

Temporary Policy Amendment Notice

Administration of Final Examinations Policy

Due to Covid-19 disruptions and the decision to shift to online examinations, the following amendments are temporarily approved (changes highlighted). The Policy will revert to its previous content, or be reviewed and permanently updated, following the last semester in which the Epidemic Preparedness (COVID-19) Notice 2020 is in place.

Approved by the University of Otago Senate, 18 May 2020.

Amendments

Definitions

<i>Examination paper</i>	The physical or electronic document containing examination questions and instructions which is prepared by the University for a particular paper.
<i>Examination script</i>	The physical or electronic document containing a student's responses to a final examination.

1. General

- (f) In any semester in which the Epidemic Preparedness (COVID-19) Notice 2020 remains in place for some part of the semester, the Deputy Vice-Chancellor (Academic) may advise changes to administrative arrangements in this Policy under the authority of the Senate. However, dates of the publishing of timetables as laid out in clause 3(e) may not be changed without full Senate approval.

3. Examination Timetable

- (f) The organisation of written final examinations outside the normal examining period will only be permitted with the written approval of the relevant Pro-Vice-Chancellor and only if this is provided before the time when information about the timetabling of examinations is requested. In such cases, the Head of Department concerned shall be responsible for:
- i. sending a copy of the Pro-Vice-Chancellor's approval to the Group Leader, Examinations;
 - ii. setting the date and time of the examination;
 - iii. arranging the examination venue (if applicable);
 - iv. informing the candidates of these details;
 - v. arranging for supervisors and their payment where members of the Department's staff are not used (if applicable);
 - vi. printing, delivering, or arranging delivery of the examination paper in the prescribed format; and,
 - vii. lodging a copy of the examination paper with the Student Administration for inclusion in Library sets of examination papers.

4. Preparation of Examination Papers

- (c) In delivering examination papers to Student Administration for printing, departments are responsible for:
- i. ensuring the complete accuracy of the examination paper, in presentation and content (two signatures or equivalent authorisations are required to verify this, normally those of one examiner and the Head of Department);
 - ii. providing final confirmation of the duration of the examination;
 - iii. indicating any materials which candidates are permitted to bring into the examination, such as calculators, texts, etc.;
 - iv. indicating whether the examination paper may be published afterwards by the Library; and
 - v. providing the name and contact details of an examiner who may be contacted about the content of the examination on the day of the examination, and at any time during the examination; and,
 - vi. delivering the paper in person if the department is in Dunedin (papers from departments outside Dunedin should be marked 'Confidential' and sent by courier; the internal mail system must not be used).

5. Alternative Arrangements due to Significant Other Commitments

- (a) Alternative arrangements for sitting an examination at an alternative time and/or place may be considered where the candidate is prevented from sitting the examination at the prescribed time and/or place by:
- i. competing or participating as a national representative; or competing or officiating at an international competition recognised by a fully constituted international governing body; or trialling, as a genuine contender, for selection as a national representative, as verified by a fully constituted national governing body;
 - ii. a bereavement in their immediate family;
 - iii. the wedding of a member of their immediate family; or a wedding in which they are to be a member of the wedding party;
 - iv. serious illness or incapacity (candidate or immediate family);
 - v. a posting as a member of the New Zealand Armed Forces, NZ Police, or a staff member of the Ministry of Foreign Affairs; and/or
 - vi. religious commitments; and/or
 - vii. a travel booking made in good faith between 22 April and 13 May.
- (b) Alternative arrangements may be made to allow a candidate to sit a digital examination at an alternative time where the candidate is overseas and in a significantly different time zone.
- (c) Requests for alternative arrangements based on the criteria in 5(a) or (b) above should be made to Student Administration, by the following deadlines.
- 1 February for the Summer School examinations;
 - 1 20 May for first semester examinations;
 - 1 September for second semester examinations.

6. Alternative Arrangements due to Disability or Impairment

- (b) Applications for alternative arrangements for candidates with disabilities should be made online via eVision, and with the required supporting documentation, by:
- 1 February for the Summer School examinations;
 - 7 20 May for first semester examinations;
 - 7 September for second semester examinations.

7. During the Examination

- (a) ~~The examiner, or an appropriate substitute, named as the contact person for a paper must be able to be contacted by telephone at any time during the examination, and have immediate access to a copy of the examination paper.~~