

Authorisation request for a closed-book examination

Course details:

Exam Session(s):		Exam Location(s):	
School:		Course Coordinator:	
Course Code*: <small>*all codes sharing a single exam paper</small>		Course Title:	

University policy is that the type of the examination must be approved in advance and indicated on the course outline. **By default all exams permit the use of a Memory Aid.** (Note: Memory Aids must be left on the examination table and cannot be removed from the examination venue.) Exemptions to the use of the Memory Aid must be approved by the relevant Faculty Assistant Dean (Teaching and Learning) and explicitly listed as a 'Closed Book Examination' on the Course Outline. The reason for the exemption should be included on the examination paper. Fully open book examinations are also permitted – that is students may bring any or specific materials into the examination room. The examination paper should clearly indicate what is permissible for students to use within the examination.

This exemption form is to be completed ONLY for fully closed-book examinations. No form is necessary for fully open book examinations, or exams which permit the use of specified materials.

Reason for exemption (i.e. reason for fully closed book examination) should include one or both of the following:

- The pedagogic rationale for a closed-book examination; that is, how one or more specific course learning outcomes can only be met through a fully closed-book examination, rather than another form of examination or a different form of assessment; and/or
- The practical rationale for a closed-book examination; that is, why only a closed book examination meets some other requirement of the course, program or cohort.

NOTE: If this examination is granted exemption from the policy by the Assistant Dean (Teaching and Learning), the following words will appear on the front of the examination paper: "This is a closed book examination. This examination has been granted exemption from the University's default examination format. No Memory Aid nor any other written materials may be brought into the exam."

Approval:

Course Coordinator	
Faculty Assistant Dean Teaching and Learning	

The outcome of this authorisation request should be notified directly to the Course Co-ordinator by the AD T&L. If the exemption is granted, a signed copy of the form should be sent at the same time to the School EO, for action.

School informed Examinations Team: _____

Examination Coversheet Updated: _____