


<b>POLICY</b>		
Ref. to Legislative Frameworks:  HESF2015: Standard 1.4 / 3.1 / 5.2 / 6.3  SRTO2015: Standard 1.8	<b>Access to and Use of Past Examination Material</b>	
Version: 1.2	Policy Owner: Academic Dean	Issued on: 06/04/2018 Review by: 06/04/2020

### Revision History

Current Version	Description of Change	Policy Developer	Effective Date
1.2	Reformatted the content to be consistent with the updated template of policies and procedures in 2018  Changed 'Approved by' to 'Policy Owner' Changed 'Author' to 'Policy Developer(s)' Changed 'Academic Faculty Heads' to 'Heads of Academic Departments' Updated the References page with current versions of related documents  Added the Academic Board sub-committees to the Responsibilities section	Quality Assurance Support Officer	06/04/2018

## **PURPOSE**

This policy provides the guideline for accessing and using past examination material, in order to safeguard the integrity of assessment while assisting lecturers and trainers in preparing for examinations at Academies Australasia Polytechnic (AAPoly).

## **POLICY STATEMENT**

Past examination materials can be referenced for future assessment designs only with prior approvals by Heads of Academic Departments. Only extracts from past examination questions can be used by lecturers or trainers for students' exam preparation.

## **SCOPE**

This policy applies to examinations conducted by AAPoly and to the staff members involved in the preparation, conduct and review of examinations

## **DEFINITIONS**

Examination/exam	Detailed, formal test of a student's proficiency or skills – taking diverse forms and being a part of either formative or summative assessments
Vocational Education Quality Committee	A committee of the Board of Directors responsible for the monitoring and reporting on academic quality and the systematic review of existing training courses.
Higher Education Quality Committee	A sub-committee of the Academic Board, whose responsibilities include ensuring that the delivery of Higher education (HE) programs aligns with AAPoly's quality assurance principles, relevant policies and the expectations of the Higher Education Standards Framework (HESF)

## **POLICY GUIDELINES AND PRINCIPLES**

1. Past examination material is confidential and available for 'View only' only lecturers and trainers, for the sole purpose of assessment design and preparation. It may be used for benchmarking, moderation and assessment design purposes by respective units' trainers or lecturer.
2. The use of such past examination material must be in line with the policy. Past examination material is not available for distribution to students. AAPoly will not allow past examination material to be released in its entirety or in parts to students, whether in print, by email or online.
3. Please note the restriction that applies on the use of past examination material in the design of a current or future examination material. Lecturers or trainers are expected to develop a new set of final exam questions for each subject. Repeating

the same exam questions in the final exams are not permitted unless at least 2 (two) years (6 semesters) have passed since the last time those questions were used in the final exam. When designing examination material, lecturers and trainers have to check past examination material to ensure no repeat of the same exam questions that occurred in the previous 2 (two) years.

4. Parts of the past examination material may be used to coach students to prepare for the forthcoming examination, but the historical files may not be shared with the students whether as a whole document or in sections.
5. Access to and retrieval of past examination material is restricted to the Designated Head of Student Services (DH-SS) and appointed members of Student Services team. Lecturers and trainers who wish to view past examination material for benchmarking or exam preparation purposes will need to make specific written requests through the Academic Faculty Heads. Verbal or informal requests will not be accepted.
6. Only the Heads of Academic Departments may contact the DH-SS to request copies of past exam material. The DH-SS will not respond to direct requests from lecturers or trainers for past examination material.
7. Upon approval by the Heads of Academic Departments, lecturers can use some questions from past exam papers in tutorials to help students prepare for their exams.
8. The files to be viewed by the lecturers or trainers are in PDF only. The files may be downloaded and printed only for the designated lecturer(s) or trainer(s) only. Copying the files for any purposes is strictly prohibited.
9. Breach of this policy may result in the integrity of examination being compromised and cause cancellation of examination, which is a major disruption to the learning and teaching activities. Therefore, penalties apply to staff members (regardless of whether they are in permanent or sessional employment with AAPoly) who breach this policy and associated procedure.
10. Each trainer or lecturer will confirm in writing that they understand this policy and the associated procedure prior to receiving the past examination. A breach of the policy may result in termination of employment.

## **RESPONSIBILITIES**

- The Academic Dean is responsible for the development, maintenance, dissemination and continuous improvement of this policy.
- The Vocational Education Quality Committee and the Higher Education Quality Committee, oversee the implementation of this policy.
- The Heads of Academic Departments ensure that this policy is communicated to all teaching staff and monitor its implementation.
- The DH-SS is responsible for keeping past examination material in a secure physical location and at a designated site in AAPoly server.

## FEEDBACK

Any queries, feedback or concern about this policy should be emailed to the Academic Dean at [academicdean@aapoly.edu.au](mailto:academicdean@aapoly.edu.au). The Dean will respond within two (2) business days, unless circumstances require an immediate action. The feedback and its outcomes will be utilised in continuous improvement measures at AAPoly.

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## References

<b>Source</b>	<b><i>Document Title</i></b>	<b><i>Version/Date</i></b>
Internal	AAPoly Access to and Use of Past Exam Material Procedure	v1.2 06042018
	Academic Quality Assurance Policy	v3.3 06042018
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework	2015
	TEQSA Guidance Note: Academic Governance	N/A (accessed 29 April 2016)