

# ASSESSMENT IN COURSEWORK UNITS: EXAMINATION PROCEDURE

## SCOPE

This procedure applies to all coursework units at the former Monash South Africa campus, excluding the thesis component or equivalent of a graduate research course.

## PROCEDURE STATEMENT

These procedures must be read in conjunction with [Monash University \(Academic Board\) Regulations Part 3](#), and [Assessment in Coursework Units Policy](#).

For information on the marking/grading of examinations, see the [Assessment in Coursework Units: Grading and Marking Procedures](#).

For information on the security and record keeping requirements related to examinations, see the [Assessment in Coursework Units: Assessment Security and Record Keeping Procedures](#)

### 1. Exam preparation

- 1.1 When preparing the examination(s) for a unit, the chief examiner must ensure that:
  - the unit teaching team, under the direction of the chief examiner, is involved in the design of the examination to ensure its appropriateness in terms of learning outcomes and level;
  - the examination is prepared in an appropriate form and at the time required, and thoroughly proofread (see also section 2);
  - the Monash Examination Template as adapted for each faculty or department must be used;
  - where a unit is offered on campuses in different time zones, and where this precludes the simultaneous timetabling of examinations, appropriate steps are taken to ensure that while the content, question formats and difficulty of the examinations remain consistent, there is sufficient variation in the tasks set to maintain security and uphold appropriate quality assurance; and
  - similarly, for deferred or supplementary examinations, while the content, question formats and level of the examinations should remain consistent, there must be sufficient variation in the tasks set to maintain the integrity of the examination.
- 1.2 In order to reduce content and formatting errors in examinations, the exam author, exam reviewer (a subject matter expert in the same discipline) and the department/school administration officer uploading the examination must use the [Style Guide](#).
- 1.3 A spell-checking facility using British English as the dictionary language will be the default setting for all eExaminations (eExams).
- 1.4 Where the associate dean (education) of the teaching faculty, in consultation with the chief examiner, chooses not to use the spell-checking facility for an eExam, they must inform students of this choice in the learning management system.
- 1.5 Appropriate guidance including the provision of mock examinations or questions should be provided to students to encourage preparedness for examinations. Guidance should include providing students with a clear indication of the examination approach, and the detail and level required.

### 2. Official examination periods

- 2.1 The final examination in any semester 1 unit will be held in the period between the end of semester 1 and the beginning of semester 2.
- 2.2 The final examination in any semester 2 unit will be held after the end of the semester and before the end of the calendar year.

- 2.3 The final examination for any unit taught across two semesters will be held in one, or partly in one and partly in another, of the periods specified above.
- 2.4 The final examination for a summer semester unit will be held before the beginning of semester 1.
- 2.5 The final examination dates for teaching periods other than those listed above must be published in the learning management system, with the exception of deferred and supplementary examinations. For information on deferred and supplementary examinations, see the Adjustments to Assessment Procedure.

### 3. Examination sessions conducted by Student Education and Business Services

- 3.1 Examinations will be held from Monday to Friday between the hours of 8:00am and 9:30pm. A maximum of three examination sessions will be scheduled daily. The option of scheduling examinations between 8:00am and 6:30pm on Saturday and Sunday during the semester 1 and semester 2 examination periods will only be considered as a contingency in extraordinary circumstances, as indicated in section 7 below. Any request by the Senior Director, Student Education and Business Services (SEBS) (or nominee) to hold a weekend examination must be approved by the Deputy Vice-Chancellor (Education) or delegate.
- 3.2 The chief examiner or delegated academic staff member must be available for telephone communication with SEBS staff at all times throughout the duration of an examination. Where the staff member is not contactable, SEBS will contact the faculty associate dean (Education) or nominee. The chief examiner or delegated academic staff member may be present at any examination venue, provided communication with students occurs only where necessary to resolve issues relating directly to the conduct of the examination.
- 3.3 Students shall complete examinations in the mode and format required, except where assessment adjustments have been approved by IIE MSA Student Services.

### 4. Duration of examinations conducted by SEBS

- 4.1 The duration of final examinations includes reading and writing time and must be either:
  - 1 hour and 40 minutes; or
  - 2 hours and 10 minutes; or
  - 2 hours and 30 minutes (only for examinations that require extensive reading time, e.g. case studies).
- 4.2 Longer exams of 3 hours and 10 minutes require associate dean (education) approval. This can be due to:
  - professional accreditation requirements; or
  - exceptional circumstances where an academic case has been presented justifying that a longer examination duration is essential to fully assess whether a student has achieved the learning outcomes.
- 4.3 Where a faculty has a predominance of examinations longer than 2 hours and 10 minutes, SEBS will inform the Deputy Vice-Chancellor (Education) (or delegate) who will seek reassurance from the faculty that the examination load and duration is appropriate.
- 4.4 Final examinations are normally not more than 3 hours and 10 minutes.

### 5. Timetable composition for examinations conducted by SEBS

- 5.1 The composition of the examination timetable will make provision for the following priorities:
  - Accommodating special timetabling requests made with the approval of the associate dean (Education) of the teaching faculty, based on priorities other than those listed below.
  - Placing the units with large enrolments (more than 400 students) within the first ten days of the examination period, to provide adequate time for the marking process. This does not apply to examinations that entirely or mainly consist of responses that can be machine or computer marked (e.g. multiple choice or selected response items), which may be placed later in the examination period.
  - Scheduling examinations of core units offered on multiple campuses at the same time.
  - Minimising the number of students with more than one examination in the same session, also known as a clash of examinations.
  - Minimising the number of students with two examinations in one day or three or more examinations in two consecutive days.
  - Placing examinations with off-campus learning enrolments within the first 12 days of the examination period.

- Allocating earlier dates according to the size of the enrolment.

## 6. Use of calculators and other electronic aids in examinations

- 6.1 Unless specifically permitted, students are not allowed to use in the examination venue electronic devices capable of communication or storage and retrieval of data.
- 6.2 Before allowing the use of calculators or other electronic devices in a unit examination, the chief examiner must give consideration to:
- the importance of their use to assess the learning outcomes of the unit;
  - equity in student access to permitted devices; and
  - the security or integrity of the examination process.
- 6.3 If, after giving consideration to 6.2, the chief examiner decides that a particular type of electronic device is permitted in an examination, a detailed description of the approved device must be included in the learning management system at the start of the teaching period unless devices are provided for use in the examination.
- 6.4 If only specific models of the permitted type of electronic devices can be used, then:
- Where a security sticker system is used to identify a device as a permitted device, the learning management system must also include clear instructions for obtaining the security sticker.
  - Where a faculty requires one specific brand and model of calculator or electronic device to be used, including an inbuilt calculator in an eExam platform, this must be communicated clearly to students via the learning management system.
  - If security stickers, or a faculty specific brand and model calculator or electronic device are not used, then the chief examiner or nominee(s) must be present at the examination venue(s) to determine the appropriateness of these devices.

## 7. Postponement or cancellation of examinations

- 7.1 In extraordinary circumstances, the conduct of scheduled final examinations may be postponed or cancelled in the interest of safety, or where an examination venue or delivery infrastructure/service may no longer be available for a set or undefined period.
- 7.2 The Deputy Vice-Chancellor (Education), or in their absence, the Chief Operating Officer, will:
- approve the postponement of examinations, in consultation with the Senior Director, SEBS (or nominee);
  - notify deans of teaching faculties of units for which scheduled final examinations will be affected; and
  - authorise notification to all affected students via email and notices placed on the Monash and IIE MSA websites.
- 7.3 Dependent upon the severity of the event, the decision to postpone examinations may activate the SEBS Exams Crisis Management Team who will have responsibility for assessing alternative options and implementing a recovery process. Possible options include, but are not confined to, rescheduling examinations to:
- the last week of the examination period
  - evening examination sessions within the examination period
  - weekends within the examination period
  - a later date after the examination period; or
  - the deferred/supplementary examination period
- 7.4 SEBS will advise students as early as possible by SMS and email of the decision to postpone an exam, with clear instructions regarding the communication process that will take place to inform students of the recovery process.
- 7.5 When assessing recovery options, the SEBS Exams Crisis Management Team will take into consideration:
- impact on students
  - adequate timeframes for student and staff communication
  - availability of alternate examination venues and resources and the set up times required
- 7.6 Deans or nominees will notify relevant staff members. The Senior Director, SEBS, will liaise with faculties to arrange for the board of examiners (BOE) process and the release of results to be delayed, if necessary, and advise all relevant stakeholders of any modifications to the schedule.
- 7.7 Students who are unable to attend a rescheduled examination (as a result of a postponement of an examination) due to scheduled travel plans or other exceptional circumstances beyond their control may be eligible for special consideration.
- 7.8 If final examinations cannot be rescheduled, the Deputy Vice-Chancellor (Education), or in their absence, the Chief Operating Officer, will recommend the cancellation of examinations to the dean or nominee of a faculty.
- 7.9 The dean or nominee of a faculty may make a decision to cancel the scheduled final examination(s). In such cases, alternative assessment options may be considered, e.g. take-home exam. Students will be awarded a grade based on their completed assessment. Existing policies governing the approval of grades will apply.

## DEFINITIONS

Chief examiner	The academic staff member 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.
Consecutive examinations	Examinations sat in sequence (i.e. afternoon, evening, the following morning and afternoon).
Deferred examination	A final examination that has been delayed to a later date, normally resulting from a successful application for special consideration.
Final eExam	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.
Final examination	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 may include more than one major assessment task.
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.
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 teaching faculty	The faculty responsible for teaching the unit.

## GOVERNANCE

Parent policy	Assessment in Coursework Units Policy
Supporting schedules	
Associated procedures	Assessment in Coursework Units: Development and Implementation of an Assessment Regime Procedures Assessment in Coursework Units: Feedback Procedures Assessment in Coursework Units: Grading and Marking Procedures Assessment in Coursework Units: Adjustments to Assessment Procedures Assessment in Coursework Units: Security and Record Keeping Procedures
Legislation mandating compliance	<a href="#">Monash University (Academic Board) Regulations</a> <a href="#">Disability Discrimination Act 1992</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a>
Category	Academic
Approval	University Education Committee 27 January 2021 MEETING 1, AGENDA ITEM 11.2
Endorsement	Deputy Vice-Chancellor (Education) 11 January 2021
Procedure owner	Deputy Vice-Chancellor (Education)
Date effective	17 February 2021



Review date	17 February 2024
Version	1.0
Content enquiries	<a href="mailto:policy-education@monash.edu">policy-education@monash.edu</a>