



Australian College of Audiology Ltd.

ABN 32 615 408 323

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acaud@acaud.org

CODE OF ETHICS AND CONDUCT FOR EXAMINERS

General

ACAud expects all examiners to:

- Treat all candidates with dignity and respect.
- Ensure that each candidate is treated equitably and fairly
- Judge each candidate on their performance without being influenced by any factors
- Assess each candidate in accordance with the prevailing regulations, accepted guidelines, and conventions
- Be devoid of conflict of interest and adhere to examination rules and principles of natural justice.

Examiners

ACAud expects examiners to:

- Sign the Conflicts of Interest and Confidentiality Declaration Form at the time of being appointment as an examiner.
- Familiarize themselves with the format, scheme of marking, scoring system and competent-not yet competent criteria of the examination process. (e.g. all sections must be passed to ensure a competent mark)
- Make sure the material used in the examination process is a reasonable quality and is suitable for use in the exam consistent with the objectives of the examination.
- Have to hand all material necessary for the examination.
- Arrive at the examination centre before the commencement of the examination allowing sufficient time to familiarize with the location, material, and organizational arrangement.
- Switch or turn to silent all communication equipment.
- Remain in the examination premises throughout the period of the examination where the examiner's services are needed.

The examiners should:

- Introduce themselves and observers (if any) to the candidate prior to commencement.



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- Greet the candidate and put them at ease and create a non-stressful environment.
- Request the candidate to sit
- Give clear instructions of what the candidate is required to do.
- Indicate the time available and avoid exceeding the time limit.
- Allow a brief moment for clarification whenever required or requested
- Allow the candidate to respond to question without unnecessary interruption
- Ensure the grades awarded are compatible with the candidate's performance and not influenced by outside factors
- Consult and discuss with co-examiners in borderline and other difficult cases before reaching a final decision unless there is a requirement for independent marking.
- Report any incident to the ACAud Secretariat
- Sign and hand the marking papers to the Chief Examiner at the end of the session with all entries completed
- Ensure that suitable provisions are made for differently-abled candidates

Examiners may submit a written report to the Secretariat of ACAud at the end of the Examination either individually or jointly.

The examiners should not:

- Make any remarks of a racial, religious, or sensitive nature or personal remarks that will impair the performance of the candidate.
- Belittle or ridicule a candidate or act in any way as to cause embarrassment.
- Impose his/her own values and personal opinions and beliefs on the candidate.
- Attempt to "educate" the candidate during the examination process. It is not the appropriate time.
- Discriminate unfairly between candidates.
- Allow conflicts of interest to interfere with fair assessment.
- Discuss questions with candidates.
- Examine candidates with whom they have had difficulties/disagreements/problems in the past



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With regard to possible conflicts of interests, each examiner should:

- Disclose to the ACAud Secretariat any conflicts of interest (e.g. immediate/recent supervising trainee, other) at the time of being appointed as an examiner. This is essential to maintain transparency in examinations and avoid allegations and litigation following the examination. The ACAud Secretariat will make suitable arrangements to appoint another examiner.
- Not associate or socialize with the candidates in any way immediately prior to, during or immediately after the examination.
- Inform the ACAud Secretariat should any attempt be made by a candidate (directly or indirectly) to influence the assessment of his/her performance at the examination.

Regarding confidentiality, the examiners should not:

- Disclose a candidate's performance to a third party or to the candidate.
- Disclose confidential information about any individual candidate or prejudice another examiner's independent assessment of a candidate's performance.
- Contact or have their anyone from their place of employment contact a candidate to offer them employment (period of this exclusion to be determined by the Board)

The Chief Examiner is required to:

- Have a preliminary meeting with all examiners before the examinations, and go through guidelines and the format of the examination with them.
- Inform observers of their conduct and responsibilities.
- Be responsible for the conduct of the examination in compliance with ACAud' guidelines
- Delegate duties to another examiner if necessary.
- Ensure that all examiners switch off or turn to silent, their mobile phones.



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Observers

The Observers should:

- Sign the Conflicts of Interest and Confidentiality Declaration Form at the time of appointment as an observer.
- Not divulge any matters relating to the examination to the candidates or any other person.
- Refrain from bringing mobile phones or other communication equipment when entering the examination venue.
- Be seated unobtrusively behind the candidates and not behind the examiners.
- Be present at the time of the commencement of examinations and remain until the completion of the examination.
- Leave the examination if any candidate requests that he/she prefers the examination to be conducted without the observer.
- Not talk during the examination process.