

Monash University Procedure Template

[These procedures apply to assessment in all teaching periods commencing on or after 17 July 2017]

Procedure Title	Assessment in Coursework Units: Assessment Security and Record Keeping Procedures
Parent Policy	Assessment in Coursework Units Policy
Date Effective	17-July-2017
Review Date	16-November-2019
Procedure Owner	Deputy Vice-Chancellor (Education)
Category	Academic Quality and Standards
Version Number	1.1
Content Enquiries	policy-education@monash.edu
Scope	This policy applies to all coursework units. It does not apply to the thesis component or equivalent of a graduate research course.
Preamble	These procedures must be read in conjunction with Monash University Academic Board) Regulations Part 3 , and Assessment in Coursework Units Policy .
PROCEDURE STATEMENT	

Preparation of Examinations and other Assessment Tasks

1. The Chief Examiner, moderators, markers and members of the teaching team of a unit must ensure the security of examination questions and marking guides, and of all other assessment questions and instructions until the Chief Examiner authorises their release. In particular, they must:
 - Keep the documents, whether in hard copy or in electronic form, secure at all times against access by unauthorized persons.
 - Password protect all electronic documents and store these in a university password protected network area. If copies are held on portable storage devices, they must be held securely in a locked drawer in a locked room until the Chief Examiner authorizes their publication.
 - Keep all passwords secure.
 - Take care to prevent casual observation of computer screens, print jobs or passwords by unauthorized persons.
 - Dispose of all unwanted printed drafts and copies using the university's confidential waste service.
 - Take precautions when circulating drafts via networked computers, by protecting documents with passwords which are communicated to the recipient in a separate transmission.

Custody of Examination Responses and other Assessment Submitted by Students

2. All academic and administrative staff must take care to ensure that examination responses and other student work submitted for assessment are held securely at all times to ensure that these are not accessed by unauthorised persons.
3. Subject to section 4, examination responses and uncollected student work for assessment must be retained for six months after the final result of the unit is published.
4. Examination responses and uncollected student work for assessment on the South Africa campus must be retained for twelve months after the final result of the unit is determined.

Monash University Procedure Template

- Subject to sections 3 and 4, examination responses and uncollected student assessment tasks must be destroyed using the university's confidential waste service available on the relevant campus or the relevant electronic file securely deleted.

Record Keeping

- Faculties must have processes in place to keep records of student attendance at class tests and examinations, and submission of student work.

Security and Storage of Results

- Subject to section 8, the Chief Examiner must ensure that records of all individual assessment marks for all students enrolled in a unit are kept for at least six months after the final result of the unit is determined, or as long as required for another purpose such as disciplinary or grievance proceedings.
- For units taught on the South Africa campus, the Chief Examiner must ensure that records of all individual assessment marks for all students enrolled in the units are kept for at least twelve months after the final result is determined, or as long as required for another purpose such as disciplinary or grievance proceedings.
- All academic and administrative staff must ensure the security of marks to ensure that these are not accessed by unauthorised persons.
- Suspected breaches of security must be reported to the Chief Examiner and the Head of School/Department (or the Associate Dean (Education) in the faculties with no schools/departments).

Responsibility

Associate Deans (Education)
Heads of Schools/Departments
Examination Services
Chief Examiners
Teaching staff
Moderators
Administrative staff

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	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. Deferred examination: a final examination that has been delayed to a later date, normally resulting from a successful application for special consideration. Final result: is the final mark and/or grade awarded to a student on completion of assessment for a unit. Moderator: a person appointed to moderate part of or the overall assessment of a unit to ensure accuracy and/or alignment with the intended

Monash University Procedure Template

	<p>learning outcomes.</p> <p>Unit: the basic component of a course in which a student will enrol to undertake study in a particular discipline.</p>
<p>Legislation Mandating Compliance</p>	<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>
<p>Related Policies</p>	<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>
<p>Related Documents</p>	<p>Monash Assessment Vision</p> <p>Withdrawn Incomplete (WI) flowchart</p>