

Identification and exam attendance slip

1. You must present a current Deakin University Student ID card at each exam. In exceptional circumstances a driver's licence, passport or any form of National ID card (for example, Malaysia ID card, Singapore ID card) may be accepted as an alternative form of photographic identification.
2. If you have an expired Student ID card you must present a current driver's licence, passport or any form of National ID card (for example, Malaysia ID card, Singapore ID card) as an accepted form of photographic identification.
3. On instruction from the Supervisor, candidates must complete an exam attendance slip and place it with their Student ID Card next to their seat number.

Items permissible and not permissible in exams

4. Candidates are required to bring their own writing equipment as these will not be supplied (eg. pens, pencils (2B), erasers etc.). These items should be *stored in a clear non-coloured plastic bag*.
5. Pencil cases are not permitted.
6. Candidates are not permitted to bring blank paper into *any* exam.
7. Candidates are only permitted to bring their purse/wallet, mobile phone and keys into the exam room. All other personal belongings (any type of bag, additional clothing, motorcycle helmets etc.) must be stored in the designated area before entering the exam room.
8. Ear plugs may only be worn on presentation of a medical certificate. Headphones are not permissible.
9. Any type of electronic device including laptop computers, iPads, tablet computers and digital pen cameras are not permitted.

Mobile phones

10. Mobile phones must be switched off and placed face up under your desk for the duration of the exam. Mobile phones are not permitted to remain on your person at any stage.
11. Candidates are not permitted to actively use their mobile phone during an exam, as this is an academic offence. All incidents will be reported to the Faculty Academic and Progress Discipline Committee.

Electronic and hardcopy dictionaries

12. Electronic dictionaries are not permitted in any exam.
13. Hardcopy dictionaries (including English and foreign language dictionaries) are permitted for use in open book exams only.

Open and closed book exams

14. The University conducts both closed book and open book exams. It is a student's responsibility to confirm prior to an exam whether the exam is closed book or open book. This information is available in Unit Guides.
15. In a closed book exam, notes of any kind, including those written on rulers, calculators or calculator covers, or on parts of the body, are not permitted and any incident will be reported to the relevant Faculty.
16. In an open book exam, students may bring in any hardcopy written reference material, including hardcopy dictionaries and textbooks with any annotations. Such materials are not permitted in closed book exams.

Exam conditions

17. Candidates are not permitted to enter the exam room more than 45 minutes after commencement of reading time nor are they permitted to leave during the first 45 minutes or last 10 minutes of an exam.
18. All exams have a reading time of 15 minutes. Candidates may not commence reading until instructed to do so by the Supervisor.
19. During reading time:
 - no writing is permitted;
 - no highlighting or marking of question papers, multiple choice answer sheets or reference materials in any way is permitted;
 - no calculators may be used;
 - you may read the question paper (for **closed book** exams)
 - **OR**
 - you may read the question paper and any of your reference material (for **open book** exams).
20. No communication of any kind is permitted between candidates in the exam room.
21. Candidates are not permitted to copy any questions or remove any exam material from the exam room.

Calculator use (refer to Appendix 1 for further information)

- 22. Candidates must check with their Unit Chair in advance if calculators have been approved for use in their particular exam. No formulas or any other information are permitted to be stored on or written on any part of the calculator. Other devices which are not primarily calculators but which have a calculator function are also not permitted. Any information stored on a calculator must be cleared before entering the exam room.
- 23. Calculators are not provided at the exam venue and candidates are not permitted to borrow calculators from other candidates.

All breaches of these instructions, whether or not committed with the intention of gaining an advantage, are considered an academic offence and will be reported to the relevant Faculty.



Appendix 1

Examination room calculator rules

In examinations that permit the use of calculators, candidates are able to use **any type of calculator**. Other devices which are **not primarily calculators** but which have a calculator function are **not permitted**, for example:

- Watches with a calculator function
- Mobile phones with a calculator function
- Palm Pilots
- Laptop or Tablet Computers
- Electronic scanners
- Electronic dictionaries
- Electronic organisers & diaries
- Pagers
- eReaders
- iPads/iPhones

The following are some examples of devices that are *not allowed* to be used as calculators:

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|--|---|---|
| <p>Figure 1 – Electronic Dictionary</p>  | <p>Figure 2 - Organiser</p>  | <p>Figure 3 – eReader</p>  |
| <p>Figure 4 – Mobile Phone</p>  | <p>Figure 5 – Slider Phone</p>  | <p>Figure 6 – Calculator Watch</p>  |
| <p>Figure 7 – iPad</p>  | | <p>Figure 8 – iPhone</p>  |