Final Examinations

During Week 14 of semester, many students are required to sit final examinations for the courses that they are enrolled in. The examination period extends from the Saturday at the end of Week 13 through to Saturday of Week 14.

The Provisional Examination Timetable is released to students through the Student Portal in Week 7. The Final Examination Timetable is released in Week 10.

Personal examination timetable with allocated seat number and venue is available on the Student Portal in Week 12.

It is the student’s responsibility to ensure they have the correct examination timetable. SIBT will not, under any circumstances, provide examination timetable information over the telephone or by email.

What should I do to prepare for my final examinations?
The most important thing to do to prepare for your final examinations is to study. To help develop your revision and study skills, please refer to the Examination Hints on the SIBT Student Noticeboard.

SIBT has organised many workshops (Academic Assistance programs) for students. Information regarding the Academic Assistance workshops can be found on the Student Support section of the SIBT Student Noticeboard and also at SIBT Reception.

It is most important that on the night prior to your examinations, you take time to organise the items that you need to take to the examination venue, such as:

- Your Student Campus card
- Bottle of water – must be in a clear plastic container with the label removed
- Calculator, pens, pencils, ruler and eraser

You should arrive at the examination venue **15 minutes before the start time of your exams**. If you are using public transport check the timetable to make sure that you arrive at the examination venue a little earlier.

It is also important to remember that mobile phones are not permitted in the examination rooms mobile phones must be turned off and placed in your bag which is then kept in the Bag Room.

Finally, you should go to the bathroom prior to entering the examination venue.

What do I need to bring to the final examination?
**Student Campus Card or Photo Identification**
You are required to have photo identification; this is usually in the form of a Student Campus Card. If you do not have a Student Campus Card, please go to the SIBT Reception Desk to obtain another card.

**Extra Materials**
For some final examinations you are permitted to take written notes or text books into the examination room. Your lecturers will advise you well before the day of the examination if you are permitted to bring any extra materials to your examinations.

**Permission Letter to Wear a Hat**
You are not permitted to wear hats or other headwear during an examination, however hijabs are permitted.

Students who are required to wear headwear for religious purposes must obtain a letter of permission from the Student Welfare Manager prior to the examination period. This letter of permission must be shown to examination invigilators at the examination venue.

**Calculator**
Your lecturer will tell you if you will need to use a calculator for your examination. SIBT does not allow students to bring Programmable calculators into the examination venues.

SIBT will not provide any calculators to students.

**What are the examination rules?**
Below is a brief outline of the SIBT Final Examination Rules:

- You must comply with all directions given by the examination invigilator
- You cannot talk or communicate, in any way, with any other student while in the examination venue
- You cannot enter an examination venue after the first hour of writing time
- Electronic dictionaries, mobile phones, or handheld computers are not permitted in the examination venue
- All examination papers and materials must be handed to an examination invigilator before leaving the examination venue

Students who are found to be in breach of any of the standards for examinations conduct may be found to have engaged in Academic Misconduct. Students who are found to have engaged in academic misconduct will be called into the office for an interview and may have penalties applied as per those outlined in the SIBT Academic Honesty Policy.

What should I do if I cannot sit for my examination on the day it is timetabled?
If you are unable to sit your examination on the day that it is timetabled, due to serious illness, accident or other compassionate circumstances, you can apply for a special consideration.

You must apply for special consideration within 2 days of the date of the examination.

The following circumstances will not be considered acceptable reasons for the granting of a deferred examination:

- Arriving more than an hour late for the examination
- Not knowing the time or venue of your examination
- Misreading the examination timetable
- Having an existing flight booking

You can obtain a Special Consideration Application Form from the Student Portal (Forms) section of the SIBT Student Noticeboard. You must get the Professional Authority Form completed or submit the Special Consideration Application form together with a medical certificate (or other supporting documentation).

Medical certificates must state that you are “Unfit to sit an examination”, medical certificates that do not contain this information will not be accepted.

What should I do if I am sick during my examination?
If you become seriously ill after commencing your examination or cannot continue with your examination for compassionate reasons, you may apply for Special Consideration.

You must make an appointment with a Student Advisor or Welfare Services Manager within 2 days of the date of the examination to apply for Special Consideration and must have supporting documentation such as a medical certificate.

(Note: Special Consideration applications may not be approved if the circumstances surrounding your application are not significant enough to warrant consideration.)

When are the Deferred Examinations held?
The result of the application will be posted on the Portal. Deferred and supplementary final examinations are conducted during enrolment week.

If your application for a deferred examination is successful, you will be notified of the date, time and venue for your deferred examination through the Student Portal Alert message system.

Note: If you are granted a deferred examination you must sit the examination at the designated time. No further applications will be accepted or considered.

When can I view my final examination paper?
You can request to view your final examination papers after final results have been released. If you wish to view your paper, you must complete the View Final Examination Form from the Student Portal (Forms) section of the SIBT Student Noticeboard. The final examination viewing session is scheduled in week 3.