

Assessment Regulations

*Made by the Academic Board of Monash University
Version incorporating amendments as at 19 July 2013*

1. Interpretation

In these regulations, unless the contrary intention appears -

degree includes any award of the university;

degree faculty in relation to a unit, means the faculty responsible for the degree of which the unit forms a part;

disability liaison unit means the disability liaison unit of the University or any successor or replacement area of the University;

examination manager means the manager of the examinations unit of the university;

faculty board means the faculty board of the relevant faculty;

managing faculty means the faculty responsible for the administration of a course of study that leads to the award of two degrees;

teaching faculty in relation to a unit, means the faculty responsible for teaching the unit;

teaching period in relation to a unit, means the period occupied by the teaching of the unit;

unit means a component of a course of study which is taught and examined as a discrete entity but does not include a thesis for a higher degree by research;

working day means a day other than a Saturday, Sunday or university holiday.

2. Assessment regime

2.1 Before the start of a teaching period, a faculty board must establish an assessment regime for each unit to be taught by the faculty during that period, provided that an assessment regime may be established or varied during a teaching period if the faculty board is satisfied that students will not be adversely affected.

2.2 Where, in relation to a unit, the teaching faculty is not the degree faculty, the assessment regime for the unit must be approved by the degree faculty.

- 2.3** The chair of the board of examiners of the unit teaching faculty may, in circumstances the chair deems exceptional, vary the assessment regime for a unit in relation to a particular student.

3. Grading scale

A student's final results must be determined in accordance with a grading scale published by the Academic Board.

4. Amendment of results

- 4.1** A student's final unit result may be changed by –

4.1.1 the chair of the board of examiners of the unit teaching faculty where the chair is satisfied that the change is needed to correct an error;

4.1.2 the dean of the faculty or nominee, where a student failed to undertake or complete the unit assessment and the dean is satisfied the failure was due to extreme circumstances beyond the student's control; or

4.1.3 the chair of the board of examiners of the degree faculty where a supplementary assessment has been granted in accordance with section 5.

- 4.2** In paragraph 4.1.2 **faculty** means the degree faculty or where the course of study concerned leads to the award of two degrees, the managing faculty.

5. Supplementary Unit Assessment

- 5.1** In this section **faculty** means the degree faculty

- 5.2** In accordance with any procedures or guidelines approved by the faculty board, the board of examiners of a faculty may grant a supplementary unit assessment to a student in respect of a unit –

5.2.1 where the final result in the unit is no more than 5%, or equivalent, below the required pass figure; and

5.2.2 the student has passed all other units in which the student was enrolled during the teaching period concerned, except in circumstances the board of examiners considers exceptional,

where –

5.2.3 a pass in the unit would complete all academic requirements for the degree; or

5.2.4 the board of examiners is satisfied that failure in the unit will significantly impact on the student's academic progress.

- 5.3** A student may be granted no more than two supplementary assessments in respect of one course of study.
- 5.4** Where the course of study concerned leads to the award of two degrees, the board of examiners of the degree faculty must consult with that of the managing faculty before granting a supplementary assessment.
- 5.5** A supplementary assessment must be in the form determined by the chief examiner of the unit.
- 5.6** The final unit result after a supplementary assessment is as determined by the board of examiners of the faculty, provided that no more than 50% of the maximum mark for the unit may be awarded.

6. Special Consideration

- 6.1** A student whose work for a unit assessment during a teaching period has been affected by exceptional circumstances may, within two working days after the assessment or due date, apply to the chief examiner of the unit for special consideration.
- 6.2** An application under subsection 6.1 must be lodged in the form and manner prescribed by the Academic Board.
- 6.3** Where an application under subsection 6.1 is granted by the chief examiner, the special consideration is as determined by the chief examiner in accordance with guidelines published by the Academic Board.

7. Deferred Final Assessment

- 7.1** In this section 'faculty' means the degree faculty or, where the course of study concerned leads to the award of two degrees, the managing faculty.
 - 7.2** A student who, due to exceptional circumstances, failed to undertake or complete a final unit examination or assessment task may apply to the faculty for a deferred examination or an extension of time for submission, as the case requires.
 - 7.3** An application under subsection 7.2 must be lodged –
 - 7.3.1** in the form and manner determined by the Academic Board; and
 - 7.3.2** not more than two working days after the student's last scheduled examination or assessment due date in the assessment period concerned
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- and must be considered, and may be granted or rejected, by the board of examiners of the faculty.
- 7.4** The board of examiners of a faculty may, in circumstances it deems exceptional, extend the time prescribed by paragraph 7.3.2, provided that any such extended time must be before the publication of results for the unit concerned.

7.5 Where a board of examiners grants an application under this section, the chief examiner of the unit must determine –

7.5.1 the work constituting the deferred examination; or

7.5.2 the extension of time for submission of work for the assessment task –
as the case requires.

7A. Management of Deferred Final Assessment

7A.1 In this section –

associate dean means the associate dean (education) or equivalent of the faculty or his or her nominee;

faculty means the managing faculty.

7A.2 A student who failed to undertake or complete a deferred final assessment task may apply to the faculty for one further deferred examination or an extension of time for submission, as the case requires.

7A.3 Subsection 7A.2 applies to a student whose failure to undertake or complete a deferred final assessment task was related to –

7A.3.1 an ongoing disability, provided the student is registered with the disability liaison unit; or

7A.3.2 the circumstances upon which a deferred final assessment task was granted under section 7, being unresolved.

7A.4 An application under subsection 7A.2 must be lodged –

7A.4.1 in the form and manner determined by the Academic Board; and

7A.4.2 not more than two working days after the date of the student's deferred final assessment task,

and must be considered by the associate dean, who shall make a recommendation to the board of examiners of the faculty.

7A.5 The associate dean of a faculty may, in circumstances it deems exceptional, extend the time prescribed by paragraph 7A.4.2, provided that any such extended time must be before the publication of results for the unit concerned.

7A.5 The board of examiners of the faculty may, on the recommendation of the associate dean –

7A.5.1 permit the student to complete one further deferred assessment task, to be scheduled at a time based on supporting evidence within a period of 12 months; or

7A.5.2 reject the application and finalise the student's result.

7A.6 Where the board of examiners of the faculty makes a decision under paragraph 7A.5.1, the faculty may impose conditions on the study load of the student until the further deferred assessment task has been undertaken.

8. Examinations - general

8.1 A student must provide legible handwriting in a handwritten examination paper.

8.2 The chief examiner of a unit may refuse to mark the whole or any part of an examination paper for the unit that he or she deems illegible.

8.3 A student must not -

8.3.1 subject to subsection 9.7, have in his or her possession in an examination any material other than that approved by the chief examiner of the unit concerned; or

8.3.2 remove any examination paper from the examination venue.

8.4 Material submitted by a student for the purposes of a final examination is the property of the university.

9. Examinations - central

9.1 In this section –

'examination' means an examination held centrally;

'examinations manager' includes a supervisor or other officer exercising the powers or duties of the examinations manager.

9.2 The examinations manager –

9.2.1 is responsible for the administration of examinations; and

9.2.2 in respect of each examination –

9.2.2.1 must appoint a supervisor who has all the powers and duties of the examinations manager; and

9.2.2.2 may appoint other officers and delegate to them any of the examinations manager's powers and duties.

9.3 Subject to any contrary arrangements under section 11, a student must sit an examination at the examination venue indicated on the relevant published

examination timetable, provided that students enrolled otherwise than on campus may sit examinations at a venue of their choice within guidelines prescribed by the examinations unit of the university.

9.4 The examinations manager may, in circumstances he or she deems exceptional, allow a student entry to an examination up to one hour after the scheduled starting time.

9.5 After entering an examination venue a student –

9.5.1 must remain in the venue for at least one hour after the scheduled starting time; and

9.5.2 must not leave the venue in the last ten minutes of the allotted examination time.

9.6 A student in an examination –

9.6.1 must comply with all instructions given by the examinations manager; and

9.6.2 must have in his or her possession and produce to the examinations manager on request, the student's university identification card or other form of photographic identification approved for the purpose by the examinations manager.

9.7 A student may bring personal items into an examination venue provided they are in a closed bag underneath the student's desk.

10. Examinations – Faculty

At least five working days notice must be given of the time and place of a faculty run examination.

11. Alternative assessment arrangements

11.1 In this section –

'director' means the officer in charge of student equity;

'disability' has the same meaning as in the *Disability Discrimination Act 1992* (Cth).

11.2 A student with a disability may apply under this section for alternative assessment arrangements.

11.3 An application for alternative assessment arrangements must be lodged with the director at least one month prior to the assessment or due date or the commencement of the official final examinations period (as case requires) provided that, in circumstances the director deems exceptional, the director may extend the period, but in no case to a date less than three working days prior to the assessment or due date or the commencement of the examination period.

- 11.4** The director may grant or reject an application under this section.
- 11.5** Where an application is granted, the director, with the approval of the chief examiner where the time or substance of the assessment is in any way affected -
- 11.5.1** must determine the alternative assessment arrangements and any particular assessment conditions for the applicant; and
 - 11.5.2** may determine that the same arrangements apply in respect of all assessments undertaken by the applicant within a specified period.

12. Plagiarism and collusion

- 12.1** Where an allegation that a student has committed an act of plagiarism or collusion is made, the chief examiner (or nominee) shall review the allegation and determine whether the act was intentional or reckless.
- 12.2** Where the chief examiner (or nominee) determines that the act was not intentional or reckless, he or she may –
- 12.2.1** provide the student with a warning;
 - 12.2.2** mark the assessment task with or without a deduction of marks; or
 - 12.2.3** require the student to resubmit the assessment task and mark the re-submitted task with or without a deduction of marks.
- 12.3** Where the chief examiner (or nominee) determines that the act was intentional or reckless, it shall be dealt with as an act of academic misconduct under *Statute 4.1 – Student Discipline*.

End Notes

1. Table of amendments from 1 November 2011 (as incorporated into this version):

Amendment	Sections amended	Commencement Date (promulgation)
Assessment Regulations (Amendment) (No. 26 of 2011)	Sections 4 and 5	19 December 2011
Assessment Regulations (Amendment) (No. 13 of 2013)	Sections 1, 4-8, 11	19 July 2013