

## Appendix 3

### Breach of Examination Rules Procedure

**Note – This procedure applies to all University examinations, regardless of system or campus location.**

1. Where a breach of the examination rules is suspected, the Head/Manager of Academic Administration and Student Affairs (AA&SA) shall coordinate an investigation into the allegation by meeting with the student.
2. The meeting with the student will be attended by the Head/Manager of Academic Administration and Student Affairs (AA&SA) and the Examinations Officer or designees. Any meetings with the student will take place on site.
3. Where the AA&SA:
  - a. is satisfied that no breach has occurred; the matter may be closed without further action and the student notified
  - b. considers the breach to be technical in nature; can apply a formal warning
  - c. has evidence that notes or other prohibited material has been taken into the exam hall or other breaches of examination rules have occurred, which could impact the student's mark; an automatic penalty of zero will be applied to the exam component or the AA&SA has the authority to instead refer the matter in accordance with 6 below.
4. The student will be advised in writing of the decision by the AA&SA.
5. Where there is an impact on the mark for that subject, the student's Faculty office will be informed by AA&SA.
6. The AA&SA may, at their discretion, refer a matter to the Complaints Resolution Officer (CRO) under the Student Academic Misconduct Policy and Disciplinary Procedure through the completion of a complaint form. This may include, but is not limited to, if a breach of examination rules is deemed by the AA&SA to be of a serious nature or is found to be a recurrent breach by the student. If a matter is referred to the Student Academic Misconduct Policy and Disciplinary Procedure ('the Policy'), it shall then be addressed in accordance with that Policy and the associated procedure.
7. Where a student seeks to dispute the decision to apply an automatic penalty of zero to the exam component under 3c above, they must do this in writing to the AA&SA within five working days of having received written confirmation of the decision. The AA&SA will then

refer the matter to the CRO under the Student Academic Misconduct Policy and Disciplinary Procedure through the completion of a complaint form.