

Monash College Diplomas Examinations and Results for Trimester 3, 2023

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 22 January to 29 January 2024. 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 19 January 2024. Please note, that some units do not have final exams, refer to your Unit guide/Moodle for details.

The process of sitting the examinations will be similar to your experience in 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, iPads, 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

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 on your Allocate plus site. The link will be labelled ZOOM Exam Room. For example, if you have a MCD2080 exam, go to [Allocate +](#) and click on your exam which will show you your Zoom link.
- STEP 2. Log into the eAssessment platform to access the Exam. The address for this is the same for all Exams: <https://eassessment.monashcollege.edu.au/>
- STEP 3. Wait for the room supervisor to admit you in the ZOOM room. Once room supervisor has check your ID and go through exam conditions, they will share the Exam Link and a password with you.
- STEP 4. Once you have commenced your exam, if you experience technical difficulties you can ask your room supervisor, through private chat in zoom. If you cannot get in touch with your room supervisor you can send an email to MC-eAssessment-Help@monashcollege.edu.au
- STEP 5. Upload the Hybrid answers 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 30min to upload your hybrid answers after the Exam has finished (so that you will not lose any time during the Exam).

If you have difficulties uploading answers please inform your room supervisor immediately.

- 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 you will have to stay in the room for 2 hours and 10 minutes.

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 found with any items not permitted in the exam, it may be held as evidence of your attempt to cheat and you could be suspended from the course or suspended from the college.
- If your exam has hybrid questions you:
 - will require blank paper to answer the questions; you will be informed prior to your exam how many pages you will require.
 - will require a mobile phone. You CANNOT touch your phone until after you have pressed Submit for your exam. You will then be instructed on how to upload your answers.
 - can use only blue or black pens or HB/2B pencils. Other colored 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 student information guides in your program around what other items you can or cannot have in the room with you.

PUBLICATION OF RESULTS

Results will be released via the Monash WES System on Friday 09 February 2024

<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 apply for special consideration. The application form is available online – [Special Consideration for Examinations – Application](#)
Your application for special consideration must be submitted within 48 hours of your examination. If you submit your application later than 5pm on 31 January 2024, it will be rejected.

Applying 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 02 February 2024. You can also check whether you have been granted special consideration by logging in to WES.

If your request for special consideration is refused, the exam result will be combined with the internal assessment results to determine the final result for the unit.

The timetable for deferred exams will be available on Friday 02 February 2024. You must sit your deferred exam/s on 07 or 08 February 2024. If you are eligible for three or more deferred exams, you may have two exams in one day.

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 via email at student.admin@monashcollege.edu.au.