A meeting of the FAO/Sub-Deans’ Group will be held on Friday 9 October 2009 in the Senate Room from 9.30 to 11.00am.

1. **UPDATE FROM ACADEMIC COUNCIL**

Sylvia Lang will provide an update on the Academic Council meeting held on Wednesday 7 October 2009.

2. **AWARDING OF CREDIT (ADVANCED STANDING) FROM THE INTERNATIONAL CENTRE TO INTERNATIONAL STUDENTS - UPDATE**

A proposed solution has been forwarded to the International Centre for comment.

For information.

3. **CALCULATOR POLICY**

Rob Blandford has provided the following background to the current Calculator Policy and draft policy for consideration.

At UWA, all faculties currently use a list of approved calculators (as approved by ECM) in order to sanction which machines may be taken into examinations. Students have to have their calculators checked against this list and are then given an approval sticker which has to be affixed to the calculator for easy visibility during examinations.

There are a number of problems with the current system:

1. ECM has giving ad-hoc approval for machines which are not on the list, provided that they have no data storage or graphics functions. This means that students who arrive at Student Administration (or other faculties) may be told, “we can’t approve your machine, but ECM may be able to do so”.
2. Recently an error in the machine checking process meant that a programmable calculator ended up on the list of approved calculators.
3. During examinations, some unit coordinators have been insistent that machines be permitted in exams, even when no approval sticker has been given. This has caused embarrassment and confusion for Student Administration staff invigilating examinations.

In order to avoid the current issues, it is proposed that the university move to a system whereby students are given a list of pre-approved machines which they may buy. This restricted list would contain only approximately 5 machines. The sticker system would be phased out, as it would no longer be necessary.

Members are invited to view the policies that are in place at other Go8 institutions, for comparison (Attachment A).

4. **CHANGED OPTIONS FOR INTERNATIONAL STUDENTS – UPDATE FROM INTERNATIONAL QUALITY ASSURANCE OFFICER**

Members are reminded that at the last meeting David Norman spoke to the following items:

(a) **ACCESS UWA**

Members are reminded that this matter was discussed at the last meeting of this group where it was noted that the University had previously been advised by DEEWR that Student Visa holders could only undertake concurrent study in CRICOS-registered courses. DEEWR had recently confirmed that this also applied to units studied via Access UWA.
It was agreed at that meeting that the International Centre staff would meet with a group of interested Sub Deans and FAOs to discuss how best to proceed. Any interested persons should email David Norman.

In the meantime, Sylvia and David Norman will be preparing a paper outlining the issues for the attention of the Registrar.

For information.

(b) UNSATISFACTORY PROGRESS – STUDENT VISA HOLDERS

Members are reminded that this matter was discussed at the last meeting of this group where it was agreed that a ‘show cause’ rule be drafted and submitted for consideration to the Academic Council at its 7 October meeting. A copy of the draft rule, as approved by the Academic Council subject to final drafting in consultation with the FAO/SubDeans Group, is attached (Attachment B). Members will be asked to comment on the draft at the meeting.

In addition, it was also agreed at the last meeting that the current ‘warning’, ‘end-of-year progress’, ‘mid-year progress’ and ‘intervention’ letters be reworded to take into account the newly drafted ‘show cause’ rule. A copy of the re-drafted ‘end-of-year progress’ letter will be provided to members at the meeting.

For comment.

5. CONFERRAL OF DEGREES/CERTIFICATES/DIPLOMAS LISTS - ADMINISTRATIVE ERRORS

The Vice-Chancellor has drawn to the attention of the University Secretary that there have been an increasing number of administrative errors coming through on the lists of conferrals going to the Graduations Office. Faculty officers are requested to take all reasonable steps to ensure the accuracy of conferral lists submitted to the Graduations Office.

6. OTHER BUSINESS
<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>1. Do you have a policy regarding the type of calculator students can bring into exams where calculators are permitted?</th>
<th>2. Do you have a process or processes in place so exam supervisors can (easily) differentiate between allowable and non-allowable calculators?</th>
<th>3. What happens in circumstances where a student brings a non-allowable calculator into their exam?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murdoch University</td>
<td>YES</td>
<td>WE HAVE 4 STANDARD CALCULATOR DESCRIPTIONS AS PASTED BELOW. Q5- CALCULATOR TYPE</td>
<td>IT WOULD BE CONSIDERED AS HAVING A NON-PERMITTED AID IN AN EXAM, WOULD THEREFORE BE TAKEN FROM THE STUDENT, REPORTED TO THE UNIT COORDINATOR, AND RETURNED TO THE STUDENT AFTER THE UNIT COORDINATOR HAD INSPECTED THE CALCULATOR TO DETERMINE IF ANYTHING WAS STORED ON IT, IN WHICH CASE THE STUDENT COULD BE CHARGED UNDER THE DISCIPLINE POLICY WITH CHEATING.</td>
</tr>
<tr>
<td>Monash University</td>
<td>YES</td>
<td>At Monash, if the exam paper indicates that calculators are permitted, we adopt the same policy as you. Two Faculty's have their own policy which states on the exam paper that calculators must have a faculty security sticker on the calculator. Students have to present their calculator to their departmental office during semester to have it checked for compliance. If it complies a security sticker is placed on the Calculator (The stickers disintegrate if you try to remove it and place it on another Calculator. Of course, we are not able to use this system for students studying &quot;off campus&quot;. We turn a blind eye to DE students. The main concern is &quot;on Campus&quot; students. The Science Faculty have this policy and they advertise it really well to students. We still get a small number of students who turn up without a sticker and they cannot use their calculator. Buseco have the same policy which they have just introduced. Unfortunately they did not publicise it very well at all to students and we had a major problem on the first exam day. To overcome this, if the student does not have a sticker we allow them to use it but they must complete the attached form which goes back to the Department.</td>
<td></td>
</tr>
<tr>
<td>The University of New South Wales</td>
<td>YES</td>
<td>This semester UNSW changed policy on calculators, we used to provide calculators to students to use in exams but from this semester students have to provide their own and the transition has been painful… We had a small working party composed entirely of academics which was a bit fraught as to what they'd come up with, but they essentially just piggy backed on the NSW Board of Studies rules about calculators that could be used in NSW Year 12 exams so it seemed a sensible outcome. A list of 'approved' calculators plus a list of the things an 'approved' calculator can and can't have were developed and to make things simple for supervisors to readily identify an 'approved' calculator a tamper-proof label was proposed. All nice and simple, but as with everything the devil is in the detail and it's been a bit of a nightmare actually implementing the new policy. We have some info at <a href="https://my.unsw.edu.au/student/calculators/assessment/examinations/calculator.html">https://my.unsw.edu.au/student/calculators/assessment/examinations/calculator.html</a> which explains the functions that calculators can / can't have.</td>
<td>Students who bring a non-approved calculator do their exams without a calculator in theory!</td>
</tr>
<tr>
<td>University of Auckland</td>
<td>It is left to the examiner to specify the type of calculator allowed for each exam</td>
<td>It is the examiners responsibility to check calculators during the 10 minute reading time, not the supervisors.</td>
<td>It is taken from them.</td>
</tr>
<tr>
<td>Swinburne University</td>
<td>At Swinburne the onus is on the lecturer.</td>
<td>The exam cover sheet must state what is allowable i.e calculator/programmable calculator/specific model number. If there is need for checking, the lecturer is to be present at the beginning of the exam to check what is being brought in is correct. If the lecturer does not do this then the supervisors need make no further judgement but may assume that what has been brought is allowable. Most supervisors are not able to distinguish between allowable and not allowable and therefore we endeavour to release them from any such decision. Supervisors will note on their report that a lecturer was not present to check calculators.</td>
<td></td>
</tr>
<tr>
<td>RMIT University</td>
<td>We are similar to Swinburne in that the onus is on the academic/school.</td>
<td>Our exam header sheet asks if non-text storing calculators are allowed. We also have a clause that says “Exams, Awards and Graduations and Supervisors are not responsible for checking type and memory of calculators”. If calculators need to be checked, the academic or school representative must be at the exam venue.</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY</td>
<td>CALCULATOR POLICY IN EXAMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Curtin University of Technology  | 1. Do you have a policy regarding the type of calculator students can bring into exams where calculators are permitted?  
|                                  | As per policy stated above, the verification of calculators is not the responsibility of the examination supervisors. Examiners should check the appropriateness of calculators.  
|                                  | Where a calculator is approved for an examination, it will be stated on the examination paper i.e. Calculator – Yes, as approved by the school. Should a student be in possession of a calculator when it is not permitted or if it is brought to the attention of the supervisor by an examiner that the student was in possession of a non-approved calculator, the matter is reported to the school as academic misconduct. |
| The University of Queensland     | 2. Do you have a process or processes in place so exam supervisors can (easily) differentiate between allowable and non-allowable calculators?  
|                                  | In Curtin’s Regulations for the Conduct of Examinations section of the University Assessment Manual it states the following: Approved Examination Aids The use of any examination aids (e.g. calculators) will be noted on the examination paper. Only authorised materials and aids that are specified on the examination paper may be brought into the venue. Where an examination aid has been authorised, it is the responsibility of the examiner and not the supervisor-in-charge to validate its appropriateness e.g. model of calculator, type of notations in books. Availability of Examiner and Co-Examiner: The examiner and/or co-examiner must be contactable for the duration of the Centrally Scheduled Examination. Examiners should be present during the reading time in examinations for student queries on the paper and to validate the appropriateness of calculators, notes and textbooks. Verification of the appropriateness of calculators, notes and textbooks will not be undertaken by Examination invigilators under any circumstances.  
|                                  | UQ is currently considering a university wide approved calculator scheme. If this were to go ahead UQ approved calculator labels (extending on the process developed by the EAIT faculty) would be attached to approved calculators. The front of an exam paper would need to state “UQ Approved Calculator permitted”. Discussions about a university wide calculator policy are still in the early stages.  
|                                  | The chief supervisor is authorised to confiscate non-allowable calculators – ie only those that breach School of Economics or EAIT faculty calculator policies. If the front of the exam paper states “non-programmable calculators only” we also request that the course coordinator (or their delegate(s)) attend the exam to check the calculators – our invigilators do not check for programmable or non-programmable calculators. |
| the University of Southern Queensland | 3. What happens in circumstances where a student brings a non-allowable calculator into their exam?  
|                                  | The University of Queensland has developed a policy that allows only a certain make and model of calculator in exams (Casio FX-82). If on the front of the exam paper it is stated that the School of Economics Calculator Policy applies, our invigilators will check only that students have this make and model of calculator. If the student does not have the authorised make and model economics policy calculator, the chief invigilator is permitted to confiscate the calculator.  
|                                  | The University of Queensland does not have a policy that specifies the make of calculator allowed in exams. If a student does not have the authorised make and model of calculator, the chief invigilator is permitted to confiscate the calculator.  
|                                  | A lot of our exams allow the use of a non-programmable calculator. We ask students to note the make and model of the calculator used on the exam paper or answer book. Supervisors are also asked to check calculators. Because we have so many external students sitting exams all around the world it is not possible for us to nominate specific makes/models of calculators that are allowed. In our Exam Supervisors’ Instruction Book we have pictures of a non-programmable and programmable calculator and we explain about the large display screen, Function menu on the screen, Toggle keys, Function Keys etc but I think there is still confusion especially with new calculators coming onto the market. I even had a student telephone asking if his calculator would be acceptable!  
|                                  | The chief supervisor is authorised to confiscate non-allowable calculators – ie only those that breach School of Economics or EAIT faculty calculator policies. If the front of the exam paper states “non-programmable calculators only” we also request that the course coordinator (or their delegate(s)) attend the exam to check the calculators – our invigilators do not check for programmable or non-programmable calculators. |
| The University of Western Australia | If a calculator is permitted in an examination, it must have a UWA sticker on the calculator  
|                                  | If the student does not have a sticker on the calculator, he/she cannot use the calculator. |
| James Cook University            | Students are only allowed the calculator specified on the front of the exam paper.  
|                                  | We ask the examiners to check the calculators prior to the exam. If the examiner doesn’t come to the room and the supervisor thinks a calculator is not allowable they are asked to bring it to the control room for other staff to evaluate.  
<p>|                                  | The calculator would be confiscated and the student would be brought back to the control room to be interviewed. A charge of academic misconduct may follow depending on the circumstances. |</p>
<table>
<thead>
<tr>
<th>UNIVERSITY</th>
<th>1. Do you have a policy regarding the type of calculator students can bring into exams where calculators are permitted?</th>
<th>2. Do you have a process or processes in place so exam supervisors can (easily) differentiate between allowable and non-allowable calculators?</th>
<th>3. What happens in circumstances where a student brings a non-allowable calculator into their exam?</th>
</tr>
</thead>
</table>
| Griffith University | Our Examination Timetabling policy includes a section on ‘Use of Materials in Examinations’. Below is the information contained in this policy on the use of Calculators in exams: **14.1 Calculator** If listed as a permitted material, calculators must be removed from their cases, and may be checked by the examiner prior to the examination. If students have any concern about the type of calculator they are using, they should check with the examiner prior to the exam.  
• **Non-programmable calculator** - any hand-held calculator that is not able to store/save text. It must not have a full alphanumeric display or graphical display.  
• **Non-program simple 4 func calc** - (a non-programmable hand-held calculator with only the 4 basic functions i.e. add, subtract, multiply, divide)  
• **Non-program/scientific calc** – any non-programmable or Scientific Calculator | We include information in our Invigilation Manual that is provided to all Invigilators. This information explains what a non-programmable and programmable calculator is and also provides a picture of what would be an acceptable type of calculator. This is the first semester we have included this information in our Manual and our Invigilators found it extremely useful. This information actually came from Central Queensland University (CQU) and has been adapted to our needs. Examination Supervisors will inspect all Calculators for notes stored in the case or for any unauthorised writing on the case. | The student is told by the Invigilator that the calculator is not permitted and advised that they are not allowed to use this in their examination. It is ultimately the students responsibility to bring the correct materials into the exam venue. We will also try and contact the Course Convenor and ask for their advice on whether the student is permitted to use it or not. |
University General Rules for Academic Courses

Satisfactory Progress, Unsatisfactory Progress and Progress Status

Satisfactory Progress

1.2.1.29(1) Subject to (2), to make satisfactory progress in a calendar year a student must—

(a) pass units to a value of at least half the total value of units in which they remain enrolled after the final date for withdrawal without academic penalty [see Rule 1.2.1.2(3)]; and

(b) satisfy any additional requirements which a faculty determines and states in its rules.

(2) For students in an honours course or in another course with a research component, the faculty will normally determine whether satisfactory progress has been made having regard to the report of the student's supervisor.

Progress Status

1.2.1.30(1) A student who makes satisfactory progress is assigned the progress status of ‘good standing’.

(2) A student who does not make satisfactory progress has ‘unsatisfactory progress’ recorded on their academic record and may be assigned one of the following by the faculty:

On Probation—must see Academic Adviser before re-enrolling in the course and conditions may apply to re-enrolment

Suspended—not permitted to re-enrol in the course for a period of 12 months

Excluded—not permitted to re-enrol in the course.

(3) A faculty must specify in its rules the progress status that it assigns to students who do not make satisfactory progress and the circumstances under which each status is applied.

Appeals against progress status

1.2.1.31 Students may appeal against their progress status in accordance with the 1Appeals process in the case where there is dissatisfaction with an assessment result and/or progress status if they believe that it has not been fairly arrived at by the application of the relevant Faculty rules to their final results, in accordance with the appeals procedure, details of which can be accessed on the University’s web site at http://www.secretariat.uwa.edu.au/page/20777.

1 Available at http://calendar.publishing.uwa.edu.au/page/63891

Opportunity to show cause

1.2.1.31A(1) Students who have been assigned a progress status of ‘Suspended’ or ‘Excluded’ are provided with an opportunity to submit a statement of the reasons for their failure to make satisfactory progress and of the steps they have taken, or will take, to address these if they are permitted to re-enrol.

(2) Students must submit the statement referred to in (1) within 20 University working days of the release of their formal results.
Wherever possible a student’s statement described in (1) should be accompanied by documentary evidence.

If a faculty permits a student who has submitted a statement under (1) to re-enrol, a progress status of “On Probation” is assigned to the student.

Application to Re-enrol following Exclusion

1.2.1.32 A student who—

(a) has been excluded from a course; and

(b) has not had their progress status changed as the result of an appeal, or, a request for special consideration or an application submitted under Rule 1.2.1.31A; and

(c) believes that their case has changed since their exclusion,

may, after a period of at least 12 months has elapsed since their exclusion, apply to the faculty to re-enrol in the course.