



## EXAMINATIONS AND RESULTS FOR JUNE 2008 TRIMESTER - PLEASE READ THIS NOTICE CAREFULLY

You will not receive any special consideration if you misread or fail to follow these instructions. You may also be subject to disciplinary action if you breach these instructions.

### PUBLICATION OF EXAMINATION TIMETABLE

Your personal examination timetable is available at:

<http://selfservice.mcpl.monash.edu.au/timetable/mcstudent/>

If any exam is missing from your personal timetable, you should contact Student Administration via email before 19 September 2008.

Email: [student-admin@mcpl.monash.edu.au](mailto:student-admin@mcpl.monash.edu.au)

Any enquiries regarding the format of exams, such as materials you are permitted to bring to an examination, type of exam (oral, practical etc) should be directed to the Field of Study Manager of your course.

Please print your personal examination timetable from the World Wide Web and bring it with you to your exams.

### SEAT ALLOCATION

Your personal examination timetable will show the venue and seat number where you are required to sit.

Students sitting exams at the Caulfield Racecourse will find a detailed map of the exam venues on the self service website.

### ADMISSION TO AND EXIT FROM EXAMINATION VENUES

- Candidates are admitted to venues several minutes prior to exam starting times.
- All Monash examinations have a standard 10 minute reading/settling period unless otherwise advised.
- Your student ID card must be brought to each examination and displayed prominently on your desk. You will not be permitted to sit an examination without your ID card.
- You are permitted to bring personal items into the venue provided they are placed in a closed bag under your desk.
- Find out from your Field of Study Manager in advance what material is authorised for your exam(s). If you are found in possession of unauthorised material, including mobile phones (other than in a closed bag), you could face disciplinary action.
- Mobile phones are strictly prohibited and if your phone rings during the examination, it will be confiscated you will be fined \$150.
- After entering an examination venue you will not be permitted to leave until one hour after the scheduled start time of the exam, nor will you be permitted to leave in the last 10 minutes.
- If you enter an examination venue on the wrong day or at the wrong time, you will be required to remain in that venue for one hour after the scheduled start time of the exam.

- You will not be admitted to an examination if you arrive more than one hour after the scheduled start time of the exam.
- Extra time will not be granted to any student who does not present for an examination at the correct time and place.
- You must not remove any examination paper or script book from the examination venue.
- If you wish to leave prior to finish time, you must raise your hand, wait until an invigilator comes to your desk to check your paper and script book and gives you permission to leave.

### CONDUCT OF EXAMINATIONS

- There must be no communication of any kind among students in examination venues. You are strongly advised not to draw attention to yourself by looking frequently at other candidates or around the venue.
- Be alert to, and follow all instructions given by the Supervisor in Charge of the venue.
- A warning will be given ten minutes before the end of the examination and an instruction to cease writing will also be given.
- Answers must be numbered and cover pages completed during the time allowed for writing.



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- You will only be required to write your student number on the cover of the exam. DO NOT write your name on the cover of the exam.
- At the conclusion of the examination remain seated until all papers have been collected and permission to leave is given by the Supervisor in Charge.

### PUBLICATION OF RESULTS

Results will be released via the Monash WES System on Friday, 10 October 2008.

<https://my.monash.edu.au/wes/>

Your results are available continuously throughout the year and can be printed at any time from your portal.

### SPECIAL CONSIDERATION

#### SPECIAL (DEFERRED) EXAMINATION TYPE 1 – APPLICATION REQUIRED

- If you are unable to attend an examination due to serious illness or another compelling reason, you should submit an application for special consideration. An application form can be obtained from Monash College Student Enquiries Counter or through your self service website.

- You must submit an application for special consideration 48 hours from your final examination. Applications received after 5 pm, 2 October 2008 will be rejected.
- In the case of illness or psychological condition, applications will be accepted only if page four of the application form has been completed by a medical practitioner or psychologist.
- Official documentation is required in the case of loss, bereavement, hardship or trauma i.e. death certificates, police reports etc. This documentation must be attached to your application form.
- Submitting a special consideration form does not automatically entitle you to sit for a special (deferred) examination.
- **The DEF code is used to indicate that you have been granted special consideration and must sit your examination in Week 0 on 14<sup>th</sup> October 2008.** The timetable will be available on Saturday, 11 October 2008. You will be able to view the outcome your Special Con. Application via WES.
- The WH code may be used to indicate you are eligible to sit a **deferred examination** during the **following** examination period in January. This would only occur if you already have two deferred exams allocated on the 14<sup>th</sup> October.
- If you do not sit a special (deferred) exam on the advised date, you will receive a fail grade for the unit.
- Normally, you will not be eligible for any further special consideration for that examination. Consideration will only

be granted where there are exceptional circumstances. If you wish to make such a request, you must submit a special consideration application detailing exceptional circumstances.

- Your final result will be determined by combining the special (deferred) examination result with your internal assessment results.

#### SPECIAL (DEFERRED) EXAMINATION TYPE 2 – AUTOMATIC

- You will be eligible for a special (deferred) exam if you have attempted the examination, gained 45-49% for a Part 2 Unit and the unit is the final unit required for completion of the diploma.
- Eligibility is automatic and an application for special consideration is not required.
- **The DEF code is used to indicate you have been allocated a deferred exam (Type 2) and must sit it in Week 0 on 14 October 2008.** The examination timetable will be available on Saturday, 11 October 2008. You will be able to view the outcome your Special Con. Application via WES
- Students sitting a Type 2 special (deferred) examination will have their examination result (up to a maximum of 50) combined with their internal assessment results to determine their final result for the unit.
- You will not be eligible for any further special consideration for that examination.