



Feedback on end of semester Assessment & Examinations Business Process

SCOPE

This process applies to the accessing of end of semester assessments and examination scripts submitted by students and held by the Faculty. This process 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.

PURPOSE

The Primary objective of allowing students to view their exam script is to provide academic feedback on their exam performance, enabling students to understand how to improve their future performance. This means the request to view the examination responses must be sent to the Chief Examiner to organise for the viewing to take place and for a suitable staff member to be present.

However, due to academic integrity requirements, requests cannot be processed until after all supplementary/deferred examinations have taken place.

Please note:

- A request for viewing the examination script is independent from a request for re-marking. If after viewing the examination the student would like to request a re-mark, the Faculty re-marking process must be followed.
- All fail grade examinations have already been double marked in accordance with University and Faculty mark verification procedures.

1. PROCESS FOR VIEWING OF EXAMINATION SCRIPTS (EXCLUDING MCQS AND SAQS)

All Chief Examiners will provide group feedback to the cohort which may take the form of feedback classes, provision of the examination questions with marking guides or sample answers, or other forms of group feedback. However, feedback will not be available until after all supplementary/deferred examinations have taken place.

Students must take advantage of the group feedback opportunities provided to them before requesting individual consultations with staff. If a student remains dissatisfied with these approaches and wishes to submit a request to view their examination paper (excluding MCQs and SAQs responses) the following viewing rules will apply:

- Student may only view their own examination script
- Viewing of the examination script will be undertaken under staff supervision
- Students must not mark or alter the examination script in any way
- Students will be provided with a marking sheet which explains how the examiner allocated the marks for each question
- Supervising staff will not enter into discussion about final exam marks

- No pens, pencils, mobile phones or other electronic devices will be permitted during the viewing
- Copies of the exam scripts will not be provided to students
- Viewing of deferred or supplementary exam scripts will be scheduled at a time specified by the School or Department
- Students who miss the scheduled exam viewing time forfeit any right to view the exam script at a later date

2. 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 in order to obtain feedback has been adjusted.

Feedback to student around these questions should be provided by the Chief Examiner through group feedback about student performance across questions in which the majority of students demonstrated a lack of insight and understanding. If, after considering this feedback, a student still needs further clarification on specific items, they may approach the Chief Examiner for additional verbal feedback.

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Related Documents	