

# END-OF-MODULE ASSESSMENT AND EXAMINATIONS (DLI) PROCEDURE

## Section 1 - Preamble

(1) This Procedure is effective from 15 December 2025.

## Section 2 - Purpose

(2) This Procedure outlines the administrative arrangements and processes for end-of-module assessments and examinations at Deakin University Lancaster University Indonesia (DLI).

## Section 3 - Scope

(3) This Procedure applies to end-of-module assessments and examinations in all higher education programs offered at DLI.

(4) General requirements for end-of-module assessment and examinations are specified in the Higher Education Assessment (DLI) Procedure.

(5) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

## Section 4 - Policy

(6) This Procedure is pursuant to the Higher Education Programs and Assessment (DLI) Policy.

## Section 5 - Procedure

### General Responsibilities

(7) The COO or nominee is responsible for scheduling and managing end-of-module assessments and examinations.

(8) Student Services works collaboratively with digital support staff to set-up and support online end-of-module assessments and examinations.

- (9) All staff who have access to materials relating to end-of-module assessments and examinations are jointly responsible for its security during all stages of the assessment process. At no point should materials be released to unauthorised persons before the scheduled start time.
- (10) Academic staff must observe strict electronic and physical security protocols when writing, collating and communicating end-of-module assessment and examination materials:
  - a. Electronic versions must be stored on a secure DLI server and should not be forwarded for review by email.
  - b. Any printed copies retained by staff should be securely stored at all times.
  - c. Once developed, materials must not be used before the scheduled assessment time.
- (11) This procedure should be read in conjunction with the documentation on Reasonable Adjustments, noting that alterations may be made to the conduct of examinations in line with a student's individual learning plan.

### **Management of End-of-Module Assessments and Online Examinations**

- (12) End-of-module assessment and online examination content and associated materials will be delivered to students by DLI Student Services via the DLI Learning Management System and supporting systems.
- (13) Student responses will be submitted through secure online systems that allow electronic transfer. Email submission is not permitted.
- (14) Where submission is not possible owing to failures in DLI online systems, appropriate special consideration will be made in line with DLI Higher Education Assessment Procedure clauses 38-51.
- (15) DLI will designate assessors who are authorised to access online responses for specified modules.
- (16) Assessors will have a current DLI staff user account. Access to student responses will be assigned and authenticated using the assessor's DLI login credentials.
- (17) An online proctoring service will be engaged by DLI to provide:
  - a. supervision of online examinations; and
  - b. proctoring reports and recordings.
- (18) The proctoring company will provide reports or recordings where suspicious student behaviour has been identified. Recordings will be reviewed by Student Services staff who are trained to identify potential academic integrity breaches, and where a breach is identified this will be handled in line with Staff Roles & Responsibilities, as set out in the Academic Integrity (DLI) Policy, clause 16.

### **Management of Campus-Based Examinations**

- (19) DLI will provide spaces for in-person examinations either on DLI's campus or at other physical locations.
- (20) DLI Student Services will engage examination supervisors in accordance with the following requirements:
  - a. There must be a minimum of three supervisors per examination, unless the examination sitting is for one or two students, in which case two supervisors will suffice;
  - b. In addition to the minimum of three supervisors, there must be at least one supervisor present for every additional 25 examination candidates at an examination venue. Any variation to this ratio must be approved by the COO;

- c. Current students are not permitted to act as examination supervisors.
- (21) The Module Chair (or a suitably qualified academic nominee) for the examination being sat should be available to assist, should any issues arise with the examination paper during the examination itself.

### **Paper-based examinations**

- (22) The Module Chair will submit to Student Services two versions, a first sit and resit, of each paper-based examination through a secure online electronic submission system. Email submission
- (23) is not permitted. Paper-based examinations required for supplementary or special examinations will also be submitted by the Module Chair as requested by Student Services.
- (24) Student services must print, store, collate, package and dispatch examination papers and associated materials in secure areas, and systematically record dispatched materials to enable accurate reconciliation upon return.
- (25) Examination venues must have secure storage facilities available from the time of receipt of examination materials until the conclusion of the end-of-module assessment and examination period.
- (26) Examination supervisors must not permit students to remove any examination material from the examination room.
- (27) Completed examination papers and other materials must only be collected by DLI staff authorised by the COO (or nominee). The collector must provide an DLI staff identification card. Examination materials and answer booklets must be counted and signed for by the collector.
- (28) All unused paper-based examination materials must remain in the custody of Student Services in secure storage for later destruction.

### **Suspected Security Breach**

- (29) Where a member of staff or other person has reason to believe that the security or academic integrity of an end-of module assessment or examination has been compromised (e.g. leaked assessment), the person must immediately advise the COO who will determine the appropriate course of action in consultation with the Rector.
- (30) Where the security breach occurs before the assessment or examination has been delivered, a replacement assessment or examination may be administered where feasible taking into account relevant considerations, including the number of students involved and the timing of the assessment.
- (31) Where a security breach is suspected or detected after the examination has been completed, the Examination Board Chair will (in consultation with the Rector) review the marks/grades, determine what action should be taken in consultation with the Rector (e.g. adjustment of marks/grade, allocation of interim administrative grade, additional assessment or examination) and advise Student Services accordingly. Any suspected breaches of academic integrity shall be treated in accordance with the Academic Integrity Policy and supporting Procedure.
- (32) Students will be advised of any change to or delay in finalising assessment in the module and the details of any required alternative or additional assessment.
- (33) When the alternative or additional assessment has been completed, students will be notified of their results through the usual results notification process.

## **Authorised Resources and Materials**

Resources that may be used in end-of-module assessments

(34) There are no restrictions on the resources that students may access during an online assessment, with the exception of the following which are prohibited unless otherwise specified in the assessment instructions:

- a. contract cheating sites;
- b. artificial intelligence content generation sites;
- c. resources that compromise the purpose of the assessment task; or
- d. help from peers or others.

Resources that may be used in end-of-module examinations

(35) Resources that may or may not be used in end-of-module online and on-campus examinations will be specified in the examination instructions, as per clauses 36-40 below.

(36) Where an examination has specified resources that can be brought in, these will be communicated to students a minimum of two weeks in advance of the examination.

(37) Where an examination does not allow for resources to be brought in, this will be communicated to students a minimum of two weeks in advance of the examination.

(38) Unauthorised resources must be out of a student's reach during end-of-module examinations (online or on-campus). This includes the following materials:

- a. purses and wallets;
- b. bags and pencil cases;
- c. mobile phones, which must be switched off and phone alarms de-activated;
- d. notes of any kind – these must also be out of sight during online examinations;
- e. note pads or writing paper;
- f. electronic devices other than the computer they are using to take the examination, including electronic dictionaries, electronic translators, smart watches with a calculator function, laptop computers, electronic scanners, electronic organisers and diaries, digital pen cameras, digital pens, portable music devices, text retrievable devices of any kind, and iPads or similar tablet devices;
- g. watches or smart watches;
- h. headphones or earbuds.

(39) Exception may be made to the above list where a student has an individual learning plan that requires adjustments be made.

(40) The possession or use of unauthorised material by a student in an assessment or examination may result in the imposition of a penalty in accordance with the Student Academic Integrity (DLI) Procedure.

## **Student Responsibilities**

- (41) Students must at all times follow the directions of Module Chairs, Student Services staff and examination supervisors when preparing for and completing end-of-module assessments and examinations.
- (42) Students must not document or share the content of end-of module assessments or examinations unless explicit approval has been provided as part of the assessment or examination instructions. This includes taking screenshots, copying, removing items, or using devices to photograph, record, video or live stream content.
- (43) Students must not circumvent examination security.
- (44) Students must present their DLI student identification card at every examination they sit. In exceptional cases, other forms of photographic identification may be accepted (e.g. driver's licence, passport, official national identity card).

### **End-of-module assessment and online examinations**

- (45) In the case of end-of-module assessments and online examinations students must:
  - a. must make themselves ready at their chosen location;
  - b. ensure that their technology is adequate to undertake the assessment or examination;
  - c. start and end the assessment or examination during the approved period or according to their allocated schedule; and
  - d. not communicate with any person in any way (except an approved support person) unless otherwise specified in the instructions.

### **On-campus examinations (digital and paper-based)**

- (46) In the case of on-campus digital and paper-based examinations students must:
  - a. arrive at the examination venue in sufficient time to check their seat allocation and sit in the place they have been allocated;
  - b. arrive no more than 45 minutes after the beginning of the time set for the examination (or they will not be admitted to the examination);
  - c. students who arrive late (subject to b above), will not be permitted any additional time, with the examination ending at the scheduled time;
  - d. not communicate with other students during the examination in any way;
  - e. not borrow, lend or exchange equipment or material during the examination, including through a supervisor;
  - f. not leave the examination room earlier than 45 minutes after the beginning of the reading time or during the final 10 minutes of the examination – a 10-minute time warning will be provided by the supervisor;
  - g. leave the examination room quickly and quietly without disturbing any examinations that may still be in progress; and
  - h. leave all examination materials on the examination desk, including unused materials and scrap papers (blank or annotated).
- (47) Additionally, in the case of paper-based examinations students must:

- a. bring their own writing equipment in a clear non-coloured plastic bag, including pens, pencils (2B pencils recommended) and erasers as required – these items will not be supplied at the examination;
- b. not commence writing the examination paper until advised by the supervisor at the end of a 15-minute reading time at the start of the examination (but allowing for note-taking on scrap paper or the question paper during reading time);
- c. at the conclusion of reading time, enter their personal details on an attendance slip, which will be collected by the supervisor either during or at the end of the examination;
- d. at the end of the examination remain seated until given leave by the supervisor after all examination papers have been collected; and
- e. not remove examination question papers or answer booklets from the examination room.

(48) Students at on-campus examinations will only be allowed to bring in a clear, unlabelled water bottle unless there is a documented Individual Learning Plan exemption.

#### **Storage and archiving of end-of-module assessment and examinations**

(49) The COO will make arrangements for the secure online storage of end-of-module assessment and examination materials for a minimum period of twelve months after the release of final results to students.

(50) If a review or appeal relating to the assessment or examination is commenced within six months of the examination period, materials will be retained until completion of the process.

(51) Materials will be retained securely in accordance with the Information and Records Management (DLI) Policy, including any documentation of decisions about special consideration applications, amendments to results or supplementary assessment.

(52) Student Services will facilitate the archiving of all end-of-module assessments and examinations. Records will be stored electronically on a secure server and may only be accessed with the authority of the COO (or nominee).

#### **Disciplinary action**

(53) Breaches of end-of-module assessment or examination security, or any other act that jeopardises the integrity or management of assessment, will be dealt with under relevant DLI staff and/or student misconduct policies and procedures.

## **Section 6 - Definitions**

(54) For the purpose of this Policy:

- a. **Campus-based examinations** are end-of-module examinations held at the DLI campus or other physical location.
- b. **Chief Supervisor** role appointed by the COO to lead the smooth running of examinations and following of procedure.
- c. **End-of-module assessment and examinations** occur at the end of a teaching period when final summative assessments are scheduled.
- d. **Examination** means supervised summative assessment that is scheduled during the end-of-module assessment and examination period.

- e. **Supervisor**: a person who has responsibility for the active supervision of an examination for its duration.
- f. **Supervised** means that an examination is conducted under the observation of an authorised supervisor or online proctor to ensure academic integrity and compliance with examination requirements.

## ASSOCIATED DOCUMENTS

- Higher Education Assessment (DLI) Procedure
- Information and Records Management (DLI) Policy [in development]
- Staff Code of Conduct (DLI)
- DLI Staff Disciplinary Procedure [in development]
- Student Code of Conduct (DLI)
- Student Academic Integrity (DLI) Procedure
- Schedule A: Outcomes for Breaches of Academic Integrity

DOCUMENT DETAIL	
<b>Name of document</b>	End-of-Module Assessment and Examinations (DLI) Procedure
<b>Overarching legislation</b>	<p><b>Australia</b>  <a href="#">Deakin University Academic Board Regulations</a>  <a href="#">Deakin University Act 2009 (Vic)</a>  <a href="#">Deakin University Statute</a>  <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></p> <p><b>United Kingdom</b>  National legislation, including advice provided by the <a href="#">Competitions and Markets Authority (CMA)</a>;  The English Higher Education regulator, the <a href="#">Office for Students</a> and its conditions of registration, and other relevant government bodies and agencies;  The <a href="#">Charter, Statutes and Ordinances of the University of Lancaster</a>.</p>
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<b>Responsible Executive</b>	DLI Rector
<b>Implementation Officer</b>	DLI Chief Operating Officer
<b>Policy/procedure superseded</b>	Not applicable
<b>Summary</b>	This procedure describes processes for administering end-of-module assessment and examinations at the end of a teaching period at Deakin University Lancaster University Indonesia (DLI).

<b>Key words for online searching</b>	Exam, Paper based, Digital, Structure, Materials, Resources, Breach
<b>Category</b>	Management
<b>Target audience</b>	Staff