

FACE-TO-FACE EXAMS GUIDELINES

Face-to-face exams are held at a time, date and location as specified on the Final Assessment timetable. These may be a written paper exam or an online exam in a computer lab on campus.

If you have a Learning Access Plan you will receive details of your exam including location via your student email address 1-2 weeks prior to the start of the exam period.

What to bring to your exam

- You must bring your Student ID card or other form of photo ID (Australian government issued photo ID or your passport) with you to every exam. It must be written in English and displayed on your desk for the whole exam.
- You can bring all standard stationery (e.g. writing instruments, an unmarked eraser and an unmarked ruler), a clear bottle of water with no labels, and the [allowable materials \[PDF 114KB\]](#) specific to your exam.
- Mobile phones and smartwatches must be switched off before entering the exam venue and placed in a bag under your chair. Wristwatches must be placed on your desk.

When you arrive

- Arrive early so you can find your seat number on the list outside the exam venue. You will need to use your student ID number to find your seat number.
- You will not be permitted to enter an exam venue later than 30 minutes after the exam has commenced. Please note that extra time will not be granted if you do not present for an examination at the correct time and place.
- Exam staff will provide instructions once you are permitted to enter the exam venue.

During your exam

- Follow all instructions given by exam staff.
- Your student ID should be placed on the desk facing up. Exam staff will check your student ID during the exam.
- Talking is not permitted within the exam venue unless to speak with a supervisor. You must not disrupt or distract others.

After your exam

- You will not be permitted to leave the exam venue within the first 30 minutes of the start time of the exam or within the last 15 minutes of the exam.
- Exam materials must not be removed from the exam venue. This includes exam papers, script books, multiple choice answer sheets and other supplied materials.
- If you feel unwell during the exam or feel that your performance was affected in any way, check if you are eligible for [Special Consideration](#).