SCOPE

This procedure applies to:

- all staff;
- all students;
- all coursework units with a final examination conducted by Assessment Operations or the faculty; and
- all teaching locations, with the exception of the former Monash South Africa campus.

Coursework students at the former Monash South Africa campus should refer to the Assessment in Coursework Units Policy and Procedures and the Monash University (Academic Board) Regulations.

In relation to the assessment of a thesis or alternative research component of a graduate research degree, students are to refer to the Graduate Research Thesis Examination Procedures.

PROCEDURE STATEMENT

In this procedure, references to associate dean (education) may include roles with equivalent responsibility within the faculty, such as deputy dean (education) or associate dean (learning and teaching).

1. Preparing examination assessment tasks

1.1 When preparing examinations, the chief examiner must ensure that:

- the examination is prepared in the required timeframe, is thoroughly proof-read and is written in clear, unambiguous language;
- the examination front page template for each faculty, department or school, is used; and
- the examination author, examination reviewer and the professional staff member uses the following checklists to proofread written examinations, in addition to any faculty-based checklists:
  - Examination author checklist;
  - Examination reviewer checklist; and
  - Professional staff member checklist.

Electronic examinations (eExams)

1.2 A spell-checking facility, using British English as the dictionary language, is used as the default setting for eExams.

1.3 Where the associate dean (education) of the teaching faculty, in consultation with the chief examiner, chooses not to use the spell-checking facility, they will inform students of this choice in the learning management system.

2. Administering and scheduling examinations

2.1 Examinations can be administered either centrally by Assessment Operations (centrally managed) or locally by faculties, schools or departments (faculty-managed).

2.2 Faculty-managed examinations must follow the Assessment Operations business processes and the University examination conditions.

2.3 Where possible, examinations conducted at a non-Monash University venue will be conducted under the same conditions and arrangements as the Monash University venue.
Examination periods

2.4 Final examinations, with the exception of deferred and supplementary examinations, will be held:
• **semester 1 unit**: starting at week 14 of the semester and finishing before the beginning of semester 2;
• **semester 2 unit**: starting at week 14 of the semester and finishing before the end of the calendar year;
• **any unit taught across two semesters**: either once at the end of the later semester or once at the end of each semester;
• **summer semester unit**: before the beginning of semester 1; or
• **other teaching periods**: as published in the learning management system.

Examination duration

2.5 The duration of final examinations includes reading and writing time and must be either:
• 1 hour and 40 minutes;
• 2 hours and 10 minutes; or
• 2 hours and 30 minutes (only for examinations which require extensive reading and noting time, e.g. case studies).

2.6 Faculty-managed examinations can be shorter than 1 hour and 40 minutes.

2.7 Examinations with a longer duration must be approved by the dean (or delegate) of the teaching faculty. Approval must be limited to cases where a longer examination is required for professional accreditation or where an academic case demonstrates that a longer final examination is essential to fully assess achievement of the learning outcomes.

Examination times

2.8 Examinations in the main examination periods will be held from Monday to Friday between 8:00am and 10:00pm unless otherwise approved by the Deputy Vice-Chancellor (Education) (or nominee).

2.9 A maximum of three examination sessions will be scheduled daily.

Examination timetable

2.10 All centrally managed and faculty-managed final examinations are scheduled by Assessment Operations to minimise timetable clashes.

2.11 Examinations will be scheduled, as far as possible, according to the following principles:

2.11.1 Dates are allocated according to the size of the enrolment in a unit.

2.11.2 Units with more than 500 students are scheduled within the first 10 working days of the examination period. This excludes examinations that consist entirely or mainly of responses that can be marked automatically.

2.11.3 Units offered at multiple teaching locations are scheduled in the same examination session.

2.11.4 Units with off-campus enrolments and/or offered at multiple locations are scheduled within the first 12 working days of the examination period.

2.11.5 Students are not scheduled more than two examinations in one day, or more than three examinations in two consecutive days.

2.11.6 Students will not have any examination clashes (i.e. more than one examination scheduled in the same session).

2.12 Timetabling requests that are not covered by the principles in section 2.11 must be approved by the associate dean (education) of the teaching faculty and submitted to Assessment Operations by the required date.

2.13 The examination timetable (including the date, time, duration and venue) will be published:
• **for examinations managed by Assessment Operations**: in the student portal six weeks before the examination period; or
• **for examinations managed by the faculty**: at least five working days before the examination date.

2.14 Changes to the timetable after it has been published will only be approved in exceptional circumstances by the Deputy Vice-Chancellor (Education).

3. Chief examiner availability during the examination period

3.1 The chief examiner (or nominee) will be available by telephone for the duration of the relevant examination. Where the chief examiner (or nominee) is not contactable, Assessment Operations will contact the associate dean (education) (or nominee) of the teaching faculty.

3.2 If the chief examiner (or nominee) attends the examination, communication with students will be limited to resolving issues relating to the conduct of the examination.
4. **Student attendance and requirements**

4.1 Students must be available, prepared and equipped to complete their examination in the mode and format specified.

4.2 Students who are unable to undertake or complete an examination due to immediate and exceptional circumstances beyond their control can apply for **special consideration**.

4.3 Students with a medical condition, including a mental health condition, or a disability may be eligible to register with Disability Support Services (DSS) and access **alternative assessment arrangements** for their examination.

**Examinations in Monash venues**

4.4 Students must present their student ID card at the examination. The Associate Director, Assessment Operations (or nominee), or equivalent at overseas locations, can approve the use of other forms of photo identification to verify students’ identity at examinations.

4.5 Students must be advised to record only their student ID, desk number and unit code on their examination scripts. No other personal information can be requested.

4.6 Student attendance at examinations is recorded. The attendance list will include the student ID, student full name, desk number and attendance indicator. The attendance list for written examinations must be placed inside a sealed bag with the completed examination responses and returned to the teaching faculty.

4.7 Students must use legible handwriting in a handwritten examination. The chief examiner can refuse to mark the whole or any part of an examination paper that the chief examiner regards as illegible.

4.8 Students must be at the examination venue before the scheduled starting time. In exceptional circumstances, the Associate Director, Assessment Operations (or nominee) or equivalent at overseas locations, may allow a student to enter the examination venue up to one hour after the scheduled starting time.

4.9 Students must remain in the examination venue for at least one hour after the scheduled starting time, and cannot leave the venue in the last ten minutes of the examination. In exceptional circumstances such as sudden illness, students may leave the venue at any time.

**Examinations for Monash Online units**

4.10 Students enrolled in units with examinations in the Monash Online teaching periods, complete examinations and secure online quizzes through the learning management system using a lockdown browser.

4.11 The examination will be a closed-book examination and students cannot take notes, books or any other reference material into the examination.

5. **Deferred and supplementary examination periods**

5.1 A deferred or supplementary examination must be scheduled no later than:

- **summer semester or semester 1 units**: the end of September;
- **semester 2 units**: the end of February of the following year;
- **units taught over two-semesters**: the end of February or the end of September whichever occurs earlier; or
- **other teaching periods**: three months after the original examination was held.

5.2 For faculty-managed deferred examinations, the faculty will give students at least five working days’ notice of the deferred examination date, time and venue.

5.3 Where a student has been granted a rescheduled deferred examination (see section 7 of the Special Consideration Procedure), the student must sit the deferred examination within 12 months of the end of the examination period of the teaching period in which they were originally enrolled.

6. **Use of materials and equipment in examinations**

6.1 The learning management system and examination paper will list any **authorised additional material or equipment** that can be used.

6.2 Students who bring unauthorised materials or equipment into the examination venue may be in breach of student discipline or academic integrity and will be dealt with in accordance with the Monash University (Council) Regulations and/or Student Academic Integrity Procedure.

6.3 Students must not remove any examination papers, answer books or other University property from the examination venue.
Written or printed material

6.4 The chief examiner will approve any written or printed materials that can be used by students in the examination.

6.4.1 Open-book examinations: Students can take written notes, texts or resource materials into the examination venue, excluding calculators and electronic devices.

6.4.2 Closed-book examinations: Students cannot take notes, books or any other reference material into the examination.

6.4.3 Specific permitted items: Students may be allowed to take approved specific texts or other specific items into the examination.

Calculators and electronic devices

6.5 Unless specifically approved by the chief examiner, students are not allowed to use electronic devices capable of communication or storage and retrieval of data in an examination.

6.6 When deciding whether to allow the use of calculators or other electronic devices in the examination, the chief examiner will consider:

• the importance of their use to assess the learning outcomes of the unit;
• equity in student access to the approved devices; and
• the security and integrity of the examination process.

6.7 The chief examiner will include a detailed description of any approved device/s in the learning management system, with the exception of any devices provided by the University at no additional cost to the student.

6.8 If a security sticker system is used, the process for students to obtain a security sticker to identify a permitted device must be included in the learning management system.

6.9 If specific brands or models are not specified in the learning management system and if security stickers are not used, the chief examiner (or nominee) must be present at the examination venue to approve the devices.

7. Rescheduling or cancelling examinations

7.1 The University may reschedule or cancel final examinations in the interest of safety or where an examination venue or delivery infrastructure or service is no longer available.

7.2 The Deputy Vice-Chancellor (Education) or, in their absence, the Chief Operating Officer will:

• approve rescheduling an examination, in consultation with the Senior Director, Student and Education Business Services (SEBS) or the Associate Director, Assessment Operations;
• notify the relevant deans of teaching faculties; and
• authorise an SMS and email notification to all affected students and notices on the Monash website.

Alternative options and recovery process

7.3 Depending on the severity of the event, the SEBS Exams Crisis Management Team will review alternative options and implement a recovery process. This includes rescheduling examinations:

• in the last week of the examination period;
• in evening sessions in the examination period;
• in weekend sessions in the examination period (between 8:00am and 6:30pm on Saturday and Sunday during the semester 1 and semester 2 examination periods);
• on a date after the examination period; or
• in the deferred and supplementary examination period.

7.4 Students who are unable to attend an examination that has been rescheduled by the University due to exceptional circumstances may be eligible to apply for special consideration.

7.5 SEBS is responsible for notifying the affected students of any rescheduled examinations and all relevant stakeholders of any modifications to the examination timetable.

7.6 The dean (or nominee) of the teaching faculty is responsible for notifying relevant faculty staff members of any University rescheduled examinations.

7.7 The Senior Director, SEBS will liaise with faculties regarding results finalisation processes and delay the release of results, if required.
Cancelling an examination

7.8 If rescheduling an examination is not practicable, the SEBS Exams Crisis Management Team may recommend to the Deputy Vice-Chancellor (Education) that the examination be cancelled. The Deputy Vice-Chancellor (Education) or, in their absence, the Chief Operating Officer may recommend to the dean (or nominee) of the teaching faculty that the examination be cancelled.

7.9 The dean (or nominee) of the teaching faculty will make the final decision to cancel an examination. Alternative assessment options may be considered, e.g. a take-home examination.

7.10 Students will be awarded a grade based on their completed assessment tasks (any incomplete assessments will be removed from the total calculation) and the procedure for finalising results will be followed (see section 4, Marking and Feedback Procedure).

8. Security and record keeping

8.1 The chief examiner and any staff involved in examinations must keep examination questions and marking guides secure from unauthorised access. In particular:

- digital documents must be securely protected;
- physical documents must be locked in a drawer or a room; and
- documents must be destroyed securely in the timeframes required by the Retention and Disposal Authority for Records of Higher Education Functions (section 2.3)

8.2 Assessment Operations will record student attendance at centrally managed examinations and send the records to each faculty. Faculties will retain the attendance records of all examinations for at least six months after the release of the final results.

8.3 The chief examiner will ensure that examination responses are retained for at least six months after the release of the final results or for as long as required if disciplinary or grievance proceedings are underway.

8.4 Staff will report suspected breaches of assessment security to the chief examiner, head of department or school and associate dean (education), and the unit coordinator for international teaching locations, as soon as they become aware. Staff receiving a security breach report must ensure the integrity of the assessment following such a breach. If the breach involves suspected student academic misconduct, the matter will be reported to the responsible officer as outlined in the Student Academic Integrity Procedure.

9. Reporting

9.1 Assessment Operations will report twice yearly on centrally managed examinations, including:

- faculties with a majority of examinations longer than 2 hours and 10 minutes, to the Deputy Vice-Chancellor (Education) (or delegate);
- any examination paper errors, to faculties and the University Education Committee; and
- any other aspects of the examinations process that require reporting.

DEFINITIONS

<table>
<thead>
<tr>
<th>Centrally managed examinations</th>
<th>Examinations administered and conducted by Assessment Operations, Student and Education Business Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief examiner</td>
<td>The academic staff member appointed by the dean who is responsible for the implementation of a unit’s assessment regime and for recommending the final result for each student. A dean must appoint a chief examiner for each unit taught by the faculty.</td>
</tr>
<tr>
<td>Faculty managed examinations</td>
<td>Examinations administered and conducted by the relevant faculty, school or department .</td>
</tr>
<tr>
<td>Final eExam</td>
<td>A major assessment task consisting of an invigilated or supervised final 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 authorised for use in examinations by the University.</td>
</tr>
<tr>
<td>Final Examination</td>
<td>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 include more than one major assessment task.</td>
</tr>
<tr>
<td>Final result</td>
<td>The final mark and/or grade awarded to a student on completion of assessment for a unit.</td>
</tr>
<tr>
<td>Major assessment task</td>
<td>An assessment task that contributes 20 per cent or more to the total assessment in a unit. Minor, regular assessed activities (e.g. weekly quizzes) may be categorised collectively as a major task.</td>
</tr>
<tr>
<td><strong>Open-book examination</strong></td>
<td>An examination where students are permitted to take written notes, texts or resource materials into the examination.</td>
</tr>
<tr>
<td><strong>Supplementary assessment</strong></td>
<td>Additional assessment given to students who have completed all required assessment for a unit but failed to obtain a pass grade.</td>
</tr>
<tr>
<td><strong>Teaching faculty</strong></td>
<td>The faculty responsible for teaching the unit or, where teaching is shared among faculties, the faculty with the greatest percentage of teaching responsibility</td>
</tr>
<tr>
<td><strong>Teaching period</strong></td>
<td>In relation to a unit of study, the period occupied by the teaching of the unit.</td>
</tr>
<tr>
<td><strong>Unit</strong></td>
<td>A component of a course represented by a unit code that is taught as a discrete entity but is not a thesis for a graduate research degree.</td>
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## GOVERNANCE

| **Parent policy** | Assessment and Academic Integrity Policy |
| **Supporting schedules** | N/A |
| **Associated procedures** | Assessment Regime Procedure  
Grading Schema Procedure  
Graduate Research Progress Management Procedures  
Graduate Research Termination Procedures  
Marking and Feedback Procedure  
Special Consideration Procedure  
Student Academic Integrity Procedure |
| **Legislation mandating compliance** | Disability Discrimination Act 1992  
Higher Education Standards Framework (Threshold Standards) 2015  
Monash University (Academic Board) Regulations |
| **Category** | Academic |
| **Approval** | Learning and Teaching Committee  
2 December 2019  
MEETING NUMBER 2/2019 / AGENDA ITEM 6.1 |
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| **Date effective** | 1 January 2021 |
| **Review date** | 1 January 2022 |
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