

## **Semester 2 2018 – Exam Timetable**

# **Monday 29 October 2018**

### **ISN403 Research Methods (Honours Cohort B)**

Location: Regus Seminar Room (486 Lower Heidelberg Rd, Heidelberg VIC 3084)

Reading time: 10:00am-10:15am

Writing time: 10:15am-12:15pm

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### **ISN513 Introduction to Cognitive Behavioural Therapy (CBT) (Masters 2018 Cohort)**

Location: Centre Ivanhoe, McCubbin Room (275 Upper Heidelberg Rd, Ivanhoe VIC 3079)

Reading time: 1:00pm-1:15pm

Writing time: 1:15pm-3:15pm

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**Tuesday 30 October**

**No Exams**

# Wednesday 31 October

## **ISN515 – Research Methods (Masters 2018 Cohort)**

Location: Centre Ivanhoe, McCubbin Room (275 Upper Heidelberg Rd, Ivanhoe VIC 3079)

Reading time: 10:00am-10:15am

Writing time: 10:15am-12:15pm

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## **ISN411 Contemporary Professional Psychology (Honours Cohort A & B)**

Location: Centre Ivanhoe, McCubbin Room (275 Upper Heidelberg Rd, Ivanhoe VIC 3079)

Reading time: 1:00pm-1:15pm

Writing time: 1:15pm-3:15pm

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# Thursday 1 November

## No Exams

# Friday 2 November

## **ISN604 Clinical Assessment and Intervention with Children and Adolescents (Masters 2017 Cohort)**

Location: Regus Seminar Room (486 Lower Heidelberg Rd, Heidelberg VIC 3084)

Reading time: 10:00am-10:15am

Writing time: 10:15am-12:15pm

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## **ISN402 Psychological Assessment: (Honours Cohort B)**

Location: Regus Seminar Room (486 Lower Heidelberg Rd, Heidelberg VIC 3084)

Reading time: 1:00pm-1:15pm

Writing time: 1:15pm-3:15pm

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## Semester 2 Exam Timetable

Week 1	Monday 29 October	Tuesday 30 October	Wednesday 31 October	Thursday 1 November	Friday 2 November
10:00am - 12:15pm	ISN403 Research Methods (9 students)  Location: The Hub/Rosanna Road Seminar Room	No Exam	ISN515 Research Methods (31 students)  Location: Centre Ivanhoe, McCubbin Room	No Exam	ISN604 Clinical Assessment and Intervention with Children & Adolescents (15 students)  Location: The Hub/Rosanna Road Seminar Room
1:00pm – 3:15pm	ISN513 Introduction to CBT (28 students)  Location: Centre Ivanhoe, McCubbin Room	No Exam	ISN411 Contemporary Professional Psychology (31 students)  Location: Centre Ivanhoe, McCubbin Room	No Exam	ISN402 Psychological Assessment (11 students)  Location: The Hub/Rosanna Road Seminar Room

Honours Exams	Masters 2017 Exams	Masters 2018 Exams

## Semester 2 2018 - Exam Information

### About your Exam Timetable:

- The timetable may be subject to change, so please ensure you check the timetable closely prior to the exam period;
- Special consideration will **not** be granted for misreading of the exam timetable;
- Please carefully read the [exam rules and policies](#) listed in this document and the ISN [Policies and Procedures](#);
- Please make sure you know what you [can](#) and [cannot](#) bring to the exam;
- Student who arrive more than 30 minutes after writing time has commenced will not be allowed to enter the exam. So please ensure that you leave home early enough to allow for any traffic conditions and to find parking prior to the examination start time;
- If you are running late due to reasonable unforeseen circumstances outside of your control (e.g., a road accident or injury/illness) please call ISN reception as early as possible. If you can email your unit coordinator, please ensure that you do this prior to the examination start time where feasible. Your unit coordinator will discuss further options and alternate times with you.
- If you have items you are not allowed to have in the exam, you will receive a 'Show Cause' notice for academic misconduct.

### What to Bring to the Exam:

- Your ISN Psychology Student Card (Please contact the registrar at [registrar@isn.edu.au](mailto:registrar@isn.edu.au) to obtain a card);
- Necessary exam equipment e.g., calculator if permitted;
- Stationary (e.g., pens, pencils, rulers, erasers) in a clear zip lock bag or similar;
- A wrist watch is allowed on the desk in front of you (no smart watches allowed), there will be a clock in the examination room;
- Remember to bring extra pens and pencils;
- Water in a clear bottle.

### What not to Bring:

- You are not permitted to have a bag or handbag near your desk, students will be asked to drop all bags at the front of the examination room prior to reading time;
- No hot drinks;
- Mobile phones and smart devices must be switched off and placed in your bag at the front of the room prior to reading time;
- No materials that are not related to the exam are allowed at your desk;
- No scissors or sharp metal objects allowed in the exam room.

### **Exam Rules and Policies:**

- Examinations will be supervised by the unit coordinator or a proxy.
- Duration of exams will be 2 hours, plus 15 minutes reading time.
- Morning exams will commence at 10am and afternoon exams at 1pm with an extra 15 minutes of reading time allocated at the start of the exam (e.g., 10 to 10:15 am – reading time; 10:15 am to 12:15 pm – Exam period).
- The examinations will be defined as closed or open book. This information will be provided by unit coordinators prior to the study/exam period.
  - A closed book exam will not permit any written or electronic material to be brought into the examination room related to the unit material under examination.
  - An open book exam will permit written material to be brought into the examination room.
- At the conclusion of the examination period and when told to do so, students must cease adding additional answers to the question posed in the examination.
- Failure to stop the examination when requested to do so will impose a 10% penalty.
- A continued refusal to a request to stop contributing to the examination will result in an immediate fail grade of 0% for the examination.
- Failure to adhere to any requests from the examination supervisor will result in a 10% penalty in the first instance. Continued failure to adhere to a request will result in an immediate fail grade of 0%.
- The examination supervisor will clearly articulate a request to a student with the final request ending in the verbal or written phrase “this is a warning please adhere to my request”.



- Students must adhere to a request within a reasonable time consisting of no more than 30 seconds.
- In the case where students have a hearing impairment the supervisor must be notified prior to the examination period by the unit coordinator if the hearing impairment has been registered as a disability upon enrolment.
- In case of a hearing impairment, a written note will be placed on the examination paper by the exam supervisor to indicate the examination period has ended, or to indicate a request.
- Students caught with unauthorized material pertaining to the course work under examination will be issued with a 'Show Cause' (SC) notice and immediately requested to leave the examination room and will receive a score of 0% for the examination.
- Students issued with a 'Show Cause' (SC) notification will be referred to the Academic Board as per ISN's *Academic Policy section 5* and relevant sections of ISN's *Grievance, Complaints and Appeals Policy*.
- Students may appeal the outcome of the SC notice as outlined in ISN's *Grievance, Complaints and Appeals Policy*.
- Students granted special consideration to sit the examination at an alternate time will be offered to sit a comparative exam during the supplementary examination period or at a time set by the coordinator.
- Students granted special consideration but unable to sit an examination within the semester (due to the nature of the special consideration) will receive an incomplete grade and "INC" will appear for that unit grade on their academic transcript. An alternate date will be arranged at the discretion of the unit coordinator for the examination.