

# Christ College Exam Memo

## Semester 1, 2017

### Exam Timetable

The exam timetable is available on the Christ College website (under **Resources > Calendars & Timetables**). Please advise the Registrar if you foresee any issues with your scheduled exams asap.

### Starting time for exams

Students must be seated **at least five minutes prior** to the stated commencement time for each exam. This permits time for making sure you are given the correct paper, and for issuing any instructions. There is generally a ten-minute reading period before writing may commence. You may make jottings on the exam paper (noting which questions you will answer etc.) and you may complete your exam cover sheet in this time.

### Exam venue

Exams are held at Christ College in rooms as indicated on an exam timetable. Distance students may arrange to do their exams either at Christ College or with an invigilator. An invigilator is someone (other than a relative) who agrees to supervise your exam, and who certifies that it is done under exam conditions. Any student intending to sit an exam away from Christ College who has not already informed the Registrar of an invigilator for the coming exam period should do so (with the invigilator's consent!) as soon as possible.

### Special needs

Students with any special needs (e.g. large print exam papers or Bibles) should discuss this with Daniel ([registrar@christcollege.edu.au](mailto:registrar@christcollege.edu.au)) by **30th May 2016**.

### What to bring to the exam

Students will be supplied with paper for the exams, but all other writings materials (pens, highlighters, etc.) must be provided by the student. See also below under Bibles and the special provisions for those whose first language is other than English. Apart from these items identified above and below, no other Bibles, books, notes or aids may be brought into the exam room, except as advised by the lecturer and as specifically stated on the exam paper.

You may bring a drink with a covered lid into the exam room but (except for diabetics) no food. Please also turn off your mobile phone during the exams. If you need to leave the room during the exam period, please do so quietly.

### Bibles in exams

Students are generally entitled to have an unmarked copy of the Bible in English in all exams other than those involving translation or exegesis from Greek or Hebrew. Those sitting the exams at Christ College will be provided with a copy of the ESV, RSV or the NIV, and are not to bring their own Bibles into the exam room. Students sitting away from Christ College must supply their own Bible (ESV, RSV, NIV or NRSV), which must be unmarked (no underlining or personal jottings, etc.), no maps, no concordance, notes or other study aids. The short textual notes in some Bibles relating to alternative readings are permitted. A Greek NT and Hebrew OT may also be used in exams where an English Bible is permitted. Students are responsible for supplying these if desired, though for exegesis exams using Greek or Hebrew, the relevant passages will be supplied with the exam paper.

### Students whose first language is other than English

Those students who have registered at the time of enrolment as those whose first language is not English are allowed extra time **in pre-degree diploma and internal exams only**. Students in this category are allowed up to one-third extra time (e.g. for a 2-hour exam, you are allowed 2 hours and 40 minutes).

All students are permitted to bring a copy of the Bible in their first language where an English Bible is permitted, however this must be supplied by the student. The same restrictions as to notes, markings etc. as above apply.

Such students who are enrolled in pre-degree diploma subjects, internal subjects and, in the case of students enrolled in an ACT pre-degree diploma course, in 300 and 400 level subjects taken internally, may bring into the exam room a dictionary (English–English or Language–English) — paper-based dictionaries only; no electronic aids.

### Medical Supplementaries

If you are ill during the exam period such that you are unable to sit an exam, you must obtain a medical certificate stating this and the dates covered by the certification. You may then be granted a medical supplementary.

If you are sick on the date of your exam, you must ring to advise the office of your absence and follow up with a medical certificate the next day. You may then be granted a medical supplementary.

Other than in the most exceptional circumstances, you will not be granted a medical supplementary if you do sit the exam and then, having seen the paper, decide you were too unwell to sit.