



SIHE Examination Procedure

Policy Area: Academic Governance

Approval: Chairperson, Academic Council

Signature:

Date:

Purpose

Sheridan Institute of Higher Education (SIHE) acknowledges the end-of-semester, summative assessment (examination) helps maintain excellence in teaching and learning. This document provides step-by-step procedures for the design, delivery, and moderation (both internal and external) of examinations, including considerations for special circumstances. It should be read in conjunction with relevant guidelines and policies (see Appendix).

Scope

This procedure applies to Sheridan academic staff and, where applicable, to external individuals involved in the process.

This document is organised into three different sections to highlight the step-by-step procedures relevant to:

1. Examination Preparation
2. Examination, and
3. Post-Examination.

Examination Preparation

Week	Procedure
9	School Dean identifies External Moderators if needed and contacts them. (Refer to the Assessment Policy p. 3)
	Unit Coordinator/Lecturer prepares the Examination Paper and a Supplementary Paper using the <i>Examination Paper Template</i> (M Drive/Examination materials).
	Unit Coordinator /Lecturer prepares the marking guide.
	Unit Coordinator /Lecturer completes page 1 of the <i>Examination Submission Form</i> .
	Unit Coordinator /Lecturer sends exam papers for moderation (internal or external).
	Moderator proofreads the documents, completes the top section of page 2 of the <i>Examination Submission Form</i> , and returns it to the Unit Coordinator /lecturer.
10	Academic Principal prepares and publishes the exam timetable and selects invigilators.
11	Unit Coordinator /Lecturer reviews the Moderator's feedback and makes any necessary adjustments; then emails the Examination Paper, the Marking Guide, and a copy of the Unit Learning Outcomes to the School Dean for final checking and sign off.
	School Dean signs off and emails the Examination Paper, the Marking Guide, and the completed <i>Examination Submission Form</i> to the Academic Principal.
12	Academic Principal prints the examination papers and prepares materials for exam week.
13	Unit Coordinator /Lecturer, in the final class, prepares students for the examination by using the <i>Examination Procedure for Students</i> (M Drive/Examination materials).

Examination

Please refer to the *Examination Procedure for Invigilators*, *Examination Procedure for Students*, and *Student Laptop Exam Procedures*.

Post Examination

Week	Procedure
Post-exam	Unit Coordinator /Lecturer marks all Examination Papers within two weeks of the exam being sat. Unit Coordinator/Lecturer sends a selection of Examination Papers/final assessments to the Moderator (internal or external).
	Moderator (internal or external) checks accuracy of marking and provides feedback to Unit Coordinator /Lecturer.
	Unit Coordinator/Lecturer reviews the Moderator's feedback and makes any necessary adjustments in consultation with the Dean.
	Unit Coordinator /Lecturer scans copies of all marked Examination Papers/final assessments. (For small classes, each paper can be named with the student's ID number. For larger classes, one bulk scan can be made.) The Unit Coordinator /Lecturer names these files using the year, semester, and unit code (e.g. 22S1RS191), and saves them to the Public folder in the X Drive. (Look for folders using the unit code.)
	Unit Coordinator /Lecturer records marks in Marksbook.
	Unit Coordinator /Lecturer emails their Dean and the Academic Principal a list of students who have achieved an overall mark of 45-49% in the unit along with a recommendation as to whom may qualify for a Supplementary Exam.
	The Dean gives final approval to Supplementary Exam candidates in discussion with the Academic Principal.
	Academic Principal organises the time for Supplementary Exams, informs students, and prepares materials and invigilation.
	Unit Coordinator /Lecturer gives all hard copies of the marked exam papers/final assessments to the Academic Principal for secure storage.
	Board of Examiners meets to review final marks in Marksbook and releases final results to students.
	Students may request to view exam paper/s within two weeks of the final marks being released in Marksbook.
	Students may lodge an appeal against their final mark/s within two weeks of the final marks being released in Marksbook. (Refer to the <i>Student Grievance Policy</i>)

APPENDIX: Document History and Version Control Record

Document Title: Examination Procedure

Source Documents:

Associated Internal Documents: Application for Alternative Examination Arrangement
Assessment Policy
Examination Procedure for Invigilators
Examination Procedure for Students
Examination Submission Form

Moderation of Assessment Form (pre-sitting)
 Moderation of Assessment Form (post-assessment - external)
 Moderation of Assessment Form (post-assessment - internal)
 Student Grievance Policy
 Student Laptop Exam Procedures

Associated External Documents:

Authorised Officer: Chairperson, Academic Council

Approved by:

Date of Approval:

Next Review Date: July 2024

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	19.5.22	Teaching and Learning Sub-committee	Draft compiled for SIHE