OVERVIEW

This document outlines the Disability Support Services (DSS) Alternative Assessment Arrangements (AAA’s) Processes for Centrally and Department run exams.

All adjustments for exams are based on supporting evidence provided by students to Disability Advisers and in discussion with your Disability Adviser during the registration interview.

Exams run by the central Assessments Operations (AAA) Team, are held at the end of each semester, trimester (for JD Law), as well as the deferred exam period.

Exams/Test/Quizzes managed by Faculty or Department run throughout the semester and may also be at the end of each semester.

HOW DOES THE PROCESS WORK?

At your registration interview:

- Discuss the adjustments you may require for exams, tests and quizzes, with your Disability Adviser.
- Your registration interview should occur early in the semester for your adjustments to be applied to the main exam period.
- Late applications may not be able to be applied at least 2 weeks before the end of semester exam periods.

What are adjustments (AAA’s) for exams:

- Adjustments can include extra writing time and rest breaks, food and drink, medication, reader/scribe etc.
- It is the responsibility of the student to liaise with DSS more than 2 weeks in advance if they require a scribe/reader, or any equipment that you may require for any in Semester assessments, Moodle quizzes, mid semester tests (run via central exams) etc. We recommend you email your request to disabilitysupportservices@monash.edu. DSS is not able to guarantee late requests for support.
- Adjustments to centrally run exam dates, times or permitted materials must be approved by the Chief Examiners of each unit. Requests are managed solely by DSS, however some Faculties - Bus Eco, FIT, Engineering and Law liaise with AAA Team and DSS, following publication of the exam timetable.
- A private room is approved only if reasonable, for example, if requiring a reader/scribe. It is more common for a relatively small group of students to be seated together (separated by partitions or cubicles) and separated from the main cohort, in a designated AAA (Alternative Arrangement for Assessment) venue.
- DSS arranges specialist equipment and/or support workers (reader/scribes and Auslan interpreters) automatically for end of semester centrally run exams (including deferred, supplementary and mid semester tests). DSS will check which supports are required for each exam period, 2 weeks’ notice is required for scribe/readers.
How the adjustments work:

- For centrally run exams, if you have extra time as part of your DSS registration, it will be applied automatically by the central AAA team, and you will be allocated to the AAA venue for on-campus exams.
- For departments run Moodle quizzes, Mid Semester Tests (MST’s) etc, the student should contact Unit Coordinators 2 weeks prior, to have AAA’s (extra time etc) added. Late applicants may be eligible to defer an assessment. [Apply for deferred assessments](#)
- For centrally run exams, exam details are emailed to students from the AAA team during the final weeks leading up to the examination period. The timetable published on-line mid-semester might only be accurate with respect to the dates and sessions (AM, PM, EVE). Students need to check their AAA confirmation letter for accurate exam details.
- Print the confirmation email, arrive early and present it at the exam venue/room.
- If rest breaks are applicable to your registration, you are not permitted to read or write during rest breaks. Rest breaks are optional and can be taken at any time.
- Full use of extra writing/rest-break time is not compulsory.
- Unless you opt out, unit coordinators and other designated teaching staff are able to confirm your alternative assessment adjustments (AAAs) in Moodle.

Managing rest breaks during invigilated exams:

If you have rest break time allocated as part of your DSS registration, please take note of the following -

- When you want to take a rest break, tell your supervisor. They’ll record the time you take, and ensure your remaining exam time is updated.
- You must leave your phone and laptop on your desk, and place the laminated sheet over your keyboard.
- If you are on campus, you may stay at your desk or move to the designated rest break area. If you are remote - you cannot leave your view of the camera during a rest break.
- If you need to lie down or go to the bathroom, just let Exams staff know.
- Keep an eye on how much exam time you have left and manage your rest time carefully so you don’t run out of time to finish your exam. It is recommended to avoid taking a rest break in the last 10 minutes of your exam, this is to avoid your exam automatically submitting upon timing out.
- Rest breaks are only monitored for supervised/invigilated exams.

What to do if you can’t complete your exam on the set date:

- If you miss the exam because you are unwell, you need to obtain a medical certificate from your doctor or from the [University Health Service](#) to apply to [defer your assessment](#).
- You can check the Special Consideration webpage for further details: [Can’t complete your assessment? (special consideration)](#) - Current students (monash.edu)
Support for exam study preparation:

- For support with study strategies and preparing for final assessments, you can reach out to Student Academic Success.
- You can also Book a 1:1 with a AAA Team Member (please note these meeting times may only be available during certain times of the year during the lead-up to exams).
- For more information, click here: https://www.monash.edu/students/admin/assessments/exams

Please note: Exceptions include courses which are managed completely separately. Exams for these are run locally by faculty and alternative arrangements are made automatically.