

## Governance New Zealand Incorporated

### Examination Rules & Procedures

#### 1.0 Introduction

This document applies to all students enrolled in the Governance New Zealand Professional Education Programme.

The purpose of this document is to provide:

- Standardised examination guidelines for all modules
- Information to students about their obligations when undertaking examinations for all modules.

#### 2.0 Criteria

2.1 Students are required to complete a **three-hour** online written examination as part of their assessment for each enrolled module.

2.2 All modules are open book examinations.

2.3 All examinations are held at the end of the semester. Dates will be published on the timetable and on Governance NZ's website prior to the commencement of the semester and is known as the **published exam day**. All students are required to sit their respective exams on this day.

2.4 A notice containing examination details will be dispatched to students who have confirmed their intention to sit the exam, approximately **four weeks** prior to the examination date.

#### 3.0 Multiple Module Enrolments

3.1 Students attempting multiple examinations will be provided with alternative examination date(s) and venue details in the same notice containing the main examination details.

3.2 The alternative examination date(s) will occur within a week of the **published exam day**.

3.3 Students attempting multiple examinations will be eligible to sit additional examination(s) on alternative date(s). However, one examination **must** be sat on the **published exam day**.

#### 4.0 Examination Grades

4.1 The examination contributes 70 per cent of the overall mark for a module. Please note: to pass a module, the student must attain an aggregated assignment and exam mark of not less than 50 per cent and an exam mark that is not less than 40 per cent.

4.2 It is important to note that students will be penalised by the markers if they copy significant content from the module materials in their answers and examination questions.

4.3 All copying or referencing of external content must be attributed to the source of the information copied.

4.4 Content previously submitted in prior assessments, including the assignment assessment, cannot be re-submitted in answers to the examination questions.

4.5 Any student committing a breach relating to points 4.3 and 4.4 will be subject to the terms of the [Academic Misconduct Guidelines](#).

4.6 An open book examination approach requires the student to analyse, interpret and apply knowledge in their examination responses.

## **5.0 Examination Regulations**

5.1 All students are required to complete a Student Declaration for each examination session attesting to their authorship of the examination answers submitted and acknowledging that they have a clear understanding of the definition of plagiarism.

5.2 Upon commencement of the examination, students will be allocated **twenty (20) minutes** reading time. During the reading time, students are permitted to annotate, highlight or make notes on the question paper.

5.3 Following the reading time, students will be allocated **three (3) hours** for writing. Students must complete all information at the front of each examination answer book and **must** start each question on a fresh page of the answer book.

5.4 Students are not permitted to make contact with any other person (other than with GNZ staff members) during the examination. Any candidate found to be assisting or receiving assistance from another candidate will receive zero marks for the examination.

## **6.0 Special Consideration**

6.1 Governance NZ recognises that there may be serious misadventure, accident, illness or extenuating circumstances beyond a student's control which are of such severity or gravity that they may impact adversely on the ability to sit the examination on the **published exam day**.

6.2 Special consideration may be granted for **exceptional** circumstances if a student is unable to sit the exam during the **published exam day** but would be available to sit for the examination on an alternative day during the same week.

6.3 Heavy workload or work-related issues are **not** considered exceptional circumstances.

6.4 Students would be required to email their request for special consideration as well as supporting documents to Education Executive at least **five (5) business days** before the published exam day.

6.5 If special consideration is granted, students will be required to attempt the examination during the fixed alternative examination date for the subject.

6.6 Students requiring special examination arrangements to sit either the published exam or alternative exam due to medical reason(s) are requested to contact the Education Executive to discuss their requirements at least **three (3) weeks** prior to the examination date.

## **7.0 Deferral**

7.1 Eligible students who are unable to sit for the examination on the date nominated by Governance NZ may choose to attempt the examination during the next consecutive semester in which the module is available as long as they meet the requirements stipulated in the [Module Completion Policy](#) available on the Governance NZ website.