



Faculty of Engineering

Student access to exam papers

The provision of feedback to students is part of the educational process and viewing of exam papers forms part of that feedback mechanism. The University's unit assessment procedures on feedback on end-of-semester assessment tasks state:

6. Chief Examiners must ensure that students are informed of the arrangements made for them to obtain feedback on their performance in examinations and other end-of-semester assessment. This may take the form of feedback classes, provision of the examination questions with marking guides or sample answers, or other forms of group feedback. Chief Examiners may require students to take advantage of the group feedback opportunities provided to them before requesting individual consultations with staff.

7. Faculties must inform students of the procedures for them to access their examination script or other assessment material submitted by them and held by the faculty.

Accordingly, the following arrangements regarding access to exam papers will apply to engineering students:

- Departments and schools will display information on their web pages and/or email students regarding the process for viewing their exam papers.
- Students will be permitted to view their exam papers up until the end of the second week of the semester following the issue of results.
- Students wishing to view their exam papers should complete an appropriate request form, available from their department webpage.
- Copies of exam papers will **not** be provided to students in any format.

Supporting information

Purpose and rationale:

To ensure that all staff and students are aware of the requirements relating to students' rights to view exam papers.

Scope:

This policy applies to all units examined and taught by the Faculty of Engineering.

Related and governing documents:

- <http://www.policy.monash.edu/policy-bank/academic/education/assessment/unit-assessment-procedures.html>

- <http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-units-policy.html>
- <http://www.monash.edu/exams/feedback-performance.html>

Responsibilities for implementation: Heads of Department and Head of School

Who needs to know:

- Associate Dean (Education)
- Faculty Manager
- Manager, Academic and Student Services
- Course advisors
- Unit coordinators
- Heads of Department and Head of School
- All academic teaching staff
- Undergraduate students

Approval body: Engineering Education Committee

Policy review date: 2016

Version history

Version	Approval	Comments
1.0		Effective semester 2, 2010.
1.1.	EEC2/14	Minor editorial changes and removal of faculty board.