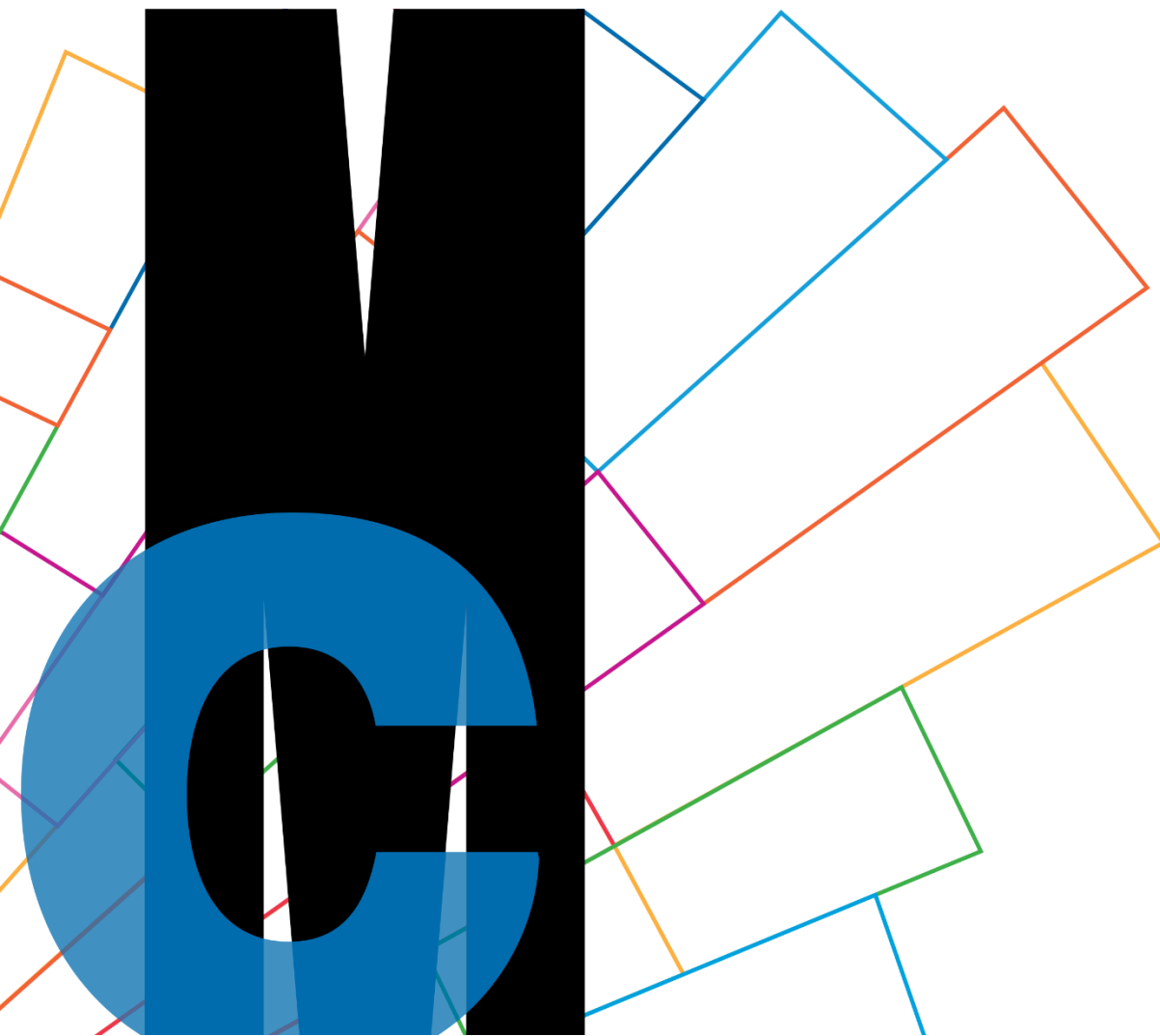




MONASH
College

MONASH UNIVERSITY FOUNDATION YEAR

STUDENT EXAMINATION INFORMATION GUIDE



Monash College Pty Ltd
RICOS Provider 01857J

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1. Examination Timetable

The examination timetable is available via [Allocate+](#) for FY Australia students. For other campuses, examination timetables are available through your campus Examination Unit.

2. Special Examination Arrangements

Students are expected to undertake examinations at the scheduled dates and times. There is no provision for a student to sit an examination at an earlier date or time.

Pre-existing medical conditions will only be considered where there have been ongoing requirements during the semester.

Special Examination Arrangements may take the form of:

- Extra reading time. This will not exceed 10 minutes per examination hour.
- Extra writing time. This will not exceed 10 minutes per examination hour.
- Rest breaks. This will not exceed 10 minutes per examination hour.
- A reader and/or a scribe.
- Permission to use special technological aids.

Any approved additional time will be incorporated into the duration of the examination. All students will start the examination at the same time as indicated on the examination timetable.

Please contact your Examination Unit to complete an *Application for Special Consideration* (indicating you wish to apply for Special Examination Arrangements) with supporting documentation at least four weeks in advance of scheduled exams.

3. Special Consideration for Examinations

Students who experience significant hardship preventing their attendance or affecting their performance in FY are eligible to apply for Special Consideration (SC). SC is not granted automatically.

Significant hardship includes:

- an extended period of major illness
- a traumatic event such as a death in the family
- unexpected events during exam period
- other extremely difficult circumstances.

If a student is unable to complete an examination(s) due to serious illness or another compelling reason, or believe they were disadvantaged whilst sitting an examination, an *Application for Special Consideration* form, with appropriate documented evidence, should be submitted to the Examination Unit by the application submission date.

Students will be requested to provide the appropriate documentation or evidence including:

- A signed statement of reasons for application
- Registered medical practitioner report/letter (if applicable)
- Psychologist report/letter (if applicable)
- Other reports/letters.

Applications will be considered for the appropriate form of consideration as indicated on the form.

A derived examination mark may be determined and used for final unit grade calculations in applicable Special Consideration cases. The granting of Special Consideration with a derived examination mark occurs in cases where the Academic Progress Panel concludes that a student was legitimately absent from an examination, or their performance was adversely affected. The grade affected by Special Consideration will be asterisked on the Academic Transcript. There are no deferred examinations in Foundation Year.

A derived examination mark may be determined using, but not limited to, the following criteria:

- The nature of the case and the supporting documentation submitted
- The student's signed statement of reasons for application
- The Academic Head supporting statement
- The period of disadvantage and any relevant attendance history
- If the student has applied for Special Examination Arrangements for the same unit
- Any previous Special Consideration Applications for Coursework and Examinations
- The Unit Teacher's Recommended Examination Mark – recommendations are based on recorded previous performance levels
- The result achieved where the examination was undertaken
- The student's coursework assessment results for the applicable unit
- The number and type of coursework assessment task completed for the applicable unit
- The student's coursework assessment results in other units where relevant
- The correlation between the relevant coursework assessments and examination assessment results for the unit cohort.

3.1. Special Consideration Criteria for Technical Issues

Prior to sitting an in-class assessment, test or examination online, students are expected to:

- ensure their computer is working, fully charged and connected to the internet
- have alternative ways to connect to the internet wherever possible
- have ensure that they can login to their Monash account on all devices
- have installed software and applications relevant to the assessment

Students may be asked for evidence of the following in support of their application:

- Evidence demonstrating the issue (such as screenshots or photos)
- Evidence of having made genuine attempts to resolve the issue and / or submit the assessment
- Evidence of having contacted the appropriate College support services as directed in the assessment instructions.

Applications will not be considered in cases where students have failed to adhere to the [Monash College BYOD for Students Guideline](#) or where the issue could have been prevented, or the effects minimised, with reasonable diligence by students.

3.2. Special Consideration Based on Documents Issued Outside Australia

Requirements for Special Consideration evidence available only in Australia will be waived for students who are currently studying offshore, provided comparable local evidence is provided.

Examples include:

- Medical certificates that would ordinarily need to be issued by an APHRA-registered doctor or other health practitioner.
- Documents not in English that would ordinarily need to be accompanied by a NAATI-certified translation.

4. Authorised Materials

<p>Calculators All calculators must be hand held and containing their own power source. Students are responsible for the adequate working order of their calculators.</p> <p>The appropriateness of the calculator may be checked by supervising staff.</p> <p>(Check with Unit Teacher regarding specific model of calculator)</p>	<p>Approved Scientific Calculators (non-programmable) are permitted in the following examinations only:</p> <ul style="list-style-type: none"> Accounting Unit 1 and Unit 2 ICT Unit 1 and Unit 2 Economics Unit 1 and Unit 2 Chemistry Unit 1 and Unit 2 <p>Approved graphics calculators with the memory cleared are required <u>and if desired one scientific calculator</u> is also permitted in the following examinations only:</p> <ul style="list-style-type: none"> Advanced Mathematics Unit 1 and Unit 2 Fundamental Mathematics Unit 1 and Unit 2 Mathematics Unit 1 and Unit 2 Physics Unit 1 and Unit 2 (ruler also required)
<p>Dictionaries Dictionaries must not contain any highlighting or annotation. Electronic dictionaries and Bilingual dictionaries are NOT permitted. Dictionaries with a thesaurus are NOT permitted in any examination.</p>	<p>Approved English to English Hardcopy Dictionaries are permitted in the following examinations only:</p> <ul style="list-style-type: none"> English Unit 1 and Unit 2
<p>Bottled Water</p>	<ul style="list-style-type: none"> Water must be in a clear plastic bottle The bottle must have a secure lid Bottles to be placed on desk at all times No refills.
<p>Stationery</p>	<p>A generic list of approved stationery (pens/pencils/sharpeners/erasers/rulers etc.) deemed appropriate for all examinations.</p>
<p>Photo Identification</p>	<p>Photo ID in the form of a student card with photo or passport.</p>

5. Unauthorised Materials

No books, dictionaries (except for English and Global Studies), study notes, programmable calculators, bilingual and digital dictionaries, pencil cases, folders, notes and paper (except where specified in the examination instructions), whiteout or correction tape, and any other items that are not stated as necessary for the examination. Bags and personal belongings are allowed in the room, but must be out of reach during the examination.

Mobile Telephones and Electronic Devices

Electronic communication devices, such as organisers, iPods, MP3 players, USB devices, electronic dictionaries, any electronic data retrieval devices, translating digital pens and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals, are not permitted in an examination room under any circumstances. Breach of this rule may result in the cancellation of your examination.

A mobile phone may be permitted for taking a photo if the examination contains a hybrid question. You will be informed of this in advance. Refer to [FY Examination Rules for eAssessment](#). Students must not share mobile phones or devices for the same eAssessment with another student.



6. Misreading the Examination Timetable

A student will be granted 0% for the examination component for missing a scheduled examination due to misreading the examination timetable. If a student begins the examination late due to misreading the timetable, no further consideration will be granted.

7. Late Admission into Examinations

Student must seek approval from the Head Invigilator/eSupervisor to be admitted into the examination/Zoom room. No extra time will be provided. The only exception would be a verified technical difficulty where an eAssessment duration reset can be requested.

Students may apply for Special Consideration if the circumstances warrant.

For a performance examination, the student may have his/her examination rescheduled to an alternative time, provided there is evidence provided of a valid reason they were late.

8. FY Examination Rules

Students are required to observe the following rules for all examinations conducted by Foundation Year.

Any alleged breach of these rules and any alleged cheating or dishonesty or obtaining assessments by fraudulent, illegal or unfair means in relation to any examinations, will be reported to the Campus Director. Serious cases will be referred to the FY Subcommittee of the FY Results Ratification committee.

- No student may cheat or assist another student to cheat or take any action that gives or attempts to give him/her an unfair advantage in an examination.
- A student must not undertake an examination while under the influence of alcohol or illegal drugs.
- A student must obey and observe all instructions or directions given in the examination room by the supervisor.
- A student must not type, write or draw anything offensive on any examination materials.
- No food or drinks, other than water, are allowed in the examination room except under special circumstances as approved and directed by the Campus Director.
- It is the responsibility of the student to immediately notify the supervisor if the correct examination has not been provided or if the examination has missing parts.
- Students must remain at their desk until the examination has been submitted.
- No examination materials are to be removed from the examination room.

Student Identification

Students must present a photo ID in the form of a student card with photo or passport for every examination. Instructions on verifying the ID will be given prior to the beginning of each examination.

9. FY Examination Rules for eAssessment

Students are required to observe the following additional rules for all examinations conducted using the eAssessment platform.

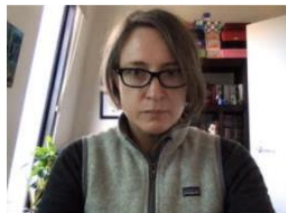
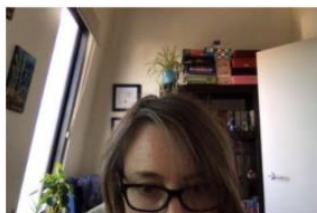
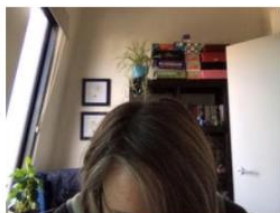
Setting Up Your Supervised eAssessment Space

- Use a private room with a door, the door must be closed if possible.
- Do NOT let anyone enter your room (It is recommended that you put a sign on the door).
- Use good lighting in your room, but light must NOT shine directly onto the webcam.
- Ensure that background noise is kept to a minimum.
- Remove all unauthorised materials from the room.
- You must have a desktop computer or a laptop to sit your eAssessment.
Chromebooks, tablets, iPads and mobile phones cannot be used for eAssessments. If you do not have the appropriate device and system specifications, you may be asked to leave the examination.
- Ensure there are no stickers or writing on your computer device.
- If you have dual monitors, remove one. You are allowed to use only ONE monitor in the eAssessment.





- Close all web browsers and tabs, except the approved ones you need for your eAssessment.
- Set up and check your computer and camera so that your face and upper body can be clearly seen on your camera when you are typing and that your eyes are looking in front of you.



- Set your phone to SILENT mode, turn OFF vibration/alerts and place it face down out of reach.
- Turn OFF all other electrical devices that may interrupt the eAssessment. You will NOT need a clock as there is a timer in your eAssessment.
- Set your browser and operating system to Australian English, and ensure that all language and translation software, browser extensions and plugins are disabled prior to commencing your examinations.
 - All language settings are considered within your control and work submitted in languages other than English will not be marked.
 - The use of translators or other language assistance applications may be investigated as an academic integrity matter.
 - Please refer to this guide for more information on [Disabling Chrome Extensions](#).
- Ensure bluetooth connections on your computer are turned off.

What You Can Have on Your Desk

- You will need to have your identification documents (student ID card or original passport).
- If your eAssessment has hybrid (paper based) questions you:
 - will require blank paper to answer the questions, you will be informed prior to your eAssessment how many pages you will require.
 - will require a mobile phone. You CANNOT touch your phone until after you have pressed Submit for your eAssessment. The hybrid upload instructions will appear once you have submitted your eAssessment.
 - can use only blue or black pens or HB/2B pencils, other coloured pens or pencils may affect the photo quality of your answers.
 - cannot use whiteout or correction tape as it may affect the photo quality of your answer. If you make a mistake, you will need to rewrite or redraw it.
- Refer to the section titled [Authorised Materials](#) around what other items you can or cannot have in the room with you.

During Your Supervised eAssessment Session

- You must keep your camera and microphone on during the entire test.
- You must stay in sight of your webcam throughout the supervised eAssessment session, and will not be permitted to leave the room unless you have permission to do so.
- You CANNOT use headphones except for taking an English Language Listening Test.
- Once you have finished your eAssessment, you should review your answers before clicking the *Submit* button. You'll no longer have access to your exam once you've submitted it.
- Do not leave your Zoom session until your supervisor confirms you can leave.



10. 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 supervision)
- be connected to a power source during the eAssessment
- have the latest version of Chrome using Incognito mode with pop-ups disabled. No other browser should be used for eAssessments. [How to disable your pop-up blocker.](#)
- Set your browser and operating system to Australian English, and ensure that all language and translation software, browser extensions and plugins are disabled prior to commencing your exams.
- Please refer to this guide for more information on disabling Chrome extensions [How to Disable Chrome Extensions.](#)
- All language settings are considered within your control and work submitted in languages other than English will not be marked.
- The use of translators or other language assistance applications may be investigated as an academic integrity matter.

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 speedtest](#).

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](#).

Check that you can do the practice assessment to ensure that you are ready for your eAssessment.

Practice Examinations

Watch the video demonstration, then try the practice eExamination.

[Practice eExam Demonstration](#)

[Practice eExam](#) (Password: practice.password)

Accessing eAssessments

To get started, [click here to access the eAssessment platform](#).





Support

For further assistance and support in setting up your device, accessing your practice examination or scheduling your examination, contact your college.

11. Student eAssessment Declaration

Read the following Student Declaration form. By undertaking the eAssessment, you are agreeing to the statements within this.

- I understand that my entire eAssessment session will be monitored and recorded, for the purposes of supervising my eAssessment and for authorised Monash College staff validating the integrity of my assessment, if required. For guidance on eAssessment, please refer to <https://www.monash.edu/exams/electronic-exams>.
- I understand that I must remain in sight of the webcam at all times during my assessment session and that if I leave the room for any reason, I must ask my supervisor, you'll be required to leave your phone in front of the camera so it's visible. The session will continue to be recorded while you're out of the room.
- I agree that during my assessment I must not have in my possession, nor attempt to access, any book, notes, paper, calculator, pencil case, mobile phone, smart watch/device, writing on any part of my body or any other material which has not been authorised for my assessment.
- If my assessment requires handwritten responses, I understand that once my assessment time has ended or I have submitted my assessment, I am not allowed to continue writing or editing my handwritten responses.
- I agree not to retain, copy or memorise assessment content for personal use or to share with any other person by any means during or following my assessment. Attempting to gain unfair advantage or provide unfair advantage to another student is academic misconduct under Monash College Student Academic Integrity Policy at

<https://www.monashcollege.edu.au/about-us/policies-procedures/academic-integrity>

and Monash College Student Code of Conduct at

https://www.monashcollege.edu.au/_data/assets/pdf_file/0005/1315625/Student-Code-of-Conduct.pdf.

- I understand that if I do not provide any information required by Monash College or if I provide incorrect information, I may not be able to sit my assessment

12. Academic Misconduct

If a student is suspected of academic misconduct during an examination, the Campus Director will conduct further discussions with the student with regard to the alleged misconduct. The report will be forwarded to the Academic Progress Panel (APP) who will determine the outcome of the investigation.

The range of penalties can include, but are not limited to:

- disallowance of the work concerned by prohibiting assessment;
- where the work has been assessed, annulling the result of the assessed work;
- failure in the examination, which may lead to failure of the unit;
- a meeting of the FY Results Ratification committee members, held in Australia;
- exclusion from FY.

For further information refer to the Academic Integrity Student Guidelines.



13. Student Appeal – Examination Academic Misconduct

Students have an opportunity to appeal under two conditions:

1. The process described has not been followed; or
2. New evidence not available during the investigation of the academic misconduct and subsequent communication, has become available.

Post ratified result appeals must be sent by the student directly to pathways.appeals@monashcollege.edu.au within 20 working days of receiving notification of a penalty outcome. A statement of appeal written by the student and any supporting documentation must be included. The FY Director will then determine whether the new evidence supports or overturns the academic misconduct case. Pathways Operations will communicate the appeal outcome to the Campus Director.

14. Release of Results

Students can access their results online through the [WES Portal](#) on finalisation of the results by the FY Results Ratification committee.

15. Transcripts, Certification of Completion and Awards

Each student is provided with an academic results transcript and Certificate of Completion (if applicable). A FY Certificate will be awarded when the student has achieved the minimum requirement to pass FY. Students who have applied for Special Consideration will be notified of the outcome via letter. Students who have been awarded Special Consideration (SC) will have each of the units and grades affected by SC detailed in the letter. Students with alternative examinations arrangements will be notified of these details.

Awards for Excellence are awarded to the top FY student in each unit and the FY student with the highest aggregate score across all campuses. Only scores greater than 80% (HD) are eligible for Awards of Excellence.

16. Examination Clerical Check

FY students are eligible to access examination clerical check service up to one month after receiving their examination results. Students who wish to view their exam paper may apply via the following link <https://pay.monashcollege.edu.au/payments/menu> and select FY Clerical Check Application under Student Administration.

Please note that a clerical check is not a request for an examination remark, it is a request to have the examination checked for mark addition. There is a charge associated with this service. Please contact student.admin@monashcollege.edu.au for clarifications.

17. Access to Policies and Forms

The following forms are available from Student Administration or your Examination Unit:

- Academic Integrity Policy
- Application for Special Consideration