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Title

Assessment Policy and Procedures

Purpose

The purpose of this document is to provide students and staff of Monash College Diplomas with a statement of Company policy and procedures regarding student assessment.

Scope

This policy applies to the Monash College Diplomas or any partner organisation delivering a Monash College Diplomas course of study.

Policy Statement

It is the responsibility of students and staff to familiarise themselves with this Assessment Policy and to ensure that they comply with Diplomas policy and regulations, and meet the assessment requirements in all units that they undertake.

1 Principles governing assessment practices

Principles governing assessment procedures and practices in Monash College Diplomas are guided by the principles governing assessment practices in Monash University.

1.1 Assessment and student learning

Monash College Diplomas student learning overview:
   i) Unit learning objectives and outcomes are linked to modes of assessment.
   ii) Formative assessment occurs early in the trimester, allowing the needs of individuals and cohorts to be identified and addressed.
   iii) Internal assessment feedback allows students to reflect and improve upon their own practice.

1.2 Alteration of assessment grades

The result in the unit should reflect the actual achievement of the student. A mark should not be altered except in circumstances where:
   (a) Special consideration has been granted to the student in question or
   (b) Diplomas is correcting an error.

1.3 Assessment standards

Whatever the entry levels or pathways, all courses and units offered at multiple locations will have equivalent assessment to ensure that Monash’s academic standards are maintained and assured.

Assessment tasks for each unit shall reflect the stated objectives for the unit.

The person responsible for each unit will devise assessment tasks which accurately reflect stated purposes and relevant educational objectives.
1.4 **Hurdle requirements**

A pass is the normal minimum level of academic achievement for progression within courses.

1.5 **Sharing assessment information with students**

All Monash College Diplomas Unit Outlines shall contain a statement of assessment requirements, including weightings for all assessments. Word limits, due dates and other information related to specific assessments will also be provided.

Students will be provided with clear expectations on what is expected of them and the assessment criteria for all assessment tasks.

1.6 **The marking process**

Marking procedures, as outlined by the person responsible for the unit, are to be followed.

Moderation of key assessments will follow the process outlined in the Monash College Diplomas Assessment Practices and Moderation Procedures document.

The marking process for all internal assessments is to be completed within two weeks of student assessment deadlines.

The person responsible for each unit reviews assessment results to identify trends and plan adjustments to curriculum design and delivery, as required.

1.7 **Assessment of oral communication tasks**

Units that contain oral assessments that count for more than 10% of the total mark require:

i) A process for verifying fail marks

ii) A verification or re-marking procedure that includes the opportunity for students to pre-record or re-present

1.8 **Providing feedback to students**

Feedback is provided to students on both formative and summative assessments and is provided in a timely manner. Feedback for internal assessments shall be constructive and focused on assisting students to understand how they can improve the quality of their work.

1.9 **Grading scale**

The following grading scale applies:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Code</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>80+</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>70-79</td>
</tr>
<tr>
<td>Credit</td>
<td>C</td>
<td>60-69</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50-59</td>
</tr>
<tr>
<td>Fail</td>
<td>N</td>
<td>less than 50</td>
</tr>
</tbody>
</table>
2 Assessment policy

2.1 Responsibilities
For each unit it is the responsibility of the Unit Leader or Coordinator to provide students, during the first week of classes, with a detailed written unit outline which includes an outline of the assessment requirements for that unit.

It is the responsibility of students to familiarise themselves with unit outlines which provide unit assessment requirements, and failure to do so cannot excuse the student from any requirement, nor can it provide grounds for special consideration in the unit.

2.2 Assessment requirements
Except where otherwise specified in writing in a unit outline, the work required for an assessment is to be carried out by students working individually.

No unit should be assessed on the basis of a single assignment or exam.

No single assessment item shall be worth more than 80 percent or less than 10 percent of the total marks for the unit without the approval of the Monash College Diplomas Board of Studies on the recommendation of the Director Monash College Diplomas.

Where a unit is offered on more than one campus, the number and type of assessed tasks will be the same.

Where students are required to pass all assessment items in order to meet the requirements of a unit, this will be specified in the unit outlines distributed to all students at the commencement of the unit.

2.3 Changes to assessment
Changes to the assessment requirements for Part One of a unit as published in the Unit Outline requires the approval of the relevant Associate Director who will approve the change on recommendation by the Director Monash College Diplomas.

If change to the published assessment requirements occurs during the course of a trimester, students will be notified in writing of such change.

2.4 Hurdle or unit pass requirements within units
Some units may have a hurdle which is sometimes referred to as a unit pass requirement. A ‘hurdle’ requirement within a unit is a compulsory aspect or component of a unit that must be met for a student to be eligible to receive a ‘pass’ grade.

Students who both fail to meet the hurdle requirement (s) outlined in the Unit Outline and who would otherwise have received a 49N or better grade, will automatically receive a 48N result.

Generally, there are two types of hurdle requirements:

Hurdle Requirement Type 1
This hurdle requirement forms part of the assessed work and requires the student to submit and/or pass particular components of assessment. For example, a unit may require students to submit a short essay (20 marks), do a test (20 marks) and submit a project or performance (60 marks). To pass the course, the student may need to gain a total of more than 30 marks on the project/performance, and a total of more than 50 marks on the unit.
Hurdle Requirement Type 2

This hurdle requirement is not part of the assessed work but must be completed, e.g. 'unmarked' evidence file, reading group participation, attendance requirement. Where a student is given a fail grade for a hurdle requirement type 2 that represents more than 10% of the total mark, the relevant Unit Leader needs to be consulted.

2.5 Submission of assessed (non-test/non-exam) tasks

All assignments submitted on paper must include a fully completed and signed Monash College Diplomas assignment cover sheet and be placed in the secure assignment box on the respective campus by 9.00am on the due date unless prior arrangement has been made with the Unit Leader or Coordinator. The Diplomas assignment cover sheet contains important information about privacy, plagiarism and collusion and must be carefully read before signing.

All assignments must have the unit code and name and the student's name and ID number on each page.

All written assignments are to be word-processed. It is the responsibility of each student to retain a copy of his/her assignment.

The submission of bulky assignments including artwork should be submitted as advised by the Unit Leader or Coordinator. Cover sheets must also be completed, signed and attached to these assignments.

For group assignments, all members must sign and attach their own cover sheet.

Late Penalties

Failure to submit an item of assessment by the due date without an application for special consideration will incur a penalty. The penalty for the late submission of internal assessments for individual Diploma units should be clearly stated in the Unit Outline.

Late Submission Penalties Part 2

Late submission penalties for Diploma Part 2 units are aligned with the late assessment submission policy of the equivalent Monash University unit.

Where no late penalty exists for the equivalent Monash University unit, the late penalty for Part 2 units will be set in line with the destination Faculty.
Late Submission Penalties Part 1

The late submission penalty for Part 1 units is aligned with that of the Faculty of Arts as outlined in March 2013.

A five percent penalty applies for the first day of the missed deadline. After that, a subsequent penalty of two percent per day will be applied for the next thirteen calendar days after the due date, including Saturdays and Sundays. No assessment item can be accepted after more than fourteen calendar days unless a special consideration application has been approved.

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
<th>Day 7</th>
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<tr>
<td>5%</td>
<td>7%</td>
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<td>11%</td>
<td>13%</td>
<td>15%</td>
<td>17%</td>
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</table>

<table>
<thead>
<tr>
<th>Day 8</th>
<th>Day 9</th>
<th>Day 10</th>
<th>Day 11</th>
<th>Day 12</th>
<th>Day 13</th>
<th>Day 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>19%</td>
<td>21%</td>
<td>23%</td>
<td>25%</td>
<td>27%</td>
<td>29%</td>
<td>31%</td>
</tr>
</tbody>
</table>

Applying Penalties

The penalty must be applied to the maximum possible mark for the assessment item. When applying the penalty to a mark that has been converted to a percentage the appropriate penalty percentage can be subtracted from the result achieved by the student.

For example: A student who receives a mark of 75% will incur the following penalty: one day late, 70%; two days late, 68%; three days late, 66%.

When applying the penalty to a raw mark, which has not been converted to a percentage, the penalty rate can be calculated by the following the steps outlined below:

1. (Maximum possible raw mark) x (penalty percentage) = raw penalty
2. (Student raw mark) – (raw penalty) = result with penalty applied

For example: The penalty for a student who receives a mark of 30 out of a total of 40 marks but has submitted the assessment item three days late can be calculated as outlined below.

1. 40 x 0.09 = 3.6
2. 30 – 3.6 = 26.4
Extension of Time

All special consideration applications allocated to an assessment task must be made in writing. (An application must be accompanied by appropriate documentation and evidence from a qualified practitioner) to the student administration office. If an emergency occurs within the last 48 hours which prevents the student from submitting their assignment by the due date, the administration office should be contacted as soon as practicable. Approval if granted will be confirmed via email to the student. Grounds for an application for an extension of time for an assessment task include:

- Serious illness or psychological condition – e.g. Hospital admission, serious injury, severe asthma, severe anxiety or depression. Does not include minor illness such as a mild cold
- Loss or bereavement – e.g. Death of close family member, family/relationship breakdown
- Hardship/trauma – e.g. Victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements

Submission of the same assessment piece in more than one unit

On occasions where a student is judged to have submitted an assessment piece of which a significant proportion has already been submitted for assessment in a different unit, the student will receive a mark of zero for the proportion of that assessment piece which has been submitted twice.

2.6 Class tests/Oral Presentations

The due dates for class tests/oral presentations are set out prior to the start of the trimester and students are informed of them at the commencement of the trimester. Students who are absent will not normally be entitled to a substitute test/presentation and ‘DNA’ (did not attempt) will be recorded as their result for this assessment.

Students who believe they have a valid case for a substitute test/presentation are required to submit an application to the Provider Head* (special consideration form available from student administration) setting out their grounds for special consideration. Applications will only be granted where there are exceptional circumstances.

The decision to grant special consideration for a class test/oral presentation resides with the Provider Head. Where special consideration has been granted, the Provider shall inform the Director, Monash College Diplomas of the grounds for the decision and provide a draft of the substitute test for approval.

The Director will approve the substitute test subject to the test being of a comparable standard to, and sufficiently different from, the original test to ensure valid and reliable assessment.

* Provider Head is the Academic Head of the campus (e.g. Director, MCD Melbourne)
2.7 Double marking of assessments
Where work submitted for assessment is given a fail grade by an examiner, that piece of work will be handed to a second examiner who will independently evaluate the work prior to the result being conveyed to the student. No student will be awarded a fail grade for final exams that fall in the range of 30 – 49 or for a non-exam assessment task, without an independent examiner confirming the result.

Students are advised on the covers of Monash College Diplomas exams to write clearly. Where an independent examiner has confirmed that handwriting is illegible for any assessment, Diplomas is under no obligation to allocate marks or grant a resit.

2.8 Special consideration
Students may apply for special consideration if they believe that illness or other serious cause has substantially affected their work during a teaching period or performance in an exam. In these situations, students must complete an application form for special consideration, which they obtain from and return to Student Administration with appropriately documented evidence. Students applying a second time for consideration of the same assessment will not be granted special consideration.

A panel will determine the outcome of all special consideration applications. The panel may nominate that the student:

- Sit a deferred exam
- Undertake alternative assessment tasks determined by the Associate Director/Academic Manager

2.9 Collection / return of assessed (non-test/non-exam) tasks
Assignments are normally available for collection within three weeks of the date of submission. Assignments must be returned to students at least 4 days prior to the commencement of exam period. Unit Leaders or Coordinators will notify students of the anticipated date for collection and how they can be collected.

Assignments will generally be returned in class which will provide an opportunity for feedback. Alternative collection arrangements may include:

- assignments can be collected from the lecturer-in-charge or nominee at an agreed upon time.
- assignments can be mailed if the student provides a stamped, self-addressed A4 envelope at the time of submission

Students must show their student ID card in order for an assignment to be collected. Assignments cannot be collected by anyone other than the author without written authorisation.

Assignments will be available for collection for one trimester after the submission date of the assignment. After that time they will be destroyed.
3 Final exams

3.1 Definitions

*Current exam period:*
This is the exam period for the current trimester including the day scheduled for special (deferred) exams, which occurs approximately two weeks after the main exam period.

*Following exam period:*
This is the main exam period scheduled for the following trimester.

3.2 Exam timetable

The final exam timetable will be available approximately three weeks before the exam period begins. It is the student’s responsibility to check this timetable - students will not be given special consideration if they misread the exam timetable and miss an exam, nor will they be entitled to another exam. No information about the exam timetable will be given over the telephone.

3.3 Deferred exams

Monash College Diplomas may allow students to sit for special (deferred) exams where illness or other serious cause (e.g. death of a close family member, software or technology failure during an exam, extraneous noise) has prevented them from presenting for or affected their performance for all or part of an exam and where the student has followed appropriate procedures.

Students must complete a Special Consideration application form, which they can obtain from and return to Student Administration. The form must be returned no later than forty-eight hours after their last timetabled exam with appropriate documented evidence.

If such a return is physically impossible, Student Administration should be contacted by telephone.

**Students will not be given special consideration for misreading the exam timetable.**

Students sitting a deferred exam will have their exam result combined with their internal assessment results to determine their final result for the unit.

If a student requests special consideration for a deferred exam, a subsequent exam will not be granted.

Students should apply for special consideration before the exam date if they find that they are unable to sit an exam on a religious holiday for religious reasons, or they have been impacted by a global tragedy or death of a close family member. In these exceptional cases, students will be informed in advance of the outcome of their application, the deferred exams to be sat and the new exam date if granted.

Those who are granted a deferred exam will sit the exam at the Monash College campus they are enrolled in unless the student has requested to sit the exam at another Monash College campus and the host campus has granted permission. They are given the option to sit allocated special deferred exams regardless of whether they may be able to pass the unit or not.

Students can sit a maximum of two such exams on the nominated special deferred exam day in the **current** exam period.
3.4 Withheld Result (WH)

The WH code is used to indicate that a unit result has been withheld by Diplomas for any of the following situations:

- A student has applied for special consideration and has been granted three or more deferred exams. Students will be informed to sit exams during the following exam period for units where they have been allocated a WH code. These students would not be given the opportunity to re-sit/resubmit internal tests and assessments, unless they re-enrol in the unit;

- In the case where the special consideration panel has requested further evidence to determine the student’s final result e.g. Extension given to complete a task.

3.5 Deferred Result (DEF)

The DEF code is used to indicate that the student has been granted special consideration and will sit the deferred exam on the nominated deferred exam day during the current exam period.

3.6 Viewing of exam papers

Students may request to view their exam paper under specified conditions on a date nominated by Monash College administration. The viewing of exam papers allows students to review their performance in the exam.

Depending on the provider, a fee may be charged. Results normally will not be altered as a consequence of this service.

4 Publication of results

Official results in all units are released by Diplomas. Diplomas staff are not permitted to provide students with final results in any unit before they have been ratified by the Board of Examiners and officially released by Diplomas.

On the publication date advised on the notice to students, results can be accessed by logging on to My.Monash via the Monash University homepage.

A personal notification of results in the form of an Academic Record and Testamur is given or mailed to completing students some time after the publication date. If students have any queries about their results, they should contact Diplomas as soon as possible.

Results will not be made available before the publication date and they will not be given over the telephone by staff. Results for students with an outstanding debt to Monash College Diplomas will be withheld pending payment in full of that debt.

Students are advised to retain all assessed tasks until the official result for a unit is determined and released.
4.1 Assessment grades and codes

The following are the standard grades and associated range of marks used in Monash College Diplomas.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Code</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>80+</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>70-79</td>
</tr>
<tr>
<td>Credit</td>
<td>C</td>
<td>60-69</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50-59</td>
</tr>
<tr>
<td>Fail</td>
<td>N</td>
<td>less than 50</td>
</tr>
<tr>
<td>WH (Result is withheld)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEF (Deferred exam)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WI (Withdrawn Incomplete)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2 Withdrawn Incomplete

The Withdrawn Incomplete (WI) grade is a compassionate response for students who are prevented from completing unit assessment due to extreme circumstances beyond their control. It is not a passing grade as it is awarded where the student has not completed the requirements of the unit, but unlike the other fail grades – Fail (N) or a Withdrawn Fail (WN) – the WI is not included in students’ exit score calculation.

Awarding a Withdrawn Incomplete (WI)

A student can be awarded a Withdrawn Incomplete (WI) grade through one of two ways:

1) Where the relevant Associate Director, or nominee, judges that a student was or will be prevented from completing unit assessment due to extreme circumstances beyond the student's control, occurring or having effect after the commencement of the relevant withdrawn fail period, the Board of Examiners may award the student a WI as a final grade.

2) Where the relevant Associate Director, or nominee, judges that a student has received a fail grade (N or WN) as a result of failing to complete unit assessment due to extreme circumstances beyond the student's control, the Associate Director may alter the grade to WI.

A student may only apply for a WI either:

1) Prior to the finalisation of the unit grade, if the student has been granted deferred final unit assessment but has been unable to complete that assessment due to extreme circumstances beyond the student's control; or

2) After the finalisation of the unit grade, if the student has received an N or WN. Applications to have a final unit grade altered to WI must be lodged within 20 working days of the date of finalisation of the grade in question. In exceptional circumstances, the relevant Associate Director, or nominee, may grant a longer period of time for lodgment, such as where the student or their nominee was not capable of lodging an application for a WI.
Applications must be in writing, and must be lodged with the relevant Associate Director, or nominee.

The acceptable grounds for a WI are:

- A serious medical condition necessitating hospitalisation;
- Death of a person with whom the student had a significant relationship;
- Death of the student;
- Obligations to emergency or military service; or
- Extreme circumstances of comparable gravity and severity.

Applications must provide evidence that the circumstances resulting in the failure to complete unit assessment were beyond the student's control, and either:

- Arose during the withdrawn fail period or later of the relevant trimester; or
- Did not have their full impact until the commencement of the withdrawn fail period or later of the relevant trimester, and this impact was not foreseeable earlier; or
- Prevented the student from withdrawing from the unit prior to the commencement of the withdrawn fail period of the relevant trimester.

Applications must provide evidence that the circumstances affecting the student's ability to undertake or complete unit assessment were so extreme as to render undertaking or completing that assessment impracticable.

If the application concerns a unit for which the student was granted deferred final assessment, the application must provide evidence that the circumstances resulting in failure to complete the deferred final assessment either:

- Occurred after the deferred final assessment was granted; or
- Prevented the student from undertaking or completing the assessment in ways that could not have been foreseen when the deferred final assessment was granted.

A student who sits but cannot complete a deferred examination due to extreme circumstances beyond his or her control should acknowledge that the exam is final and that no further deferral of the examination is possible by signing the Examination Cancellation Request Form.

The Associate Director, or nominee, will assess applications to ensure that they are properly supported by evidence, that they meet the relevant criteria, and that they have been submitted within the eligible time period, and will advise applicants accordingly.

Acceptable forms of evidence include a death notice, records of hospital admission, police reports, notifications of obligations to emergency or military services, and an impact statement from a health professional as appropriate. Where the application is made with regards to the death of a person with whom the student had a significant relationship, the student must provide evidence of the significance of that relationship.

WI grades may be awarded to allow students to deal with both the immediate aftermath and ongoing issues following the death of a person with whom the student had a significant relationship. In the case of the former, a death notice is appropriate documentation. In such circumstances, the timeframe in which the death occurred should be no more than three to seven days prior to the date of the final assessment task. In the case of extreme and ongoing grief,
appropriate evidence is a document from the student's family doctor or counsellor that substantiates the claim.

If no final grade has yet been recorded for the student for the unit, then the relevant Associate Director will recommend an outcome to the Board of Examiners.

The recommendation must be accompanied by copies of the application and supporting evidence provided by the student. The recommendation may be accompanied by any additional evidence drawn from the student's record that is deemed by the Associate Director, or nominee, to be relevant. Such relevant material may include details of special consideration applications made by the student and any academic progress processes underway.

The Board of Examiners will consider the recommendation, and determine an outcome for the application. The Board of Examiners will communicate this outcome to the Associate Director, or nominee, which will communicate it to the student or the student's estate. Student Administration will upload the final result to Callista.

If a final grade has already been recorded for the student for the unit, then the Associate Director, or nominee, will determine the outcome of the application within ten working days of receiving the application.

In deciding the outcome of the application, the Associate Director, or nominee, may consider any additional evidence drawn from the student's record that is deemed by the faculty to be relevant. Such relevant material may include details of special consideration applications made by the student and any academic progress processes underway.

If the application is approved, Student Administration will upload the amended result to Callista.

The Associate Director, or nominee, will inform the student or student's estate of the outcome of the application.

4.3 Near Pass (NP)
This option is currently not available to Monash College Diplomas students.

5 Plagiarism and cheating

5.1 Academic integrity
The submission of set tasks is an essential part of the learning process and a vital way of assessing a student’s understanding of a unit. The work submitted must therefore be a student’s own work. This does not mean that students may not make use of the work of others.

However, in quoting or paraphrasing material from other sources, those sources must be acknowledged in full. It may be useful to seek the help of a tutor in preparing a piece of work and to enlist the help of fellow students in sorting out ideas. The final product, however, must be written by the student in his or her own words.
Presentation of ideas developed on previous knowledge requires acknowledgement of sources of information so that:

- Readers can find the original sources;
- The authors of the original sources are given credit for their work;
- The writer's own research is clear;
- The work has credibility.

The College encourages referencing of sources in accordance with academic practice in order to protect the College’s and Monash University’s reputation and standards for current and future students. If you are unsure on how to acknowledge a source of information, please seek help from your teacher or Learning Support Unit on your campus, as Monash College takes plagiarism and cheating very seriously.

5.2 Definitions

**Plagiarism** – means to take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement.

**Cheating** – means seeking to obtain an unfair advantage in an exam or in other written or practical work required to be submitted or completed by a student for assessment.

**Assisting to cheat** - means assisting a student with an internal assessment or exam with the intention that the student will thereby obtain an unfair advantage.

Hence if the passing off was:

- Done intentionally, the student has cheated;
- Not intentional, the only offence the student has committed is the academic misdemeanour of failing to reference a source correctly.

5.3 Cheating

Students should note that cheating or assisting to cheat is regarded as a very serious offence. The range of penalties for cheating or assisting to cheat includes:

- A reprimand
- Disallowing or annulling the result in the assessed work.
- Failure in the unit
- A fine
- Exclusion from Monash College

Taking unauthorised material into exams, such as notes or unauthorised dictionaries, will be regarded as cheating. Students should also note that when internal assessments are identical with, or similar to, another student's work, an assumption of cheating may arise. Where students wish to undertake work in conjunction with other students, they must seek and obtain the approval of the unit teacher.
5.4 Plagiarism

Plagiarism occurs when students fail to acknowledge ideas that have been borrowed. Specifically, it occurs when:

- Phrases and passages are used verbatim without quotation marks and without a reference to the author
- An author’s work is paraphrased and presented without a reference
- A person’s idea is used without acknowledgement e.g. Adopting another person’s structure for an essay or framework for analysis
- Another student’s work is copied or partly copied
- Other people’s designs and images are presented as the student’s own work
- Another person’s results are used without appropriate attribution
- Items for assessment are written in conjunction with other students (without prior permission of the relevant staff member)
- A piece of work has already been submitted for assessment in another unit.

It is accepted that students will help each other with their studies and discuss issues with each other. However, students must undertake all assigned work independently and students must not work in groups unless specifically requested to do so by the teacher.

Deliberate plagiarism is an attempt to obtain undeserved academic advantage and will be treated as cheating. Cases of deliberate plagiarism will be dealt with seriously. Students who are at all uncertain about what is required should consult their teacher.

5.4.1 Register for plagiarism/cheating

Monash College Diplomas maintains a confidential register for recording warnings that have been given to students about plagiarism and cheating, especially where no formal action has been taken or penalty applied. The register is kept by the Director Monash College Diplomas (or nominee) and may be accessed by the Director Monash College Diplomas (or nominee), and where requested, students concerned will have access to their own details in the register.

Where a student has received a warning and counselling regarding the nature of cheating, plagiarism and the system of referencing used in Monash College Diplomas, a letter is sent to the student as a record of the warning. A copy of the letter will be filed on the register.

Should the student be charged in future with cheating under Monash College Diplomas regulations, a copy of this letter will be produced in evidence.

5.5 Collusion

Submission of substantially similar pieces of work is **prima facie** evidence of cheating. This does not mean that cheating is ‘deemed’ to have occurred and it does not reverse the onus of proof.

Substantial similarity of work can occur only if the students have:

- Copied each other
- Copied another student’s work
- Copied from another source such as a print/internet publication
- Reproduced their lecture notes
5.6 **Internal assessments academic misconduct procedures**

a. A member of the teaching staff or marker, who has reasonable grounds to believe that academic misconduct on an internal assessment has occurred, must report the matter to the Teaching and Learning Team Leader or Academic Manager. Reasonable grounds for academic misconduct includes:
   - Plagiarism, where Turnitin rate is over 10%
   - Suspected collusion
   - Suspected cheating
   - Resubmission of previous assignment
   - Submission of work similar to other students

b. The Teaching and Learning Team Leader or Academic Manager will determine if there are reasonable grounds or clear evidence of academic misconduct. If there are no concerns of academic misconduct then the case will be dropped with no further action taken. Where academic misconduct is believed to have occurred, the Teaching and Learning Team Leader or Academic Manager will organise a disciplinary meeting to hear the student’s case. The student will receive a calendar invite to the meeting and information on how to contact the Learning Consultants for support and guidance. The student may contact the Learning Consultants at any stage during and post the academic misconduct review.

c. Students suspected of cheating or assisting to cheat will be given the opportunity to explain their alleged academic misconduct in the company of the Teaching and Learning Team Leader and Unit Leader. The student may invite the Learning Consultant along to the meeting for support and guidance.

d. To determine the disciplinary action taken, the Teaching and Learning Team Leader or Academic Manager may take the following factors into account:
   - Is this the first time the student has participated in academic misconduct?
   - The amount that has been plagiarised/extent of cheating.
   - Has the student made an inadequate attempt at referencing?
   - Has the student attempted to gain an unfair advantage?

e. If the Teaching and Learning Team Leader or Academic Manager has reasonable grounds to believe that intentional academic misconduct has occurred, they must determine the disciplinary action that will be applied. This could include, but is not limited to:
   - Penalty for the assessed work including a pass grade only
   - Disallowing or annulling the result in the assessed work
   - Failure in the unit
   - Exclusion from Monash College
   - Resubmission of internal assessment
   - Counselling support
   - Warning or penalty letter and details of the student recorded against the confidential register

f. Where grades need to be amended, the Teaching and Learning Team Leader or Academic Manager will complete the Variation of Results form and submit to the Senior Education Administration, who will then update the grades on the Web Enrolment System.

g. The Teaching and Learning Team Leader or Academic Manager will email and post the written notice of warning or penalty to the student including advice that the student may appeal to the Director of Monash College Diplomas within 28 days of the date of the written notice. A copy of the letter will be kept in the student’s file and may be used as evidence if the student is charged in
the future with cheating under Monash College regulations.

h. When emailing the student, the Teaching and Learning Team Leader or Academic Manager will need to include the Associate Director, Senior Education Administrator and Student Administration. Upon receipt of the email notification, the Senior Education Administrator will record the student’s name against the confidential register.

i. The written notice of the penalty to the student will be kept on file for two years by the Student Administration team. The student may request to access this information at any time within the two year period by submitting a written request to the Student Administration team. Following two years from the date of the written notice, the file will be destroyed and the students can no longer access this information.

j. The Teaching and Learning Team Leader and Academic Manager and Unit Leader must retain a record of any communication, minutes and correspondence with the student and ensure the file is managed confidentially.

k. Upon receipt of appeal application, the Director will:
   • Contact the Teaching and Learning Team Leader or Academic Manager for access to all documentation.
   • Convene a meeting of the Monash College Discipline Committee to hear and determine the matter, within 28 days or any longer period necessary in any particular case. The Monash College Discipline Committee will include the Monash College Diplomas Director, an Associate Director and the Learning Consultant. The staff member involved in reporting the allegation of academic misconduct and the Teaching and Learning Team Leader or Academic Manager involved in the assessment of academic misconduct will be excluded from the meeting.
   • Within ten days, the Diplomas Director will notify the student in writing of the date on which the Monash College Discipline Committee hearing will be conducted.

l. The Monash College Disciplinary Committee reviews documentation and/or evidence and determines the outcome of the appeal. The Director must give written notice of the outcome of the appeal to the student, including advice that the student may lodge an appeal with the Overseas Students Ombudsman.

5.7 Examination academic misconduct procedures

a. An invigilator who has reasonable grounds to believe that exam cheating has occurred, must report the matter to the Head Invigilator who will contact the relevant Teaching and Learning Team Leader or Academic Manager. A marker, who has reasonable grounds to believe that exam cheating has occurred, must report the matter to the relevant Teaching and Learning Team Leader or Academic Manager.

b. The exams cheating procedure adopts the same steps as 5.6 (b) to 5.6 (l). However, students have seven (7) days from the date of the written notice to appeal against the penalty decision.
Records Management

For details regarding records management please refer to appropriate section of this policy.

Legislation and Standard
Not Applicable

Supporting Procedures
Not Applicable

Related Documents/Forms
Special Consideration Form – Examinations
Special Consideration Form – In Trimester Assessment

Related Policies
Special Consideration Policy
Academic and Non-Academic Complaint and Grievance Policy

Responsibility for Implementation
Senior Education Administrator

Policy Status
Revised

Key Stakeholders
Monash University Faculties
Director, Monash College Diplomas
Associate Directors, Monash College Diplomas
Academic Manager, Monash College Diplomas
Teaching and Learning Team Leaders, Monash College Diplomas
Unit Leaders, Monash College Diplomas
Transition Specialist Support Group, Monash College Diplomas
Student Administration Team
Teachers, Monash College Diplomas
Students

Approval Body
Board of Studies

Date Effective
December 2013

Next Review Date
December 2016

Policy Owner
Manager, Academic Governance

Policy Author
Manager, Academic Governance

Contact
Manager, Academic Governance
Definitions

Implementation Plan
1. Inform staff of changes via email.
2. Inform offshore providers of changes via email.
3. Update the Unit Outlines to ensure they reflect the amendments made.
4. Make update policy available via the Monash College website.

Change History

<table>
<thead>
<tr>
<th>Version number</th>
<th>Approval Date</th>
<th>Approved by</th>
<th>Brief outline of changes</th>
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<tbody>
<tr>
<td>1.1</td>
<td>16/07/15</td>
<td>Diploma Board of Studies</td>
<td>Updated late penalties section to provide more detailed information.</td>
</tr>
<tr>
<td>1.2</td>
<td>05/11/15</td>
<td>Diploma Board of Studies</td>
<td>Inclusion of Withdrawn Incomplete grade and internal and exam academic misconduct procedures updated.</td>
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