**EXAMINATIONS**

**ELIGIBILITY TO SIT**

Rule 73 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.

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 44.

At all examination centres the morning examinations will commence at 9.00 am and the afternoon examinations will commence at 1.45 pm.

The duration of each exam is 3 hours preceded by 15 minutes reading time.

Candidates should report to their nominated examination centre at least 20 minutes prior to the commencement of an examination.

**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 of Sydney Law Library 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 pre-programmable electronic devices must be switched off and will be stored in a location specified by 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, which should be made as soon as possible after enrolling but no later than 9 August 2007. 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.

**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 and notify the LPAB of the intention not to do so. 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**

The Examinations Committee is concerned to ensure that students have access in examinations only to those materials which are specifically permitted.

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:


The permitted materials will be read out by the Senior Supervisor in the examination, and printed on the front page of the examination paper.

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.

Law Extension Committee Subject Guides are not permitted in the examination room, except where indicated by the Board.

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

Candidates must ensure that they have the specified edition of any book or published legislation. Editions other than those specified will not be permitted in any examination. Candidates will not be allowed to share 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.

**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.
A student who has completed tuition in a subject in a given session, however, may apply for exemption from tuition in that subject in the session immediately following (see Tuition, Progression and Exclusion).

**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 on 23 October 2007.

**Pass results**

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

**Examination results will not be published in a newspaper. 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 in a number of subject areas unless otherwise determined by the Examinations Committee. In each subject, the prize will be awarded to the student who, having enrolled in the subject only once, achieves the highest mark in the examination.

**LexisNexis prizes**

A six month subscription to LexisNexis Encyclopaedia Australian Legal Dictionary to the value of $495 will be awarded to one student 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 Legal & Regulatory prizes**

A voucher for Thomson Legal & Regulatory product[s] to the value of $500 will be awarded to one student in each of the following subjects: Evidence, Family Law, Intellectual Property and Trade Practices.

**HL and WG Spencer Prize**

for Administrative Law (a cheque to the value of $25) will be awarded to the student who, having enrolled in Administrative Law only once, achieves the highest marks in the examination for that subject.

**CCH Prize**

for Taxation and Revenue Law ($100 off any CCH publication) will be awarded to the student who, having enrolled in Taxation and Revenue Law only once, achieves the highest marks in the examination for that subject.

**Law Society Prize**

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

**EXAMINATION INTERVIEWS**

A candidate 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 2 November 2007. The application must be accompanied by a fee of $90.00. You are asked not to 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 candidate 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 candidate’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 candidate's examination script does, or does not, satisfy the requirements of the examination.

**EXAMINATION SCRIPTS**

A candidate who has had results cleared 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 envelope 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 AND CENTRES

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### SCHEDULED LOCATIONS

#### Sydney
Westfield Centrepoint Grand Hall, Podium Level 100 Market Street Sydney.

#### Parramatta
Address TBA

#### 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 Trevenna 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

#### 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

NB: Subject to the proposed APEC public holiday on 7 September 2007, no exams will be scheduled for this day.
CHANGING EXAMINATION CENTRES

A candidate wishing to sit at a scheduled examination centre other than the centre nominated at the time of enrolment must make special arrangements with the Board no later than 23 August 2007.

UNSCHEDULED EXAMINATION LOCATIONS

In exceptional circumstances, a candidate may be permitted to sit for an examination at an unscheduled location in Australia or overseas. Written applications explaining these circumstances, must be forwarded so as to reach the board’s office by Friday 26 July 2007. An application which reaches the Board’s office later than Friday 26 July 2007 but not later than Friday 2 August 2007 will be processed, but only upon payment of a late fee of $50.00. Applications must be addressed to “The Examinations Officer”. Students must not delay their application until assignment results are known.

Within an application to sit an examination at an unscheduled location, a student may suggest a particular location and provide contact details for it. The choice of location, however, is entirely the Board’s. A student should not assume that the Board will arrange a convenient, unscheduled location.

Additional fees, which are substantial, are payable in advance. Enquiries should be directed to the Board’s Examinations Officer on (02) 9338 3506. See page 17 for the current applicable fees.

Notwithstanding the statements on page 41 relating to withdrawal from an examination, candidates who have been granted permission to sit for examinations in unscheduled locations should advise the Examinations Officer if they decide not to sit for an examination.

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