



# Examination Policy

Policy Area: Academic

Approval: Chairperson, Academic Council

Signature:

Date:

## 1. POLICY STATEMENT

- 1.1. Sheridan College will ensure that students are examined in a fair, valid and reliable manner.

## 2. GUIDING PRINCIPLES

- 2.1. Examination processes will be fair, consistent and transparent.
- 2.2. The Unit Coordinator prepares the examination and has it checked by a suitable co-examiner.
- 2.3. The Academic Principal oversees the examination process for the College

## 3. GENERAL:

### 3.1. Examination Paper Preparation and Submission:

- 3.1.1. The Academic Principal (or delegate) coordinates the examination and invigilation process.
- 3.1.2. Examination papers are to follow the most recent version of the Sheridan College Examination Template.
- 3.1.3. Co-examiners check the examination paper for accuracy and academic appropriateness.
- 3.1.4. Examination papers, once checked by the co-examiner, are to be lodged by the Unit Coordinator along with the Examination Submission Form by the Unit Coordinator to the Academic Principal at least one week prior to the examination date.
- 3.1.5. The Academic Principal is responsible for scheduling exams within the exam period.

### 3.2. Co-examination:

- 3.2.1. The Unit Coordinator will identify a co-examiner for the exam.
- 3.2.2. Exam papers are to be checked and signed off by the co-examiner for academic appropriateness, spelling and grammar prior to submission to the Academic Principal (The co-examiner may also be the Academic Principal).

### 3.3. Invigilation:

- 3.3.1. The invigilator will ensure that exams are carried out in accordance with the Sheridan College Invigilation Procedure for Examiners.

### 3.4. Marks Submission:

- 3.4.1. Marks are to be submitted via the Marks Submission Form.

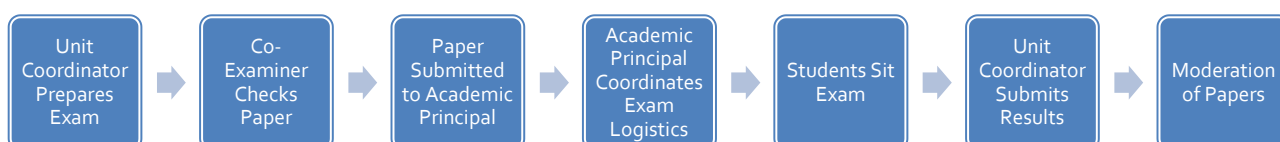
#### 4. EXTERNAL MODERATION

4.1. The Academic Principal will send a random sample of examination papers (not less than 5%) to a suitable external reviewer with the aim of reviewing the appropriateness of marks awarded by the marker.

#### 5. PAPER RETENTION

5.1. Examination papers are to be stored for a period of not less than three years.

#### 6. PROCEDURE OVERVIEW



#### 7. SUPPORTING DOCUMENTS

- 7.1. Exam Submission Form
- 7.2. Exam Paper Template
- 7.3. Marks Submission Form
- 7.4. Invigilation Procedures

#### 8. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

**Document Title:** Examination Policy

**Original Source Documents:**

**Associated Internal Documents:** Sheridan College Student Handbook

**Associated External Documents:**

**Authorised Officer:** Chairperson, Academic Council

**Approved by:** Mr Darren Smith

**Date of Approval:** 20 April, 2017

**Assigned Review Period:** 3 years

**Date of Next Review:** Dec 2020

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	26 Jan 2017		Draft compiled by M. Bambach for Sheridan College
1.00	20 April 2017		Policy approved by Academic Council 19/4/2017

Examination Policy

1.01			
1.02			
1.03			
1.04			