

# Major Disruption to an Examination Policy and Procedures

## 1. Introduction

This document outlines the policy and procedures that students, schools, and the SACE Board will follow should there be a major disruption to an examination.

A disruption is defined as an interruption to the normal continuity of the conduct of an examination, or an interruption that throws into disorder an examination.

## 2. Principles

The following principles guide the policy and procedures when there is a major disruption to an examination:

- students are provided with a fair assessment of their achievements based on evidence of their learning (*fairness*)
- the integrity of the examination is not compromised (*integrity*)
- the security of the examination is not compromised (*security*)
- the conduct of the examination will not compromise the safety of students or others (*safety*)
- wherever possible, the examination will take place at the scheduled time (*practicality*)
- wherever possible, students who undertake an examination are treated equally to those who have their examination disrupted (*equal conditions*)
- wherever possible, a student's achievements in both the school and external assessment component will be counted (*valuing both teacher judgment and the external assessor's judgment*).

## 3. Policy statement

There are a number of reasons why an examination (electronic or paper) may be disrupted and at varying times (before or during an examination).

1. Before the examination e. g. the integrity of the examination was breached (loss of a section or whole of the examination paper), closure of one or more examination sites due to catastrophic weather category announced, bushfire at an examination site, bomb scare, power outage, network outage (electronic only).
2. During an examination e.g. a printing error was discovered in an examination (one or more papers), a breach of rules occurs with one or more students, power outage, network failure (electronic only), device failure (electronic only).

Disruptions that impact a student's ability to participate in, or comply with the requirements or conditions of the examination on the same basis as other students are grounds for misadventure according to the SACE Board's Special Provisions Policy.

## **4. Policy procedures**

Wherever possible and practicable, the SACE Board will liaise with schools to make special alternative arrangements so that students are able to complete their examination according to specified examination conditions and at the scheduled time.

Where the disruption to an examination is isolated to a single student, group of students, or a school, applications for special provisions on the grounds of misadventure for a derived result should be made on [Form 32](#) and submitted to the SACE Board within three days of the incident.

Where the disruption to an examination involves several examination sites, the SACE Board will initiate action on the basis of a misadventure.

### **4.1 Electronic examination technical outage**

#### **4.1.1 School level outage**

A school level outage is a period when the school's power supply, or other services required, impacts the school's ability to deliver an electronic examination at the scheduled examination time.

The school principal or delegate should notify the SACE Board (as soon as possible) when a school level outage occurs.

The SACE Board will notify schools as soon as possible (if applicable) on the course of action.

If it is determined that the outage impacted students' ability to participate in, or comply with the requirements or conditions of the examination on the same basis as other students the student is eligible for special provisions on the grounds of misadventure.

Students eligible for special provisions on the grounds of misadventure are awarded the higher of their actual examination results or a derived result, which is calculated statistically from predicted results submitted prior to the examination.

#### **4.1.2 System level technical failure**

A system level outage is a period when the SACE Board's services required to deliver an electronic examination impacts the SACE Board's ability to deliver an electronic examination at the scheduled examination time.

The SACE Board will notify schools as soon as possible on the course of action.

If it is determined that the outage impacted students' ability to participate in, or comply with the requirements or conditions of the examination on the same basis as other students the SACE Board will initiate action on the basis of a misadventure.

Students eligible for special provisions on the grounds of misadventure are awarded the higher of their actual examination results or a derived result, which is calculated statistically from predicted results submitted prior to the examination.

### **4.2 Examination security breach**

An examination security breach involves the loss of, unauthorised access to, or unauthorised disclosure of, information contained within an examination. An examination security breach may refer to electronic and/or hard copy examinations.

If a security breach is detected, the SACE Board will notify schools as soon as possible (if applicable) on the course of action.

If it is determined that the security breach impacted students' ability to participate in, or comply with the requirements or conditions of the examination on the same basis as other students the student are eligible for special provisions on the grounds of misadventure.

#### **4.3 An error discovered in an examination (in a particular subject)**

The school principal or delegate should notify the SACE Board (as soon as possible) when an error is discovered in an examination. This may be an error in the context of the examination or a printing error.

The SACE Board will notify schools as soon as possible (if applicable) on the course of action.

If it is determined that the examination error impacted students' ability to participate in, or comply with the requirements or conditions of the examination on the same basis as other students the student is eligible for special provisions on the grounds of misadventure.

Students eligible for special provisions on the grounds of misadventure are awarded the higher of their actual examination results or a derived result which is calculated statistically from predicted results submitted prior to the examination.

#### **4.4 Closure of an examination venue due to Catastrophic Bushfire Weather conditions**

Catastrophic bushfire weather days are days when the weather conditions mean a fire is more likely to start and is more difficult to control. 'Catastrophic' is a term defined and used by the Bureau of Meteorology of South Australia.

The school principal or delegate should notify the SACE Board (as soon as possible) when an examination venue is closed due to catastrophic bushfire conditions.

The SACE Board will notify schools on the course of action.

A student's inability to attend their examination venue due to catastrophic bushfire weather conditions, will constitute grounds for special provisions on the grounds of misadventure.

Students eligible for special provisions on the grounds of misadventure are awarded the higher of their actual examination results or a derived result which is calculated statistically from predicted results submitted prior to the examination.