

Monash College Diplomas Examinations and Results for Trimester 3, 2020

PLEASE READ THIS NOTICE CAREFULLY

You will not receive any special consideration if you misread or fail to follow these instructions.

You may also be subject to disciplinary action if you breach these instructions.

PUBLICATION OF EXAMINATION TIMETABLE

Your exams will be held between 23 January 2021 and 3 February 2021. You can view your exam timetable in Allocate+.

If any exam is missing from your timetable, contact Student Administration at student.admin@monashcollege.edu.au before 22 January 2021.

The process of sitting the examinations will be similar to your experience of classes: working on your computer with Zoom connecting you to your teacher or supervisor

DEVICE AND SYSTEM SPECIFICATIONS COMPUTER REQUIREMENTS

You'll need a desktop computer or a laptop to sit your eAssessment. Chromebooks, tablets and mobile phones can't be used for eAssessments. To ensure the academic integrity of our exams, you won't be able to use dual monitors when sitting an online assessment.

Your device must:

- have a webcam and a microphone (for Zoom or Teams supervision)
- be connected to a power source during the eAssessment use either Firefox (preferred) version 34.0 or later, or Chrome version 34.0.
- Pop-ups must be enabled. How to disable your pop-up blocker.
- Ensure any system or application notifications are disabled so they don't distract you during your eAssessment.
- If your eAssessment has hybrid questions you will need a phone with a QR code reader

NETWORK REQUIREMENTS

Your internet download and upload speeds need to be at least 2Mbps. You can test your internet speed by [running an online speed test](#).

You won't be able to use a hotspot internet connection because it won't provide adequate connectivity.

To ensure your internet connection is not interrupted or slowed, ask other people in your house not to watch Netflix or other streaming applications or download large files while you're sitting your assessment.

Logging in

You can connect with or without a VPN – just choose the option that gives you the most stable internet connection.

For instructions on how to install VPN and connect using VPN with multi-factor authentication (MFA):

- for students in mainland China, see [Monash International VPN](#)
- for all other students, see [Monash VPN](#).

If you are having difficulties with accessing your Monash account or Monash VPN and Zoom set up, please visit eSolutions or contact them by phone or email including your Student ID number and a contact phone number.

Email: servicedesk@monash.edu

Phone: +61 3 9903 2777

Extended hours during exams (16 Nov – 4 Dec)

Mon to Thu: 8am – 11pm

Friday: 8am – 6pm

During semester

Mon to Fri: 8am – 6pm

Non-teaching periods

Mon to Fri: 8am – 6pm

ADMISSION TO, CONDUCT AND EXIT FROM, EXAMINATION ZOOM VENUES

- STEP 1 Go to a Zoom Exam Room. There will be a link to this room in the Unit Moodle Site . The link will be labelled ZOOM Exam Room. For example, if you have a MCD 2080 exam go to the MCD 2080 Moodle Site and find the link labelled ZOOM Exam Room. Click on this link.
- STEP 2. Log into the e assessment platform to access the Exam. The address for this is the same for all Exams: <https://eassessment.monash.edu/>
- STEP 3. Wait for the supervisor in the ZOOM room to give you a password. The supervisor will give you a password. Please enter that password.
- STEP 4. Do your exam. If something is not working technically you can ask your supervisor, through private chat in zoom, who may be able to help you or if it is very complicated, you can send an email to MC-eAssessment-help@monashcollege.edu.au. If there is an Academic question (e.g. the question is confusing) then you can also ask your supervisor who will try to help by asking the unit leader and then getting back to you.
- STEP 5. Upload the answers to Hybrid Questions after the Exam is finished. If you are doing an Exam with Hybrid Questions (such as a Science, Maths, Engineering or IT unit) you will have a chance to upload these after the Exam has finished (so that you will not lose any time in the Exam).

- If you have difficulties uploading photos it may be they cannot see the QR code. This could be because they have not ticked the box “I am ready to upload my answer sheets” You can Watch the Hybrid video if you are unclear.
- STEP 6. Exit the ZOOM Exam room and enjoy a well-earned rest. Please note that you will not be able to exit the Zoom room until after the end of the exam time. For example if an exam is 2 hours and 10 minutes long you will have to stay in the room for 2 hours and 10 minutes.
- During the exam you will not be allowed to leave the room or go to the bathroom.

WHAT TO BRING

- You must bring your Student ID card or photo ID, passport preferred, to every exam and display when asked. You will not be allowed to sit an exam without your photo identification.
- Ask your teacher what you are allowed to bring to the examination. If you are caught using unauthorised materials (materials you are not allowed to bring to the examination), you may face disciplinary action (be punished).
- Please make sure you phone is on silent throughout your exam. Make sure you check it's turned off. Don't rely on 'Silent' or 'Do Not Disturb' modes as alarms may still make a sound in these settings.
- You must not take photos or screen shots of any examination papers..

PUBLICATION OF RESULTS

Results will be released via the Monash WES System on Friday 12 February 2021 <https://my.monash.edu.au/wes/>. Your results are available throughout the year and can be printed at any time from the Student Portal.

SPECIAL CONSIDERATION

If you cannot attend an exam due to being ill or some other serious reason, you can submit an application for special consideration. The application form is available online on the [moodle site](#). Your application for special consideration must be submitted within 48 hours of your examination. If you submit your application later than 5pm on 5 February 2021, it will be rejected.

Submitting an application for special consideration does not guarantee you a deferred examination (another exam to be taken later). If you have been granted a deferred exam, Student Administration will email you by 5 February 2021. You can also check whether you have been granted special consideration by logging in to WES.

If your request for special consideration is refused, your original exam paper will be marked. This paper will count towards your final result

The timetable for deferred exams will be available on Friday 5 February 2021. You must sit your deferred exam or exams (up to two may be sat) on 10 or 11 February 2021. If you are eligible for three or more deferred exams, you will be notified when you will be sitting your exams.

Your deferred exam result and your internal assessment result will be combined to give your final result. If you do not sit your deferred exam on the date you are given, you will fail your unit. Students will not be eligible for any further special consideration for that exam.

For any questions regarding special consideration, contact Student Administration student.admin@monashcollege.edu.au.