

## Faculty of Science Guidelines

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

1. 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.

2. Honours
  - 2.2. These 2015 guidelines, policies and procedures apply to the Science Honours Program, which is offered in 2016.
  - 2.3. 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.

<b>Responsibility for implementation</b>	Heads of Schools
<b>Status</b>	New

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