

Faculty of Science Guidelines

Guidelines Title	Viewing of assessment work
Parent Policy/Procedure	Marking and Feedback Procedure
Date Effective	Semester 1, 2012
Review Date	2015
Guidelines Owner	Associate Dean (Education)
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	sci-education@monash.edu
Scope	These guidelines apply to all units taught by the Faculty of Science.
Purpose	To comply with university Unit Assessment procedures – Feedback.
GUIDELINES STATEMENT	

- Students wishing to view an examination script or other assessment work held by a school of the Faculty of Science, should send an email to the Campus Unit Coordinator, and in case of their absence, contact the Reception Office of the school responsible for teaching the unit.

Students should note that:

- The viewing will normally be allowed under supervision
- A request for viewing an examination script or other assessment held by the Faculty of Science is independent from a request for remarking. If after viewing the examination or other assessment, the student would like to request a remark, the faculty remarking procedures must be followed.
- A request for remarking must be made no later than two weeks after the release of the results for the unit.
- Exam scripts and other assessment work held by the Faculty are destroyed six months after the return of results for the unit.

The guidelines cover policies and procedures, and provide details of good practice and specific information on matters including period of candidature and enrolment, intermission, and special consideration.

Responsibility for implementation	Heads of Schools
Status	New

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Approval Body	Name: Faculty Education Committee Meeting: 02/2011 Date: 6-April-2011 Agenda item: 2.4
Endorsement Body	Name: NA Meeting: NA Date: NA Agenda item: NA
Definitions	
Related Policies	
Related Documents	