EXAMINATIONS

ELIGIBILITY TO SIT

Rule 63A of the Legal Profession Admission Rules provides that a student who has enrolled for and undertaken a course of instruction in a subject of examination conducted by the Law Extension Committee and who has completed the requirements of the course, may sit for the examination in that subject unless the Law Extension Committee notifies the candidate and the Examinations Committee, prior to the examination, that the candidate has not completed the requirements of the course to the satisfaction of the Law Extension Committee. (See page 13 regarding notification.)

The course requirements for each subject are set out in the relevant Law Extension Committee Subject Guide.

EXAMINATION TIMES

The examination timetable is set out on page 45. At all examination centres the morning examinations will commence at 9.00 am and the afternoon examinations will commence at 1.45 pm.

Each examination consists of 3 hours writing time and 15 minutes reading time. Candidates are permitted to make notes during reading time.

Candidates should report to their nominated examination centre at least 20 minutes prior to the commencement of an examination to ensure they are present for important announcements.

IDENTIFICATION

Each candidate must be in possession of acceptable means of identification when attending the examination centre, and must produce the identification upon request to a supervisor or a member of the Legal Profession Admission Board staff.

A candidate should bring his or her Student ID Library Card to the examination. If the card has been mislaid, the candidate should obtain a replacement card from the University Card Centre prior to the examination. If this is impossible due to time constraints, the candidate must bring either a current driver’s licence or passport to the examination.

Any candidate without acceptable identification will not be permitted in the examination room.

LATE ARRIVAL

Candidates should arrive at the examination centre on time so that they are aware of all announcements regarding examination protocols. A candidate who arrives at the examination centre after the commencement of an examination may not be permitted to enter the examination room, but if so permitted will not be allowed additional writing time at the end of the examination.

EXAMINATION ATTENDANCE

Each candidate must remain in the examination room for at least one hour after the commencement of the examination, and must not leave the examination room until his or her answer booklets have been collected and other permitted materials checked.

A candidate who enters the examination room, stays for one hour and hands in an answer booklet with his/her student number but does not attempt any questions will be deemed to have sat for the examination.

Candidates scheduled to sit, but for any reason unable to attend an examination at either the Armidale, Broken Hill, Dubbo or Lismore venue, are requested to contact the venue, on the day of the exam and preferably prior to the start of the exam, to advise of their non attendance.

PERSONAL ITEMS IN EXAMINATIONS

Students may take in pens, small sweets and a bottle of water in a clear container, but not fruit, biscuits, soft drinks or food generally. A small fruit juice may also be taken in by people with diabetes. Mobile phones or any other data storage devices must be switched off and surrendered to the Examination Supervisor. The Board can accept no responsibility for the loss of students’ personal property.

Anything taken into the examination room must be made available for inspection by the examinations supervisors or other Board staff. Students are reminded that they must comply with the Board’s examination protocols.

Students with Disabilities

A candidate may apply to the Board for special examination conditions if he or she has a medical, physical, sensory or psychiatric condition or impairment, or a documented learning disability which will prevent him or her demonstrating the extent of his or her knowledge in an examination.

A candidate must supply recent relevant documentation in support of his or her application, such as a medical certificate, which should be made as soon as possible after enrolling but no later than 5 February 2010.
The medical documentation should describe the condition, its likely development over time, and the type and extent of special examination conditions which would permit the student to perform on his/her merits. Special examination conditions are approved for a specified examination session only and students should not assume ongoing approval and must reapply each session.

**CLASH OF EXAMINATIONS**

It is not the responsibility of the Board to notify students of any clash of exams. Please check the examination timetable on page 45.

A student sitting for two exams that, according to the examination timetable are scheduled at the same time on the same day, may apply to the Board for special arrangements allowing him or her to sit both exams. Applications in writing must be lodged by no later than 5 February 2010.

A maximum of two exams may be sat in one day. These is no provision for supplementary exams to be taken at a later date.

**ILLNESS OR PERSONAL PROBLEMS AT EXAMINATION TIME**

Each Examiner is required to mark papers strictly according to their merits, without regard to candidates’ medical or personal problems. A candidate whose examination performance is likely to be adversely affected by personal circumstances may be better advised not to present himself or herself for examination. Under no circumstances should a candidate attach a medical certificate to an examination booklet, or otherwise communicate with an Examiner seeking special consideration in relation to his or her examination performance.

**PERMITTED MATERIALS IN EXAMINATIONS**

Prior to the examinations, the front page of every examination including the list of permitted materials for each subject, will be published on the Board’s website:


Students-at-Law are requested to pay particular attention to the list of permitted materials so that they do not inadvertently take unpermitted material into an examination. You should rely only on information from the Board in relation to permitted materials. You should not rely on remarks by teachers or students.

The Examinations Committee has resolved that supervisors in the Board’s examinations should confiscate unpermitted material and forward it securely to the Board’s Examinations Officer for report to the Examinations Committee.

If a supervisor believes that you are in possession of unpermitted material the supervisor is instructed to: tell you that it is unpermitted; report the matter to the senior supervisor; confiscate the material and forward it to the Examinations Officer with an incident report form. In the unlikely event that there has been a mistake the material is to be returned to you as quickly as practicable.

The supervisors will check written materials as soon as practicable after reading time commences. If a Student-at-Law has inadvertently taken unpermitted material into an examination it would be in their interests to surrender the material at the earliest practicable moment.

Other than the materials supplied by the Board, candidates are themselves responsible for providing all permitted materials.

Candidates are strongly advised to obtain relevant permitted materials well in advance of the examination, as stockists frequently sell out before examinations.

Some instances of cheating and of bringing unauthorised material into the examination room in previous examinations have come to the notice of the Board. Candidates are warned that such conduct may result in instant expulsion from the examination, and exclusion from all further examinations.

Candidates are also requested to bring swiftly to the notice of examination supervisors any cheating of which they become aware.

**HANDWRITING LEGIBILITY**

Candidates are cautioned that handwritten exam answers must be clear and distinct. If an Examiner finds it impossible to interpret a candidate’s handwriting the Board will inform the candidate who will then be required to lodge an application for arrangements to transcribe his/her answers into a typed version. The candidate will be required to meet the cost of these arrangements.
WITHDRAWAL FROM AN EXAMINATION

Candidates are not required to give notice that they are withdrawing from subjects in which they are enrolled. A candidate who does not present himself or herself for examination will not be recorded as having failed the examination.

In ceasing to prepare for an examination, however, a candidate should be mindful of the progression and exclusion rules to which reference is made on pages 12-13, and to any special conditions which may have been imposed on him or her by the Examinations Committee.

Enrolment fees are not refunded, or carried forward to a later session, in cases where a student withdraws.

EXAMINATION RESULTS

A mark of 50 – 64 = Pass;
A mark of 65 – 74 = Pass with Merit; and
A mark of 75 – 100 = Pass with Distinction.

Examination results will be mailed to each candidate no later than 20 April 2010.


Candidates may apply in writing to have their results withheld from publication.

Examination results will not, under any circumstances be given over the telephone by the Board’s staff. Nor will they be available over the counter at the Board’s office.

The marking process includes an automatic review of the papers of candidates who have achieved a mark between 40 and 49, which ensures that the appropriate mark has been given. This review is completed before the results are published, and results posted to candidates are final.

There is no re-mark facility.

EXAMINATION PRIZES

Prizes are awarded each semester in a number of subject areas unless otherwise determined by the Examinations Committee.

Stuart Spencer Prize for Academic Excellence
A cheque to the value of $200 will be awarded to the most distinguished student graduating in the Diploma in Law.

LexisNexis prizes
A six month subscription to LexisNexis Online prize package to the value of $495 will be awarded to one student having enrolled in the subject only once, achieves the highest mark in the examination in each of the following subjects: Legal Institutions, Contracts, Torts, Criminal Law and Procedure, Real Property, Australian Constitutional Law, Equity, Commercial Transactions, Law of Associations, and Succession.

Thomson Reuters prizes
A voucher for Thomson Reuters product(s) to the value of $500 will be awarded to one student having enrolled in the subject only once, achieves the highest mark in the examination in each of the following subjects: Evidence, Family Law, Intellectual Property and Trade Practices.

HL and WG Spencer Prize
A cheque to the value of $100 will be awarded to one student having enrolled in the subject only once, achieves the highest mark in the examination in the subject Administrative Law.

CCH Prize
A CCH gift pack and a $200 CCH book voucher will be awarded to one student having enrolled in the subject only once, achieves the highest mark in the examination in the subject Taxation and Revenue Law.

Sir Owen Dixon Chambers Prize
A cheque of $250 plus 2 weeks practical work experience with Sir Owen Dixon Chambers Barristers will be awarded to one student having enrolled in the subject only once, achieves the highest mark in the examination in the subject of Practice and Procedure.
Law Society Prize

for Legal Ethics a cheque to the value of $250 will be awarded to one student who, having enrolled in Legal Ethics only once, achieves the highest mark in the examination.

EXAMINATION INTERVIEWS

A student may apply for an interview with an Examiner in relation to his or her examination performance.

An application must be lodged at the Boards’ office no later than 30 April 2010. The application must be accompanied by a fee of $100.00. Please do not combine this fee with any other application fee such as your enrolment fee. Late applications will not be accepted.

The interview will be held at a time and place convenient to the Examiner. The student will be notified of arrangements for the interview as soon as possible.

It should be noted that an interview is not part of the marking process, and that a student’s result will not be changed at, or as a result of, an interview. The purpose of the interview is to allow the Examiner to explain how a student’s examination script does, or does not, satisfy the requirements of the examination.

It is not an opportunity for students to dispute the marks awarded with the Examiner.

A copy of the exam script will be forwarded to the student in advance of the interview. If a student should subsequently decide to withdraw from an interview he or she must inform the Board immediately.

Please note in such instances the application fee is non-refundable.

EXAMINATION SCRIPTS

A student may make written application to the Board for the return of his or her examination script. The application must be lodged with the Board within one month after the publication of examination results, and must be accompanied by a stamped, self-addressed C4 envelope (A4 or larger) measuring 229 mm x 324 mm. Examination scripts requested in this way will normally be returned within two months of the publication of examination results. Remaining scripts will then be destroyed.
**EXAMINATION TIMETABLE – MARCH 2010**

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<tr>
<th>WEEK ONE</th>
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<td><strong>THURSDAY</strong></td>
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<td>SUCCESION</td>
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<td>AUSTRALIAN CONSTITUTIONAL LAW</td>
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*SCHEDULED LOCATIONS*

**Sydney**
Level 1 of the Wentworth Park Sporting Complex
Wattle Street, Ultimo NSW 2007 Entry via Wentworth Park Road Gate
Telephone (02) 9552 1799

**Parramatta**
Northcott Function Centre
1 Fennell St, North Parramatta NSW 2151
Telephone (02) 9890 0100

**Albury**
St Davids Uniting Church
Wesley Room
Corner Wilson and Olive Streets
Albury
Telephone (02) 6021 6847

**Armidale**
The University of New England
Faculty of Economics, Business & Law
[Enter via Trevennah Road, Armidale]
Telephone (02) 6773 3597

**Broken Hill**
550 Lane Street
Broken Hill
Telephone (08) 8088 5343

**Canberra**
Australian Catholic University
Signadou Campus
223 Antill Street, Watson ACT
Telephone (02) 6209 1129

**Dubbo**
Dubbo RSL Club
Cnr Brisbane & Wingewarra Streets
Dubbo NSW 2830
Telephone (02) 6882 4411

**Lismore**
St Peters Anglican Centre
Deegan Drive
Goonellabah, Lismore
Telephone (02) 6622 1860

**Newcastle**
The Glades Wedding and Conference Centre
270 Hillsborough Rd
Warners Bay 2282
Telephone 1300 851 112

examination results will be posted on the Board’s website on 22 April 2010:

CHANGING EXAMINATION CENTRES

A candidate wishing to apply to sit at a scheduled examination centre other than the centre nominated at the time of enrolment must make special arrangements with the Board at least two weeks before commencement of the examination period. In exceptional circumstances a student may be permitted to take an examination at an unscheduled location nominated by the student. If such permission is granted and a venue can be arranged, additional fees, which are substantial, are payable.

Students are cautioned that arranging suitable unscheduled exam venues is time consuming, it is strongly advised therefore that you make appropriate enquiries with the Board’s Examinations Officer at the earliest opportunity.

Applications received close to the examinations are unlikely to be approved.

In addition, due to ongoing difficulties and the need to maintain the security of the Board’s examinations applications from new students for overseas venues are unlikely to be approved.

SYDNEY EXAMINATION VENUE