

Examination Guidelines for staff 2024



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Summary

This information guide has been developed to provide College and Academic staff with information regarding End of Study Period/Formal Examinations that are managed by the Exams office.

For JCU Brisbane, exam dates will be aligned with the JCUA timetable, please note that JCUB exam start times are 10.00am and 1.45pm – for any queries related to JCUB exams please contact:

JCU Brisbane Campus
academicadmin@jcub.edu.au
Phone: (07) 3001 7800

For JCU Singapore, from Trimester 2, exam dates will be aligned with the JCUS timetable, please note that any JCUS exams running in JCUA will be scheduled in the 1.15pm sessions where possible, unless the exam is held online. For any queries related to JCUS exams please contact:

JCU Singapore Campus
Exams-singapore@jcus.edu.au

Key Resources/Policy:

[Exam Resources for Staff](#)

[Learning and Teaching Assessment Procedures](#)

[Examination Procedures for Staff](#); and [Examination Procedures for Students](#)

Key dates Calendar for 2024

At the beginning of each year the exams team set up the Exam dates which adhere to the deadlines in the Examination Procedures.

Please refer to the [Exam Resources for Staff](#) for the key dates and actions for 2024

Key Notes

- The calendar dates are set to ensure that all required processes can be completed prior to the start of the Examination period. If a deadline is missed or needs to be extended, this can impact the strict schedule that is required to facilitate the exam period and may result in your request being rejected.
- **Examination scheduling is automated** as far as possible to provide the optimum exam schedule for students that complies with the Examination procedure:
 - No more than two Examinations in a calendar day.
 - Total examination time in a single day does not exceed seven hours (excluding examinations with approved reasonable adjustments under the Students with Disabilities Policy).
 - No more than five Examinations in six successive calendar days.

Preparation for your End of Study Period Examinations

Identifying Centrally Administered Examinations

The exams team identify which subjects need an End of Semester/Trimester exam by pulling data direct from the [CSDB](#) (Coursework Subjects Database). Then using the [TRDB](#) (Teaching Roles Database) to Identify the Subject Delegate.

To ensure the correct details please:

- **Check CSDB** subject site – if you wish the exams team to run your exam this must show **Centrally Administered Exam** – for changes/assistance contact your Academic Services Team
- **Check TRDB** – are you listed as the Subject Delegate? If not you will not receive any exam information - for changes/assistance contact your Academic Services Team

The Exams team manage all End of Study Period examinations which are held during the published exam times listed in the Academic Calendars. All Examinations managed by the Exams team are requested and scheduled through Databee, which is the system recognised by the University as the Exam Management system.

Checklist prior to submitting a request for an End of Study period exam.

Prior to submitting an exam request, the following is a checklist of information that will be needed when submitting an exam request through the web portal:

For specific values, please refer to the [Examination Procedures for Staff](#)

Required	Source
Your chosen Exam Type	refer Approved Exam types , and/or Subject Outline; please consider: <ul style="list-style-type: none"> - Do you have an External cohort? (Trimester sup/def only offered online) - Size of cohort - <20 students – online option - Respondus on campus – limited space/capacity – check with Exams first.
Your preferred Exam duration	In minutes: 60, 90, 120, 150, 180 and 200
Your allocated Reading Time	0 minutes or 15 minutes (no reading time for online exams)
Any subject code that may have the exact same exam content	e.g BZ3740 / 5740
Any subject code that must have the exam scheduled at the exact same time	
Name, email & mobile of at least 2 examiners	This may include yourself. Any examiner must be available for the duration of the exam.

For information on using Respondus Lockdown Browser, with or without Respondus Monitor (proctored exams), visit [Respondus Secure Online Exams](#).

Once you have all this information ready, you can proceed to submitting your exam request.

Exam Request submission by Exam Type

The following exam types are available for selection as specified in the [Examinations Procedure for Students](#)

On campus hard copy exam

This a paper-based exam completed on-campus with in-person invigilation. This exam has a single specified start time, a specified duration, and must be completed in a single attempt. Students will handwrite answers directly onto an exam paper or answer booklet provided by the invigilator.

Submitting an On campus hard copy exam request

Below are the options available for an On campus hard copy exam

Topic	Selection Options
Duration options	In minutes: 60,90, 120, 150, 180 and 200
Venue option	Standard Exam Room
Exam Conditions – Permitted Materials	Any materials allowed - no materials need to be listed in this section.
	No materials allowed - students are not allowed to bring any materials into the exam room (including dictionaries, calculators) except standard stationary, i.e., pen/pencil.
	Restricted materials allowed - students can bring only the materials you select which could include specific book titles, calculators, dictionary and must be specified in the request

Example Student timetable layout for an On campus hard copy exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BU1112/1812/2111 Business Law
Assessment Type	Hard copy paper exam
Date	Thursday 03/03/2022
Start Time	8:45am
Duration	2 Hours and 30 Minutes plus 15 minutes remaining
Campus	Townsville
Venue	041-205
Exam Conditions	This is a Restricted Materials Allowed Exam – you can only bring items listed under Permitted materials.
Materials Permitted	Calculator – Non Programmable Notes – 1 x page A4 notes (2 sided)

Additional Information – On campus Hard Copy

- Trimester Exams – Sup/Def External(Distance) students will require an online exam type – please consider this when requesting this exam time.
- Semester/Trimester – an online exam type may be required if the exams team cannot source a venue.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section.

Online LearnJCU exam

This is an online exam run in LearnJCU using the “Exam” tool. This exam has a single specified start time with a 30 minute window to access and commence the exam, a specified duration, and must be completed in a single attempt. Students will answer questions directly in the LearnJCU response boxes.

Submitting an Online LearnJCU exam request

Below are the options available for an Online LearnJCU exam:

Topic	Selection Options
Exam Conditions Permitted Materials	– Any materials allowed - no materials need to be listed in this Select: Any materials permitted
Duration options	In minutes: 60,90, 120, 150, 180and 200
Venue option	Online at Home

Example Student timetable layout for an Online LearnJCU exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	EE3300 Electronics 2
Assessment Type	Online LearnJCU Exam
Date	Thursday 13/06/2024
Start Time	8.45am
Duration	2 hours plus 0 minutes reading time
Venue	Online- Refer to LearnJCU
Exam Conditions	This is an any materials allowed exam – Any materials are permitted (excluding electronic devices)
Materials Permitted	-Any materials permitted

Additional Information – Online LearnJCU

- There is no monitoring the student conditions for this exam type, there is no option to specific any materials.
- Students sitting in a different time zone may need to have conditional availability settings modified to enable access at a reasonable time, and/or have a separate exam. All exam times are AEST.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section
- Online exams are inclusive of reading time.

Online Respondus exam

This is an online at home exam run in LearnJCU using the “Exam” tool and Respondus Lockdown Browser. This exam has a single specified start time with a 30 minute window to access and commence the exam, a specified duration, and must be completed in a single attempt. Students will answer questions directly in the LearnJCU response boxes.

Submitting an Online Respondus exam request

Below are the options available for an Online Respondus exam:

Topic	Selection Options
Exam Conditions – Permitted Materials	Any materials allowed - no materials need to be listed in this section.
Duration options	In minutes: 60,90, 120, 150, 180 and 200
Venue option	Online at Home

Example Student timetable layout for an Online Respondus exam

The selection you submitted in your exam request will be populated in the student timetable

Timetable heading	Example Information
Exam	TO5101 Tourism Systems Analysis
Assessment Type	Respondus Exam
Date	Thursday 13/06/2024
Start Time	8.45am
Duration	2 hours plus 0 minutes reading time
Venue	Online – Refer to LearnJCU
Exam Conditions	Online Respondus Exam This is an Any Materials Allowed Exam – Any Materials Permitted (excluding electronic devices)
Materials Permitted	Any Materials Permitted

as below:

Additional Information – Online Respondus

- There is no monitoring the student conditions for this exam type, there is no option to specific any materials.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section
- Online exams are inclusive of reading time.

On campus online Respondus exam

This is an online exam run in LearnJCU using the “Exam” tool and Respondus Lockdown Browser, that is sat on-campus with in-person invigilation. This exam has a single specified start time, a specified duration, and must be completed in a single attempt. Students will answer questions directly in the LearnJCU response boxes.

Submitting an On campus online Respondus exam request

Example Student timetable layout for an On campus online Respondus exam The selection you submitted in your exam request will be populated in the student timetable as below:

Topic	Selection Options
Exam Conditions – Permitted Materials	<p>Any materials allowed - no materials need to be listed in this section.</p> <p>No materials allowed - students are not allowed to bring any materials into the exam room (including dictionaries, calculators) except standard stationary, i.e., pen/pencil.</p> <p>Restricted materials allowed - students can bring only the materials listed which could include specific book titles, calculators, dictionary</p>
Duration options	In minutes: 60,90,120,150,180 and 200
Venue option	Computer Lab

Additional Information – On campus online Respondus

- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots

Timetable heading	Example Information
Exam	BU1002/1902 Accounting for Decision Making
Assessment Type	Respondus Exam
Date	Thursday 13/06/2024
Start Time	8:45am
Duration	2 hours plus 0 minutes reading time
Venue	014-209 Computer Lab
Exam Conditions	On Campus Online Respondus Exam This is a Restricted Materials Allowed Exam – you can only bring items listed under Permitted materials
Materials Permitted	Calculator – Non Programmable
	section

Online Respondus exam with Monitor

This is an online at home exam run in LearnJCU using the “Exam” tool and Respondus Lockdown Browser and Monitor. This exam has a single specified start time with a 30-minute window to access and commence the exam, a specified duration, and must be completed in a single attempt. Students will answer questions directly in the LearnJCU response boxes.

Submitting an online Respondus exam with Monitor

Topic	Selection Options
Exam Conditions – Permitted Materials	<p>Any materials allowed - no materials need to be listed in this section.</p> <p>No materials allowed - students are not allowed to bring any materials into the exam room (including dictionaries, calculators) except standard stationary, i.e., pen/pencil.</p> <p>Restricted materials allowed - students can bring only the materials listed which could include specific book titles, calculators, dictionary and must be specified in the request.</p>
Duration options	In minutes: 60,90,120,150,180 and 200
Venue option	Online at Home

Example Student timetable layout for an online Respondus exam with Monitor The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BU3103 Independent Project
Assessment Type	Respondus Exam
Date	Thursday 13/06/2024
Start Time	1:15pm
Duration	2 hours plus 0 minutes reading time
Venue	Online – Refer to LearnJCU
Exam Conditions	Online Respondus Exam with monitor This is a No Materials Allowed Exam – no materials are permitted, no calculators, no dictionaries and not electronic devices
Materials Permitted	-No materials permitted

Additional Information – online Respondus exam with monitor

- Exams team will review all High/Medium student videos post exam.
- If Any Materials or Restricted materials are selected, please consider the necessity of using this exam type, ie. **what will be reviewed when monitoring the student video?**
- Online exams are inclusive of read time.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section.

Online oral exam

This is an online at home oral exam run in LearnJCU using Collaborate with individual students. This exam has a single specified start time for each student, a specified duration, and must be completed in a single attempt. Students will verbally respond to questions that are posed verbally or in writing.

Submitting an Online oral exam request

Topic	Selection Options
Condition Option	N/A
Materials Permitted	N/A
Duration options	N/A
Venue option	Online at Home

Example Student timetable layout for an Online oral exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BX3014 Auditing and Assurance
Assessment Type	Practical/Oral Exam
Date	Thursday 13/06/2024
Start Time	Refer to LearnJCU for your allocated timeslot
Exam Conditions	Online Oral Exam

Additional Information – online Oral exam

- Start times for each student/group would need to be provided in the LearnJCU subject site exam information communication from Subject Coordinators.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section

On-campus Oral exam

This is an oral exam held face-to-face on-campus with individual or groups of students. This exam has a single specified start time for each student/group, a specified duration, and must be completed in a single attempt. Students will verbally respond to questions posed verbally or in writing by the examiner.

Submitting an On-campus Oral exam request

Topic	Selection Options
Condition Option	N/A
Materials Permitted	N/A
Duration options	N/A
Venue option	Prac/Oral on Campus

Example Student timetable layout for an On-campus Oral exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BX2022 Macroeconomics Policy
Assessment Type	Practical/Oral Exam
Date	Thursday 13/06/2024
Start Time	Refer to LearnJCU for your allocated timeslot and venue
Exam Conditions	On Campus Oral Exam

Additional Information – On campus Oral

- Start times for each student/group will need to be provided in the LearnJCU subject site exam
- You are required to book the Exam room for this assessment type.
- Not an applicable exam type if you have an EXT cohort.
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section.

On campus Practical exam

This is a practical exam held face-to-face on-campus with individual or groups of students. This exam has a single specified start time for each student/group, a specified duration, and must be completed in a single attempt. Students will perform practical tasks and/or respond to questions, scenarios or demonstrations presented verbally, non-verbally, using computer software, or in writing.

Submitting an on campus Practical exam request

Topic	Selection Options
Condition Option	N/A
Materials Permitted	N/A
Duration options	N/A
Venue option	Prac/Oral on Campus

Example Student timetable layout for an on campus Practical exam

The selection you submitted in your exam request will be populated in the student timetable as below:

Timetable heading	Example Information
Exam	BX2022 Macroeconomics Policy (MSAT)
Assessment Type	Practical/Oral Exam
Date	Thursday 13/06/2024
Start Time	Refer to LearnJCU for your allocated timeslot and venue
Duration	
Exam Conditions	On Campus Practical Exam

Additional Information – On campus Practical

- Start times for each student/group will need to be provided in the LearnJCU subject site exam
- You are required to book the Exam room for this assessment type.
- No an applicable exam type if you have an EXT cohort. (see comment above)
- Refer to [Exam Resource for Staff](#) pages – Training and Videos and Screenshots section

Important notes

- All exams are usually scheduled at either 8:45am or 1:15pm AEST unless individual student's
- Accessibility conditions require a time shift (strictly limited)
- Exams across multiple campus', including External are always scheduled at the same time.
- Printing information (i.e. print in colour, single sided) must be specified in the Paper upload section, not in scheduling notes.
- Practical exams will be scheduled to block out students for the entire day – their timetable start time will read: Refer to Learn JCU/JCU email address for your Venue and allocated timeslot.
- Rooms for Practical exams are booked by the Subject Coordinator/college for the date scheduled by Exams.
- Rooms for Oral exams are booked by the Subject Coordinator/college for the date scheduled by Exams.
- Any exams longer than 150 minutes to be scheduled in the PM session as Accessibility students with additional time run into the PM session.
- Saturday Exams will be schedule by the Exams team if required.
- The following items are permitted in all JCU exams: pencils, pens, highlighters, erasers, whiteout, rulers and a water bottle

AccessAbility students

Please be aware that some AccessAbility students may not able to sit their exam in LearnJCU (including Respondus/Respondus monitor) and may be required to come on campus with a hard copy exam paper.

If you need to provide a hard copy exam paper, it is important to include any specific instructions or materials that you may have advised students in LearnJCU. This is so that the examination supervisor is aware of what is/is not allowed in the exam room.

Exam papers

Two exam papers need to provided

Subject Coordinator must prepare Examinations papers for the End of Study Period Examination, a Supplementary/Deferred Examination paper and any additional examination papers requiring Reasonable Adjustments. Any Supplementary/deferred examination paper that is not used may be used for a future Examination.

Peer checking/Approval

Each exam paper must be peer checked and approved by the Academic Head of Discipline prior to uploading into Databee.

Exam formatting

The Subject Coordinator is responsible for formatting the hard copy exam, attaching the current coversheet from Databee portal and uploading the exam paper file by the due date. For online exams, setting up the online exam in the Assessment folder on the relevant LearnJCU subject site in due no later than 2 weeks prior to the start of the exam period. AccessAbility students that have approved extra time will also need to be setup in LearnJCU.

Exam Paper collection

Your exam paper will be ready for collection and notified in Databee as soon as the exam paper has been scanned into the Exams Office

Online Exam Settings Audit

The exams team are responsible for checking the exam settings for online formal end of Study Period exams. The below check list has been created to assist academics in the setting up their formal exam folders and exam settings.

A Checklist has been created which you can download here:

[Online Exam Settings Checklist for Academics](#)

The below table lists the areas that are included in the Audit of all LearnJCU exams.

Audit	Ultra exam settings requirement
2 week Comms	Exam instructions must be available in LearnJCU at least two weeks prior to the examination. These can be located in either the <i>Announcements</i> or the <i>Exam Assessment Folder</i> . If no specific detail required, a reminder announcement of the date/time and folder location of the exam is sufficient.
Respondus Information	Respondus only - Respondus information be made available in the Exam Assessment folder for students' quick reference, which also includes a quick download link to the most recent version of Respondus. https://www.jcu.edu.au/learn/guides/respondus
Respondus practice test	A practice Respondus test should be made available for students approximately two weeks prior to the exam period commencing. This should also be in the assessment folder for quick reference.
Exam Title	Ensure that the exam title is easily identifiable to help students locate it on the day of the exam. E.g. <i>NS5133 Formal Exam</i> or <i>NS5133 Formal Supp/Def Exam</i> . Refer to the assessment item in the Subject Outline.
Exam Folder	The Assessment folder needs to be visible to students. Students cannot open the examination until the examination release conditions have been met.
Due date removed	The "Due date" field should be blank . If this has a date and time populated, it will contradict the duration.
Release conditions	Students have <u>30 minutes</u> to commence their online exam from the exam start time (either 8:45am or 1:15pm). The release conditions set on the exam should reflect this.
Grade Category	The grade should be set to either Exam or Assignment (not Test)
Attempts	Attempts allowed should always be set to 1
Assessment grade	The Assessment Grade check box often automatically defaults to being selected, but must be unselected . If it remains selected then grades will automatically be posted once graded.
Assessment results	The "Assessment results" will default to automatically allowing students to view their submission post exam and automated question feedback. This must be disabled - changing the submission view to Hidden form Students.

Duration & Automatic submission	The Time Limit should be the same as the timetabled duration. Online exam durations are inclusive of read time as published in the timetable. Automatic submission should be enabled in the submission rules.
Safe assign	Safe assign (labelled as “Originality Report”) is an originality checking tool for LearnJCU assessment items. This is not a mandatory feature and is beneficial on short answer/essay style questions. It is disabled by default; however, some coordinators will opt to enable this depending on the nature of their assessment.
Description	The “Description” section is a free text field and will appear on the front screen of the subject site. It is not a mandatory field, however, to minimize on the day questions, it is good practice to add a reminder about the exam date and time, as students will see this in the lead up to the exam, for example: Refresh your browser after <start time> AEST on <exam date> to access your exam. If you have technical issues during your online exam please email exams@jcu.edu.au and include your student ID, subject code, contact number and a brief overview of your issue or call (07) 47814246. (this provides exams with a date/time stamp for Special Consideration evidence)
Correct Respondus settings (Respondus only)	Respondus settings need to be applied (don’t/do require Respondus, don’t/do require proctoring). In the Advance settings, ensure that the check box has been unticked so that students can view feedback and results without the lockdown browser.
AccessAbility adjustments	Accessibility time accommodations need to be applied as per the list provided by the exams team, 4 weeks prior to the exam
Drop Box	<u>Do not use</u> a Dropbox for exams - it is not supported Exam method.

Online Exams additional info

Support building your online exam

[Learning Environments](#) offer consultations as well as online resources to guide staff in the correct configuration of Respondus-enabled exams. Academics can also reach out to the [Learning Technologies](#) Team who can provide ‘at elbow’ support in building and setting all online exam types and assessments.

Lockout

Online LearnJCU exams, Online Respondus exams, On-campus, Online Respondus exams, and Online Respondus exams with Monitor should be set with a 30 minute lock out window so that students cannot start the exam any later than 30 minutes after the scheduled start

time.

Practice exam

An online practice exam should be provided to students so that they can identify and resolve any technical requirements or issues accessing the exam prior to their exam. It is recommended that you set the practice to have question types that will be used in your main exam and that it is set in the same manner so students can familiarise themselves with the process.

Settings check or other technical assistance

Once you have been advised by email that your online exam settings have been audited, Do Not Make Only Changes. Please refer to the Exams Team via exams.staff@jcu.edu.au for settings checks and on the day technical assistance.

Review of Respondus recordings

The Exams team are responsible for monitoring flagged videos for Online exams managed by the exams office. Any findings of possible academic misconduct will then be flagged to the Student Matters team. Access for manual checking of recorded footage is available to the Exam team or those with a Teaching role in the subject, via the Monitor dashboard in the LearnJCU subject.

Note: The exams team are responsible for running internal reporting on all formal exams that are managed by the exams office.

Online Exams Technical Support for Students

The Examinations team provide technical support to students during the formal exam periods only. Any on course technical enquiries will be supported by IT unless otherwise advised by the Subject Coordinator/College.

Staff should be aware of the following;

- Formal exam start times are 8:45am AEST and 1:15pm AEST
- Students should be logged in before the start time in preparation to access their exam.
- Exams cannot be accessed prior to the exam start time. Note – Sup/Def exams won't be visible to students in LearnJCU until the scheduled exam time.
- Instructions for the exam are to be provided by the Subject Coordinator in LearnJCU. Either in the "Information for Students" folder (or similarly named folder), or through student announcements.

Students should be directed to the [Exams](#) webpage for guidance on exams.

Exams Team Contact Details

Please direct all students to contact our team via one of the following:

Email: exams@jcu.edu.au (preferred contact method)

Ph: (07) 478 14246

Exam Day information

- On the day of the Examination a member of the teaching team must be contactable to respond to urgent questions or issues arising with the examination
- Entry to an exam room will require an Examination Supervisor to verify your ID.
- Entry to an exam room is only allowed prior to the start of the exam.
- All Staff, excluding the Examination Supervisor/s, must leave the exam room when the Examination Supervisor indicates the Examination is about to start, unless a staff member is expressly permitted to stay by the Examination Supervisor.

Please be aware – your students may be situated across multiple rooms on campus or at an external venue. If you choose to attend the exam room you are required to make yourself available to all other students, regardless of their location, to ensure a fair and equitable exam for students.

External Students

All students are required to ensure their Semester Residential address is up to date as this information is used when scheduling their exams.

For an external student residing overseas, you will need to consider this when submitting your exam request. You may consider an alternative (online) assessment type for the whole cohort or provide an alternative just for the overseas student.

For an external student within Australia, who resides more than 100km from campus, the exams team will arrange an external venue for the student to sit their hard copy exam. For Trimester Sup/Def exams, you will need to provide an online exam for these students, as an external venue is not an option.

If an external venue is not available, or the exam is for Trimester Sup/Def exams, and online exam type will be required.

If you are aware of an internal student who is overseas or not on campus, they will need to apply for Special Consideration to defer their exam.

All exams are scheduled for Australian Eastern Standard Time (AEST) regardless of the location of the student.

Special Consideration

Please refer to the Policy/Procedure

[Student Special Circumstances Policy](#) , and

[Special Consideration Procedure](#)

Deferring an end of Semester/Trimester examination approval is managed by the exams

team and an ED grade is entered in SMS when an application is approved.

Deferring an end of Semester/Trimester Supplementary or Deferred exam.

Approval is determined by the Subject Coordinator/Delegate. The exams team receive these applications and will follow up any missing or inappropriate documentation.

The application will then be forwarded to the Subject Coordinator/Delegate to manage using the following template –

Good **Morning/Afternoon,**

This email is to advise that we have received the attached application to defer an already deferred or supplementary exam.

*The delegation to approve these applications is the responsibility of yourself as the Subject Coordinator; and if approved, you are required to request a Special exam from your College Dean. The application and supporting documentation has been reviewed against policy and can confirm the evidence provided **meets policy/does not meet policy.***

- **Approved application** – you are required to request a Special Exam from the College Dean and you will then need to facilitate the exam and advise the student of the date, time and exam type.
- **Declined application** – if you do not wish to approve this application, you are required to advise the student that their application has been declined.

If you need to book a room you will need to book this through estates - please click [Internal Room Bookings](#)

If you need to request an Invigilator please email exams.staff@jcu.edu.au with your College charge code, date and time of your exam.

If you have any questions, please reply to this email for assistance.

Kind Regards

Examinations and Graduations

T 07 4781 4246

E exams.staff@jcu.edu.au | W jcu.edu.au