate shall comply with all directions issued by a supervisor or set forth on an examination paper or examination book.
(b) A supervisor need not give a candidate a reason for any direction or requirement.
 18. A candidate shall not remove from an examination room any worked script or paper or other material which is the property of the College. Any examination paper marked as not to be removed from the examination room shall not be removed.

University College of the Northern Territory
By-law Governing Examinations

19. (a) A supervisor may:
- (1) require that any person in the examination room shall show by such means as the supervisor may specify and as are appropriate to the circumstances, that the person has not any unauthorized material in his possession, or that the person is attempting to commit, or has committed a breach of any examination By-law;
 - (2) confiscate any material brought into the examination room which is considered to be unauthorized. The confiscated material with a statement of the circumstances shall be handed to the Registrar;
 - (3) ask any person any question related to the person's behaviour in the examination room;
 - (4) require any person, whether a candidate or not, to leave the examination room if in the opinion of the supervisor the person's dress or appearance is such as to disturb or distract any candidate.
- (b) Any person present in an examination room shall comply with any requirements of a supervisor. If the person fails to do so, the supervisor may require him to leave the examination room.
20. If a candidate commits a breach of any examination By-law that candidate shall, if a student of the University College, be guilty of misconduct for the purpose of the By-law on Student Conduct and shall be liable accordingly.
21. The Dean, in consultation with the relevant University of Queensland Dean, shall determine the examiners for each subject.
22. (a) The results achieved by a candidate in each subject shall be graded within a range of 1 to 7 inclusive, so that a grade of 7 awarded to a candidate shall be the highest possible award.
- (b) Subject to any other By-laws of the University College, a candidate who obtains a grade of 3 or higher in any subject shall have passed that subject. A candidate who gains a 1 or 2 shall have failed that subject.
- (c) A grade of 3 will not, unless the Dean otherwise determines in special cases, be sufficient compliance with any By-law which requires a pass in that subject as prerequisite to enrolling in another subject.

University College of the Northern Territory
By-law Governing Examinations

23. The examiner(s) shall furnish the Dean, by such date as the Dean shall specify, a list of candidates on which shall be shown:
 - (a) the grade of result recommended for each candidate;
 - (b) those candidates who failed to sit for the examination;
 - (c) the name of any candidate who sat the examination whose name was not on the list of candidates supplied by the Registrar;
 - (d) an indication of any candidate whose work is regarded as incomplete.
24. A Dean may vary the grade of results recommended for any candidate provided the views of the examiner or examiners concerned have first been considered.
25. The Dean shall forward to the Registrar, by the date specified by the Warden, the results together with any comments from the examiner(s) or from the Dean.
26. An examination result or a decision concerning the granting of a special examination may be altered by the Warden, with the concurrence of the Dean to correct a patent error and shall report any change of results to the relevant academic body.
27. The results shall be released to each student by the Registrar in a form and at a time determined by the Registrar. Results will be released to the press except where a student specifically requests by a date prescribed by the Registrar that this should not be done.
28. Where a result for a subject is shown as incomplete the result shall be recorded as a failure unless the candidate concerned completes the required work by:
 - (a) the first day after the next August/September recess in the case of first semester; and
 - (b) in the case of second semester results, the first day of the first semester of the succeeding year.
29. If the Warden, after consultation with the Deans, is of the opinion that compliance with this By-law should be waived on a particular instance, the Warden may permit such departure from the By-law in question as seems necessary or desirable.

University College of the Northern Territory
By-law Governing Examinations

The common seal of the University College of the Northern Territory was hereunto affixed on the twenty-eighth day of April, 1987, in the presence of:

AUSTIN ASCHE
Chairman of Council

BRIAN HUGHES
Registrar