


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

Revision History

Current Version	Description of Change	Procedure Developer	Effective Date
1.2	Non-material changes applied: Reformatted the content to be consistent with the updated template of policies and procedures in 2018 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 Amended the format of footing and conducted general editing throughout	Quality Assurance Support Officer	06/04/2018

PURPOSE

This procedure clarifies the course of action to access and use past examination material, in order to safeguard the integrity of assessment while assisting lecturers and trainers in preparing for examination.

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 procedure 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)

PROCEDURE

1. Designated Head of Student Services (DH-SS) and/or designated Student Services team members save past examination material in a secure location at the end of each teaching period.
2. Within the first four (4) weeks of the next teaching period, the Heads of Academic Departments inform the Lecturers or Trainers in writing that past examination material or its extracts may be available for assessment design and limited coaching purposes only, not for distribution to the students.
3. Lecturers or Trainers must submit the request to view past examination material within four (4) weeks before the examination.
4. The Lecturer or Trainer emails the relevant Head of Academic Department to request a copy of past examination material relevant to the subject taught by the lecturer or trainer and the reason for such a request.

5. Within two (2) business days, the relevant Head of Academic Department consider the request and advise the lecturer or trainer if their request is approved or declined. If the request is approved, the Head of Academic Department will email the DH-SS to request a PDF copy of past examination material.
6. The DH-SS emails the PDF copy of the requested past examination material to the Head of Academic Department within two (2) business days from the receipt of such requests.
7. The Head of Academic Department emails the past examination material received from the DH-SS to the Lecturer or Trainer, including a reminder of the policy for the use of the document.
8. The Head of Academic Department the use of the past examination material, to ensure compliance with the policy.
9. If a breach is identified, the incident will be reported to the Chair of Higher Education Quality Committee or Vocational Quality Committee for rectification.

RESPONSIBILITIES

- The Academic Dean is responsible for the development, maintenance, dissemination and continuous improvement of this procedure and its underpinning policy.
- The Vocational Education Quality Committee and the Higher Education Quality Committee, oversee the implementation of this procedure and its underpinning policy.
- The Heads of Academic Departments ensure that this procedure is communicated to all teaching staff and adhered to.
- 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. 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.

References

Source	<i>Document Title</i>	<i>Version/Date</i>
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)