

Monash University Procedure

Procedure Title	Assessment in Coursework Units: Examination Procedures
Parent Policy	Assessment in Coursework Units Policy
Date Effective	17-July-2017
Review Date	16-November-2019
Procedure Owner	Vice-Provost (Learning and Teaching)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	policy-education@monash.edu
Scope	This procedure applies to all coursework units. It does not apply to the thesis component or equivalent of a graduate research course.
Purpose	
PROCEDURE STATEMENT	

These procedures must be read in conjunction with [Monash University \(Academic Board\) Regulations Part 3](#), and [Assessment in Coursework Units Policy](#).

For information on the marking/grading of examinations please see the Assessment in Coursework Units: Grading and Marking Procedures

For information on the security and record keeping requirements related to examinations, please see the Assessment in Coursework Units: Assessment Security and Record Keeping Procedures.

Exam Preparation

1. When preparing the examination(s) for a unit to be administered by Examination Services, the Chief Examiner must ensure that:
 - the unit teaching team, under the direction of the Chief Examiner, are involved in the design of the examination to ensure its appropriateness in terms of learning outcomes and level;
 - the examination is prepared in an appropriate form and at the time required, and thoroughly proof read (see also section 2);
 - the [Monash Examination Template](#) as adapted for each faculty or department must be used;
 - where a unit is offered on campuses in different time zones, and where this precludes the simultaneous timetabling of examinations, appropriate steps are taken to ensure that while the content, question formats and difficulty of the examinations remain consistent, there is sufficient variation in the to maintain security and uphold appropriate quality assurance; and
 - similarly, for deferred or supplementary examinations, while the content, question formats and level of the examinations should remain consistent, there must be sufficient variation in the task set to maintain the integrity of the examination.

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2. In order to reduce content and formatting errors in examinations, the exam author, exam reviewer (a subject matter expert in the same discipline) and the department/school administration officer uploading the examination must use the following checklists:
 - [exam author checklist](#)
 - [exam reviewer checklist](#)
 - [professional staff member examination checklist](#)
3. Appropriate guidance including the provision of mock examinations or questions should be provided to students to encourage preparedness for examinations. Guidance should include providing students with a clear indication of the examination approach, and the detail and level required.

Responsibility

Chief Examiners

Official Examination Periods

4. The final examination in any Semester One unit will be held in the period between the end of Semester One and the beginning of Semester Two.
5. The final examination in any Semester Two unit will be held after the end of the semester and before the end of the academic year.
6. The final examination for any unit taught across two semesters will be held in one, or partly in one and partly in another, of the periods specified above.
7. The final examination for a summer semester unit will be held before the beginning of Semester One.
8. The final examination dates for teaching periods other than those listed above must be published in the unit guide, with the exception of deferred and supplementary examinations. For information on deferred and supplementary examinations, see the Adjustments to Assessment Procedures.

Examination Sessions Conducted by Examination Services

9. Examinations will be held from Monday to Friday between the hours of 8:00am-9:30pm. A maximum of three examination sessions will be scheduled daily. The option of scheduling examinations between 8:00am-6:30pm on Saturday and Sunday during the Semester One and Semester Two examination periods will only be considered as a contingency in extraordinary circumstances, as indicated in sections 20-27 below. Any request by the Manager, Examination Services to hold a weekend examination must be approved by the Vice-Provost (Learning Teaching).
10. The Chief Examiner or delegated academic staff member must be available for telephone communication with Examination Services staff at all times throughout the duration of an examination. Where the Chief Examiner or delegated academic staff member is not contactable, Examination Services will contact Faculty Associate Dean (Education) or nominee. The Chief Examiner or delegated academic staff may be present at any examination venue, provided communication with students occurs only where necessary to resolve issues relating directly to the conduct of the examination.

Duration of Examinations Conducted by Examination Services

11. Final exams will normally be 1.5 hours or 2 hours in duration. Longer exams of 2.5 or 3 hours require faculty education committee approval. This can be due to:
 - professional accreditation requirements; or

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- exceptional circumstances where an academic case has been presented justifying that a longer examination duration is essential to fully assess whether a student has achieved the learning outcomes.
12. Where a faculty has a predominance of examinations above 2 hours, the examinations office will inform the Vice-Provost (Learning and Teaching) who will seek reassurance from the faculty that the examination load and duration is appropriate.
 13. Final examinations are normally not more than three hours.
 14. In all examinations, students must be given either a 10-minute preliminary reading period or a 30-minute preliminary reading and noting period. These periods are in addition to the examination duration.

Timetable Composition for Examinations Conducted by Examination Services

15. The composition of the examination timetable will make provision for the following priorities:
 - Accommodating special timetabling requests made with the approval of the Associate Dean (Education) of the unit teaching faculty, based on priorities other than those listed below.
 - Placing the units with large enrolments (more than 400 students) within the first ten days of the examination period, to provide adequate time for the marking process. This does not apply to examinations that entirely or mainly consist of responses that can be machine or computer marked (for example multiple choice or selected response items), which may be placed later in the examination period.
 - Scheduling examinations of core units offered on multiple campuses at the same time.
 - Students will not be scheduled to sit more than two examinations in one day, or more than three consecutive examinations in two days.
 - Minimising the number of students with more than one examination in the same session, also known as a clash of examinations.
 - Minimising the number of students with two examinations in one day or three or more examinations in two consecutive days.
 - Placing examinations with off campus learning enrolments within the first 12 days of the examination period.
 - Placing examinations for units taught at multiple campuses, which include at least one overseas campus, within the first 12 days of the examination period.
 - Allocating earlier dates according to the size of the enrolment.

Responsibility

Vice-Provost (Learning and Teaching)
Deans
Associate Deans (Education)
Group Manager, Examination Services
Chief Examiners

Use of Calculators and other Electronic Aids in Examinations

16. Unless specifically permitted, students are not allowed to use in the examination venue electronic devices capable of communication, or storage and retrieval of data.
17. Before allowing the use of calculators or other electronic devices in a unit examination, the Chief Examiner must give consideration to:

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- the importance of their use to assess the learning outcomes of the unit;
 - equity in student access to permitted devices; and
 - the security or integrity of the examination process.
18. If after giving consideration to 17, the Chief Examiner decides that a particular type of electronic device is permitted in an examination, then a detailed description of the *approved* device must be included in the relevant unit guide given to students at the start of the semester or appropriate devices provided for use in the examination.
19. If only specific models of the permitted type of electronic devices can be used, then:
- Where a security sticker system is used to identify a device as a permitted device, the unit guide must also include clear instructions about the place and timeframe for obtaining the security sticker.
 - Where a faculty requires one specific brand and model of calculator or electronic device to be used, this must be communicated clearly to students via the unit guide and/or learning management system.
 - If security stickers, or a faculty specific brand and model calculator or electronic device are not used, then the Chief Examiner or nominee(s) must be present at the examination venue(s) to determine the appropriateness of these devices.

Responsibility Chief Examiners

Postponement or Cancellation of Examinations

20. In extraordinary circumstances, the conduct of scheduled final examinations may be postponed or cancelled in the interest of safety, or where an examination venue or delivery infrastructure/service may no longer be available for a set or undefined period.
21. The Provost, or in their absence, the Chief Operating Officer, will:
- approve the postponement of examinations, in consultation with the Director, Student and Education Business Services or the Group Manager, Examination Services;
 - notify Deans of teaching faculties of units for which scheduled final examinations will be affected; and
 - authorise notification to all affected students via email and notices will be placed on the Monash website.
22. Dependent upon the severity of the event, the decision to postpone examinations may activate the Student and Education Business Services Division Exams Crisis Management Team who will have responsibility for assessing alternative options and implementing a recovery process. Possible rescheduling options include, but are not confined to, rescheduling examinations to:
- the last week of the examination period
 - evening examination sessions within the examination period
 - weekends within the examination period
 - a later date after the examination period
 - the Deferred/Supplementary examination period
 - recommend the cancellation of examinations

Student and Education Business Services will advise students as early as possible by SMS and email of the decision to postpone an exam, with clear instructions regarding the communication process that will take place to inform students of the recovery process.

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23. When assessing recovery options, the Student and Education Business Services Division Exams Crisis Management Team will take into consideration:
- impact on students
 - adequate timeframes for student and staff communication
 - availability of alternate examination venues and resources and the set up times required
24. Deans, or nominees, will notify relevant staff members. The Director, Student and Education Business Services will liaise with faculties to arrange for the Board of Examiners (BOE) process and the release of results to be delayed, if necessary, and advise all relevant stakeholders of any modifications to the schedule, such as Monash Residential Services, Graduations, etc.
25. Students who are unable to attend a rescheduled examination (as a result of a postponement of an examination), due to scheduled travel plans, or other exceptional circumstances beyond their control may be eligible for Special Consideration.
26. If final examinations cannot be rescheduled, the Provost, or in their absence, the Chief Operating Officer will recommend the cancellation of examinations to the Dean or nominee of a faculty.
27. The Dean or nominee of a faculty may make a decision to cancel the scheduled final examination(s). In such cases, alternative assessment options may be considered, e.g. a take home exam. Students will be awarded a grade based on their completed assessment. Existing policies governing the approval of grades will apply.

Responsibility

Provost
 Chief Operating Officer
 Vice-Provost (Learning and Teaching)
 Deans
 Associate Deans (Education)
 Director, Student and Education Business Services
 Manager, Examination Services
 Chief Examiners

Responsibility for implementation	Deans Associate Deans (Education)
Status	New
Approval Body	Name: Academic Board Meeting: 7/16 Date: 16-November-2016 Agenda item: 7.2
Definitions	Academic year: the calendar year. Chief Examiner: responsible for the implementation of the unit assessment regime for the unit and must recommend the final result for each student. A Dean must appoint a Chief Examiner for each unit taught by the faculty. Consecutive examinations: examinations sat in sequence (i.e. afternoon, evening, the following morning and afternoon). Deferred examination: a final examination that has been delayed to a later date, normally resulting from a successful application for special

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	<p>consideration.</p> <p>Final examination: an invigilated or supervised examination held after the end of the teaching period, the results of which are partly used to determine the final result for the unit concerned. A final examination may consist of one major assessment task or may include more than one major assessment task.</p> <p>Major assessment task: an assessment task that represents 20% or more of a students final result in a unit. Minor regular assessment activities (for example, weekly quizzes), may be categorised collectively as a major task.</p> <p>Final digital examination: a major assessment task consisting of an invigilated or supervised examination held after the end of the teaching period delivered in an electronic format. Students must type, indicate or construct responses using software and/or digital devices authorized for use in examinations by the University.</p> <p>Supplementary assessment: additional assessment given to students who have completed all required assessment for a unit but failed to obtain a pass grade. This may include an examination or any other form of assessment.</p> <p>Teaching period: a period of the academic year within which a unit is offered. The two standard teaching periods are Semester One and Semester Two (referred to as standard semesters), but some units are offered in a summer or winter teaching period, over the whole year, in an intensive format at any time, or during other predefined periods.</p> <p>Unit teaching faculty: is the faculty responsible for teaching the unit.</p>
Legislation Mandating Compliance	<p>Monash University (Academic Board) Regulations - regulations 16-25</p> <p>Disability Discrimination Act 1992</p> <p>Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011)</p>
Related Policies	<p>Student Academic Integrity Policy and Procedures</p> <p>Course Design Policy and Procedures</p> <p>Coursework Course and Unit Accreditation Policy</p> <p>Special Consideration Policy and Procedures</p> <p>Grading Scale Policy and Procedures</p> <p>Academic Programs from Multiple Campuses Policy</p> <p>Candidature Progress Management Policy</p> <p>Candidature Progress Management - Confirmation - Non-Confirmation Procedures</p> <p>Candidature Progress Management - Termination Procedures</p> <p>English Language Policy [Forthcoming]</p>
Related Documents	<p>Monash Assessment Vision</p> <p>Withdrawn Incomplete (WI) flowchart</p>