

Final examinations will be held at the end of each semester, under supervised conditions. Examinations for university-linked units (i.e. Diploma units) are set and moderated by the University.

The examination timetable is available on myPIBT student portal approximately four weeks before the commencement of examinations. Copies will also be placed on noticeboards.

*Students are required to follow **all** instructions given by an examination invigilator to ensure proper conduct during the examinations.*

1. Students must be aware that it is their responsibility to check the timetable **carefully** and note the day, time and the room number of each examination. No special consideration will be made for a student who misses an examination due to misreading the timetable and will not under any circumstances constitute grounds for granting a deferred exam.
2. All morning examinations commence at 9:00 am and all afternoon examinations at 1:30 pm. Please arrive at the examination venue 20 minutes before the start of the examination to ensure that you are able to find the room on time. Students will be admitted into the examination room 10 minutes before the scheduled start of the examination.
3.
 - (a) Students **will not** be permitted to **enter** an examination room:
 - after the first hour of the examination. (Late arrivals **will not** be given any extra time.)
 - (b) Students **will not** be permitted to **leave** an examination room:
 - during the first hour of the examination or
 - during the last 10 minutes of the examination.
4. Students should remember to bring the following items to the examination:
 - Student ID card (required for all examinations). Please place on your desk for the duration of the examination.
 - Pens, pencils, ruler, eraser, etc. as required
 - Non-programmable calculator (if required). As a rule, programmable calculators are usually **not** permitted to be used during examinations. If allowed, all memory must be cleared prior to entering the examination venue.
5. All bags must be left at the designated area as instructed by the invigilator. Students are strongly advised not to leave any valuables in their bags.
6. During the examination students are not permitted to wear caps or other headwear (except for religious wear).
7. Pencil cases, calculator covers, or anything that may contain items, are to be placed under your desk or seat.
8. All mobile phones and any other electronic devices (eg iPods etc) **must be switched off** and placed under your desk or seat.
9. Food and drink are not to be taken into the examination room except for water in a clear unlabelled bottle.
10. English-foreign language dictionaries are permitted in all examinations (eg: English-Chinese) but must be placed on the floor under your desk or seat until needed. An invigilator will check that you do not have any notations or comments in your dictionary. Any unauthorised material found inside dictionaries will be removed and students will be deemed to be in breach of examination regulations.
11. In examinations where the lecturer has specified that students are permitted to bring in a dictionary, the dictionary must be a **book-type dictionary only**
 - Foreign language/English dictionaries are permitted in all examinations, regardless of whether the lecturer specifies it on the front of the exam.
 - Electronic dictionaries or electronic diaries with calculator functions are **not** permitted.
 - Specialist dictionaries (eg. Computing dictionary, Business dictionary) are **not** permitted in any form.
 - Advanced Learner Dictionaries – those which contain both foreign language and explanations in the English language, are **not** permitted.
 - Please ensure that you do not leave any study notes or notations of any kind in permitted dictionaries, as these may be considered to be an attempt to cheat.
12. Write your name, student number on your attendance slip and on each of your answer booklets.
13. All examinations have a standard 10 minutes reading time (with the exception of LAW1100 which has 15 minutes). At the completion of the reading time, you will be instructed by the invigilator to commence writing. When the invigilator indicates that the time of the examination has finished you must stop writing immediately. At the conclusion of the examination, students must remain seated until all exam papers have been collected and the invigilator has instructed you to leave the room.
14. If you have a question, or if you need to use the bathroom, please raise your hand and you will receive assistance from an invigilator.
15. Students who have left the examination room will not be allowed to return unless they have been under approved supervision for the period of their absence.
16. Students must not communicate with each other during the examination. At all times please keep noise to a minimum outside of the examination room.
17. Cheating in an examination is an act of grave Academic Misconduct. Students found to be cheating, will be sent to see the Academic Director after the examination and will receive zero marks for that examination. A record of the incident will be permanently documented in the students file. All penalties applied are in accordance with the PIBT Assessment Policy, point 5.5 Academic Misconduct.

These measures comply with university regulations and ensure that all students are given an equal chance of passing.