

Guidelines for providing feedback to students on end-of-semester assessment/examinations

1. INTRODUCTION

This document provides guidance around how to enact University policy requirements (in the [Marking and Feedback procedure](#)) relating to student access to end-of-semester examination scripts. It relates to such scripts submitted by students and held by the Faculty (digitally or in hard copy), and applies to all undergraduate and postgraduate coursework courses and units offered in the Faculty of Medicine, Nursing and Health Sciences, as well as units in which the faculty has majority teaching responsibility.

2. PURPOSE

The primary objective of allowing a student to view their exam script is to allow them to obtain academic feedback on their exam performance. This feedback should enable students to understand areas of strength and areas for improvement, with a view to helping improve their future performance both academically and professionally. Students are granted access to these scripts to review their own performance, and not to critique or challenge the marking of their submission.

Requests for viewing must be made after results have been released, and before the end of the first week of the next teaching period for the unit as per the [Marking and Feedback procedure](#).

Please note:

- A request for viewing an examination submission is independent from a request for re-marking. If, after viewing the examination submission, the student would like to request a re-mark, the University re-marking process outlined in the [Marking and Feedback Procedure](#) (section 5) must be followed.

3. PROVISION OF FEEDBACK FOR ALL FINAL WRITTEN ASSESSMENTS

The [Marking and Feedback procedure](#) requires all Chief Examiners to provide feedback to the cohort.

Feedback may be provided in any appropriate format, such as a performance summary for the group, or an oral feedback session. Templates for providing feedback via Moodle are available (courtesy of Jess Gibbons, BDI) [[Template 1](#) - unit summary with all assessment tasks;

[Template 2](#) - summary of exam/single assessment task only]. Students retain 'read-only' access to their units' Moodle sites once the unit has been completed.

4. STUDENT ACCESS TO MARKED EXAMINATIONS

Under university policy ([Marking & Feedback Procedure](#), s3.17), students may request to view their final written assessment or examination submissions and the associated marking guides. Requests to view examination responses must be sent to the Chief Examiner, who will organise for the viewing to take place, and for a suitable staff member (not involved in marking the task) to supervise the viewing. A viewing time (or times) may be set to accommodate several students at once, at the School/Dept's discretion. If multiple students are viewing submissions at once there must be sufficient supervision to ensure rules are adhered to.

- a) Viewing of examination scripts may be at a time mutually agreed by the School/Dept and the student. Viewing of paper-based or online scripts will be required to be in-person and on-campus, except in extenuating circumstances.
- b) Students may only view their own scripts.
- c) Students may not access mobile phones or other devices capable of recording or taking photographs during the viewing.
- d) Writing implements should only be used to prepare notes to support learning rather than copying questions or answers. Writing of notes must be overseen by supervising staff member.
- e) No copies or recording of the assessment materials may be made in any format.
- f) Where possible, students should have access to their own responses and the relevant marking guide for the examination.
- g) Students may not mark or alter the script or marking guide in any way, and must return these (if provided in hard copy) at the end of the session.

4.1 Additional guidance for viewing online exams (on eAssessment or Moodle) for students on-campus

- a) Students may be provided with access to their exams either digitally, on a screen, or in hard copy (via a printed report indicating each question number, submission and the marks awarded). Information on how to obtain such reports is available for [eAssessment](#) and [Moodle](#) platforms.
- b) Viewing of the examination script will be undertaken under staff supervision and on a university-owned device.
- c) If the exam is to be viewed on a computer, the viewing will be undertaken under staff supervision and on a Monash-owned device. The supervising staff member will control the computer at all times during the session.

4.2 Additional guidance for viewing examination submissions online for students not able to attend campus

- a) Due to the risks to assessment security, this option should only be used in extenuating circumstances, where it is not possible for a student to attend a Monash campus to view their submission (such as where they are overseas for the whole duration of the possible viewing period, in a country without a Monash campus).
- b) Requests for viewing examination submissions online must be approved by the School Director of Education.

- c) Any online viewing must be completed in a video-conferencing platform that allows for screensharing of the content and recording of the session, e.g. Zoom.
- d) At commencement of the session, the supervising staff member will commence recording of the session, and will reiterate the rules for the session.
- e) For assessment security, where possible, only the student's answer should be shown, together with the marking criteria and mark awarded for each question (i.e. questions and answers should not be visible on the screen at the same time). Reports which allow separation of the information can be obtained as mentioned in 4.1a) above.
- f) If a student wishes to view a specific question (such as a multiple choice question they got wrong), the individual question may be previewed in such a way that question text, response and feedback are visible.
- g) Prior to the session the student will be required to sign an agreement that they will not share, record, copy or reproduce in any format any content of the questions or answers (see Appendix 1 of this document). Any breach of this agreement will be referred to the Faculty's ProFESS framework and processes.
- h) The recording of the session will be kept for up to 6 months and stored securely in line with university privacy requirements in case of any concerns relating to academic integrity arising from the viewing.
- i) Should the student wish to request that a particular question number or topic be recorded (e.g. to facilitate their future research or revision of that topic), they should ask the staff member to make this note. Any noted information will be emailed to the student via their registered Monash email address at the conclusion of the session. The staff member will not record complete questions and/or responses.

4.3 Viewing of MCQ and SAQ Questions

Due to the non-scripted format and the purpose of Multiple-Choice Questions (MCQs) and Short Answer Questions (SAQs) together with an absolute need to preserve the academic integrity across cohorts, the process for student viewing of individual student responses to MCQs and SAQs is restricted.

Feedback to students around these questions should be provided by the Chief Examiner through individual feedback about student performance, paying particular attention to specific areas of strength and areas for development.

Appendix 1: Final written assessment (exam) viewing agreement

I have requested to view my final written assessment (exam) submission and marks for unit _____ completed during teaching period _____.

Viewing date: _____

I will be viewing my submission:

- ☐ In-person
- ☐ Online*

By completing this declaration I acknowledge that:

- During the viewing I may only view my own submission and any marking guide relevant to my submission.
- I will not use or access any of the following items:
 - Writing implements
 - Digital recording or screen capture tools
 - Cameras, phones or other handheld electronic devicesto record any of the content of assessment questions, my responses to them, or marking guide content or information.
- The session will be supervised by a staff member who was not involved in marking the submission, and I will not have any opportunity to discuss the content of the submission or marks awarded while viewing the submission.
- I will not record, copy or reproduce any information about the examination or marking guide, nor will I share any of this information with anyone else (including, but not limited to, other current or future students, family members, tutoring and revision websites and apps) at any time during or after the viewing.
- If I require any information to be recorded to assist with future learning (e.g. question numbers or topics), I will request the supervising staff member to record this information on my behalf.
- Online viewing of a submission will be recorded by the supervising staff member for purposes outlined in the [name of business process], and the recording will be stored for 6 months in accordance with [insert relevant policy here].
- Breach of this agreement may constitute academic misconduct and be subject to disciplinary action.

Signed: _____

Name: _____

Date: _____

Received by supervising staff member (name): _____ Date: _____

Verbal confirmation of terms at start of viewing session (signature of supervising staff member) _____

**Online viewings will only be made available in extenuating circumstances, and must be approved by the School's Director of Education*

Appendix 2: Example Student submission report from the eAssessment platform

Note, this format of report does not include the question text or marks available for each question, so these would need to be made available to the student in a separate document (or may be visible in the associated marking guide).

General Knowledge Practice Exam

Student ID: 25149067

Report generated: 2022-06-23 12:17:33

Q 1

Marks Given: 0

Response:

The landing of the First Fleet at Sydney Cove

Q 2

Marks Given: 0

Response:

Blue, white and green

Q 3

Marks Given: 0

Response:

To have a current Australian passport

Q 4

Marks Given: 0

Response:

Permanent residents can hold an Australian passport

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