

# SCHEDULED FINAL ASSESSMENTS PROCEDURE

## SCOPE

This procedure applies to:

- all staff;
- all students;
- all units with a final, timed and scheduled major assessment task; 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](#).

For assessment of the research component (e.g. thesis) of a graduate research degree, 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), associate dean (learning and teaching) or, at Malaysia, deputy head of school (education).

'Scheduled final assessment' (previously referred to as 'examination') refers to a timed major assessment task that is scheduled after the end of the teaching period. It does not include final tasks in units that have 100 per cent assessment during the teaching period.

### 1. Preparing scheduled final assessment tasks

- 1.1 The scheduled final assessment task must be as stated in the unit's assessment regime published in the Handbook and learning management system.
- 1.2 When preparing the scheduled final assessment task, the chief examiner must ensure that the task:
  - is prepared in accordance with the requirements outlined in the [Assessment Regime Procedure](#);
  - is set up in the student management system for scheduling purposes;
  - is set up in the appropriate assessment platform or format; and
  - uses clear, unambiguous language in both the instructions and questions; and
  - is reviewed by the assessment task author, academic reviewer and administrative reviewer using the [Style Guide](#), and any faculty or platform checklists.
- 1.3 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 [assessment adjustments](#) for their final assessment task.
- 1.4 All written scheduled final assessments are delivered in electronic format unless approved by the Deputy Vice-Chancellor (Education) (or delegate).
- 1.5 The two forms of scheduled final assessments are short-form and long-form, with the options available for each form in table 1:

**TABLE 1: Types of scheduled final assessments**

Type of final assessment	Available durations (see 1.7 to 1.8)	Authorised materials options (see 1.11)	Supervision options
Short-form final assessment	1 hour and 40 minutes 2 hours and 10 minutes 2 hours and 30 minutes	Closed-book Open-book Specific permitted items	Supervised Unsupervised
Long-form final assessment	12 hours 24 hours	Open-book Open-access Specific permitted items	Unsupervised

## Duration

1.6 For short-form final assessments, the duration must be:

- 1 hour and 40 minutes; or
- 2 hours and 10 minutes; or
- 2 hours and 30 minutes, only in cases which require extensive reading and noting time.

1.6.1 The duration of scheduled final assessments includes reading and writing time.

1.6.2 Faculty-managed final assessments can be shorter than 1 hour and 40 minutes.

1.6.3 Final assessments that are longer than 2 hours and 30 minutes must be approved by the dean (or delegate) of the teaching faculty. Approval must be limited to cases where a longer duration is required for professional accreditation or is demonstrated as essential to adequately assess achievement of the learning outcomes.

1.7 For long-form final assessments, the timeframe must be:

- 12 hours, and designed to take no longer than 6 hours to complete; or
- 24 hours, and designed to take no longer than 8 hours to complete.

## Use of materials and equipment

1.8 When deciding whether to allow the use of written materials or electronic devices in a final assessment, the chief examiner will consider:

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

1.9 The chief examiner must include in the learning management system and the task instructions a detailed description of [authorised additional material or approved devices](#), including the process for identifying approved devices (e.g. security sticker) that the student can use in a final assessment (except where devices are provided by the University). In the learning management system, the information will be provided before the start of the teaching period (see [Assessment Regime Procedure](#), section 7).

1.10 Final assessment tasks may be one of the following types:

1.10.1 **Closed-book tasks:** Students cannot use notes, texts or any other reference material.

1.10.2 **Open-book tasks:** Students can use prepared notes, texts or reference materials but cannot access the Internet during the assessment.

1.10.3 **Open-access tasks:** Students can access any materials during the assessment.

1.10.4 **Specific permitted items:** Students can use only specified texts or other items, which may include approved websites.

1.11 The eAssessment platform provides a spell-checking function using British English for the dictionary language. If the spell-checking function will be disabled for a unit's final assessment, the chief examiner will inform students via the learning management system.

## 2. Final assessment periods

### Managing final assessments

- 2.1 The Chief Information Officer (or delegate) will appoint a staff member in the eAssessment team to be the session lead for each final assessment session. The session lead is responsible for overseeing all assessments during the session, overseeing supervisors and reporting suspected breaches of academic integrity to the chief examiner (see [Student Academic Integrity Procedure](#)).

### Chief examiner availability during final assessment period

- 2.2 The chief examiner and a second staff member nominated by the chief examiner will be available to the session lead (or nominee) by telephone for the duration of the relevant task. If the chief examiner or their nominee cannot be reached, the session lead (or nominee) will contact the associate dean (education) (or nominee) of the teaching faculty.

### Final assessment periods

- 2.3 Final assessments, with the exception of deferred and supplementary assessments, 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.

### Deferred and supplementary assessment periods

- 2.4 A deferred or supplementary assessment 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 assessment.
- 2.5 For faculty-managed deferred assessments, the faculty will give students at least five working days' notice of the deferred date, time, mode and venue (if applicable).
- 2.6 Where a student has been granted a rescheduled deferred assessment (see section 7 of the [Special Consideration Procedure](#)), the assessment must be completed within 12 months of the end of the final assessment period of the teaching period in which they were originally enrolled in the unit.

## 3. Timetable for final assessment periods

- 3.1 All final assessments scheduled in the final assessment periods, both centrally managed and faculty-managed, are scheduled by Student and Education Business Services (SEBS) to minimise timetable clashes.
- 3.1.1 Final assessments in teaching periods without a final assessment period are scheduled by the teaching faculty unless the Chief Operations Officer (or delegate) and the Deputy Vice-Chancellor (Education) (or delegate) approve central scheduling (see section 3.10).
- 3.2 Assessments will be scheduled from Monday to Thursday between 8:00am and 10:00pm and on Friday between 8:00am and 6:00pm (local time at the teaching location) unless otherwise approved by the Deputy Vice-Chancellor (Education) (or nominee).
- 3.3 A maximum of three assessment sessions will be scheduled daily.
- 3.4 Final assessments will be scheduled, as far as possible, according to the following principles:
- 3.4.1 Students will not have any clashes, i.e. more than one final assessment scheduled in the same session.
- 3.4.2 Students are not scheduled more than two final assessments in one day, or more than three in two consecutive days.
- 3.4.3 Consideration will be given to units with a heavy marking load to be prioritised earlier in the final assessment period.
- 3.4.4 Units offered at multiple locations are scheduled in the same session and will be prioritised earlier in the final assessment period.
- 3.5 Timetabling requests that do not align with the principles in section 3.4 must be approved by the associate dean (education) of the teaching faculty and submitted to SEBS by the required date.
- 3.6 The draft timetable will be available for a feedback period during which chief examiners or unit coordinators may request changes. Change requests must be supported by the associate dean (education) of the teaching faculty.

- 3.7 Changes to the timetable after it has been published will only be approved in exceptional circumstances by the Deputy Vice-Chancellor (Education) or nominee.
- 3.8 The final assessment period timetable will be published in the student portal six weeks before the final assessment period starts.
- 3.9 The published timetable will include:
- **for short-form final assessments:** the date, start time, duration, mode and venue (if applicable); and
  - **for long-form final assessments:** the date, start and finish times.
- 3.10 For final assessments scheduled by faculties, students will be given at least five working days' notice before the date of the final assessment (see section 3.1.1).

### Variations for time zones

- 3.11 Students in different time zones than the teaching location where the final assessment has been scheduled can apply to have their start time reviewed if the start time is earlier than 5:00am or the finish time is later than 12:30am in the student's local time.
- 3.12 SEBS can vary the start time for an individual student who applies for a review. A variation can be up to 10 hours after the scheduled start time but will not be set before the scheduled start time to reduce the risk of academic integrity breaches and identifying errors that have not already been resolved.
- 3.12.1 Where a variation causes a clash with other scheduled assessments, SEBS can also vary the start times of other scheduled assessments for the student to ensure their timetable remains clash free.
- 3.12.2 Students will be notified of variations to their final assessment start times at least five working days before the final assessment period begins.

## 4. Student attendance and rules

### Attendance

- 4.1 Students must be available, prepared and equipped to complete their final assessment task in the mode and format specified. For eAssessment, students must have access to a device that meets the [required specifications](#).
- 4.2 A final assessment may require the student to attend a Monash venue or undertake the assessment remotely.
- 4.3 Students who are unable to undertake or complete a final assessment task due to immediate and exceptional circumstances beyond their control can apply for [special consideration](#).
- 4.4 For short-form final assessments, student attendance is recorded and includes the student ID and student full name and desk number (if applicable). The attendance list is provided to the teaching faculty.
- 4.5 Students must log in to the assessment platform, or where applicable be at the assessment venue, before the scheduled start time. In exceptional circumstances, eSolutions (or equivalent at overseas locations) may allow a student to log in or enter the venue after the scheduled start time.
- 4.6 Students must remain logged in and abide by the conditions (see 4.7 and 4.8) for the duration of the assessment, except in exceptional circumstances such as technical difficulties or sudden illness.

### Rules

- 4.7 Students must verify their identity by presenting their Monash student ID card or an approved [alternative form of photo identification](#).
- 4.8 Where handwritten responses are required, students must use legible handwriting. The chief examiner can refuse to mark the whole or any part of a task they regard as illegible.
- 4.9 Students who have in their possession any unauthorised materials or equipment during the final assessment, or in any other way breach the conditions of the assessment, 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](#).
- 4.10 Students must not take copies of assessment questions, or retain any assessment materials, answer books or other University property, including intellectual property.
- 4.11 In supervised final assessments, at the start of the final assessment the supervisor will verify the conditions at the student's location by conducting a scan of the environment, observing the University's security, data and privacy obligations. Students may be asked to use their smartphone to verify their environment has been set up according to the [final assessment rules](#).
- 4.11.1 Students must stay in sight of the webcam throughout the session.
- 4.11.2 The door to the room must be closed and no one is allowed to enter the room.
- 4.11.3 In closed-book tasks, any unauthorised materials must be removed from the room and only one monitor can be used.

- 4.11.4 Supervised eAssessment sessions will be recorded, including video of the students taking the assessment, screen capture and audio/chat interactions with the supervisor. The session will continue to be recorded if the student leaves the room.
- 4.11.5 Students may only use their phone during a final assessment to upload handwritten responses or to contact the service desk for technical assistance with the assessment platform.
- 4.12 The conditions for unsupervised final assessment tasks will be communicated to students in the learning management system.

## 5. Rescheduling or cancelling final assessments

- 5.1 The University may reschedule or cancel final assessments in unforeseen circumstances in the interest of safety or where a delivery infrastructure, service or venue is unavailable.
- 5.2 The Deputy Vice-Chancellor (Education) or, in their absence the Chief Operating Officer, will:
  - approve rescheduling a final assessment, in consultation with the Senior Director of SEBS;
  - 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

- 5.3 Depending on the severity of the event, the Senior Director of SEBS, Chief Information Officer (or delegate) and Deputy Vice-Chancellor (Education) (or delegate) will review alternative options and implement a recovery process. This includes rescheduling final assessments:
  - in the last week of the final assessment period;
  - in evening sessions in the final assessment period;
  - in weekend sessions in the final assessment period (between 8:00am and 6:30pm on Saturday and Sunday during the semester 1 and semester 2 final assessment periods);
  - on a date after the final assessment period; or
  - in the deferred and supplementary assessment period.
- 5.4 Students who are unable to attend a final assessment that has been rescheduled by the University due to unforeseen circumstances may be eligible to apply for [special consideration](#).
- 5.5 SEBS is responsible for notifying the affected students of any rescheduled final assessments and all relevant stakeholders of any modifications to the timetable.
- 5.6 The Senior Director of SEBS will liaise with faculties regarding results finalisation processes and, if required, delay the release of results.

### Cancelling a final assessment

- 5.7 If rescheduling a final assessment is not practicable, the recommendation may be made to the Deputy Vice-Chancellor (Education) that the assessment 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 final assessment be cancelled.
- 5.8 The dean (or nominee) of the teaching faculty will make the final decision to cancel a final assessment.
- 5.9 Students will be awarded a final result 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](#)).

## 6. Security and record keeping

- 6.1 The chief examiner and any staff involved in final assessments must keep questions and marking guides, including drafts, 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)
- 6.2 Recordings and personal information made for the purpose of supervising eAssessments are stored securely and entirely within Monash infrastructure and within Australia only. Recordings will only be accessible to authorised staff and only accessed for the purposes of investigating student discipline matters (including academic integrity) and record keeping.
- 6.3 The University will ensure that students' responses and student attendance records are retained for at least six months after the release of the final results or for as long as required if disciplinary or complaints proceedings are underway.

- 6.4 As soon as a staff member becomes aware of a suspected breach of assessment security, they will report the matter to the chief examiner, head of department or school and associate dean (education), and the unit coordinator for international teaching locations. 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 must be reported to the responsible officer as outlined in the [Student Academic Integrity Procedure](#).

## 7. Reporting

- 7.1 The Deputy Vice-Chancellor (Education) (or delegate), with input from the Senior Director of SEBS and the Chief Information Officer (or delegate), will report biannually to Academic Board and the University Education Committee on the conduct of final assessments, highlighting trends and addressing risk and quality issues.

## DEFINITIONS

Centrally managed final assessments	Scheduled final assessments managed by the eAssessments team in eSolutions.
Chief examiner	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.
Faculty-managed final assessments	Final assessments administered and conducted by the relevant faculty, school or department.
Final result	The final mark and/or grade awarded to a student on completion of assessment for a unit.
Major assessment task	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.
Scheduled final assessment	A timed major assessment task that is scheduled after the end of the teaching period (previously known as 'examination').
Supplementary assessment	Additional assessment given to students who have completed all required assessment for a unit but failed to obtain a pass grade.
Teaching faculty	The faculty responsible for teaching the unit or, where teaching is shared among faculties, the faculty with the greatest percentage of teaching responsibility.
Teaching period	In relation to a unit of study, the period occupied by the teaching of the unit.
Unit	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.
Working day	A day other than a Saturday or Sunday, a public holiday under the Public Holidays Act 1993, or university holiday. In Malaysia, working day means a day other than a Saturday, Sunday or a public holiday in the relevant state in Malaysia.
Written final assessment	An assessment task that consists of written responses to questions, e.g. multiple choice, short answer, long answer and computational questions.

## GOVERNANCE

Parent policy	<a href="#">Assessment and Academic Integrity Policy</a>
Supporting schedules	N/A
Associated procedures	<a href="#">Assessment Regime Procedure</a> <a href="#">Copyright Compliance Procedure</a> <a href="#">Grading Schema Procedure</a> <a href="#">Marking and Feedback Procedure</a> <a href="#">Special Consideration Procedure</a> <a href="#">Student Academic Integrity Procedure</a> <a href="#">Student Academic Misconduct Procedure</a>

Legislation mandating compliance	<a href="#">Disability Discrimination Act 1992</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a> <a href="#">Monash University (Academic Board) Regulations</a>
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