

PROCEDURE

Procedure Title

Examinations Diplomas Procedures

Parent Policy

Assessment Policy

Definitions

Deferred A final examination that has been delayed to a later date, as a result

Examination of a successful application for special consideration.

Exam Author The staff member writing the examination.

For Part 1 units for all Diplomas, and Part 2 Diploma of Business,

the examination author is the Unit Leader or nominee.

For Part 2 units (excluding Diploma of Business), the examination

author is the Faculty Coordinator.

Final Examination An invigilated examination held after the end of the teaching period.

Examination results are partly used to determine the final result of

the unit.

WES Web Enrolment System.

Preamble

This procedure applies to all Diploma courses at Monash College Melbourne and outlines the processes in place to set, manage and reschedule examinations.

Procedure

Ref	Steps	Responsibility
1.	Preparing examinations When preparing the final examination/s (exams) for a unit, the Exam Author must ensure that:	Exam Author
	• The Writing, Reviewing and Formatting Exams work instructions are followed and the exam is prepared in the appropriate format.	
	The exam paper is provided in the required timeframe.	
	Appropriate guidance, including sample exams or questions, should be provided to students to encourage	Unit Leader/



Ref	Steps	Responsibility
	preparedness for exams. This includes providing students with a clear indication of the exam approach, and the detail and level required.	Subject Coordinator/ Subject Leader
	For deferred exams, while the content, question formats and level of the exams remain consistent, there must be sufficient variation in the task set to maintain the integrity of the exam. Refer to Implementation of an Assessment Regime Diplomas Procedure: 2.2 Deferred Exams.	Unit Leader/ Subject Coordinator/ Subject Leader
2.	2.1. Official Exam Periods The final exam for all units will be held in the set exam period (Week 13 to Tuesday Week 14) each trimester. Deferred exams will be held on Wednesday and Thursday of Week 15.	Manager, Education Administration
	2.2. Exam times and scheduling Exams will be held between Monday and Saturday in the exam period between 9:30am-6:30pm (AEST). A maximum of two exam periods will be scheduled each day.	Manager, Education Administration
	2.3. Staff availability Teaching staff will not be present at any exam venue. During the exam period, the Manager, Education Administration is the first point of contact to respond to all exam related enquiries raised by Student Administration. If they are not contactable, Student Administration will contact the relevant Unit Leader/ Subject Leader. All Unit Leaders/ Subject Leaders/ Subject Coordinator and Team Leaders must be accessible to the Manager,	Manager, Education Administration Manager, Student Administration Unit Leaders/ Subject Leaders/
	Education Administration and Student Administration throughout the exam period to assist answering enquiries efficiently.	Subject Coordinator
3.	Exam duration Final exams will be between 1.5 hours to 3 hours. All exams will include either a 10-minute reading period or a 30-minute reading and noting period for students.	Student Administration



Ref	Steps	Responsibility
	These periods are in addition to the exam duration. Students can leave the exam 1 hour after the exam commences but are not able to leave in the last 10 minutes of an exam.	Students
4.	 Preparing the exam timetable An exam timetable is developed for units in all locations and will make provision for the following considerations: Students with a normal course progression are allocated only one exam each day. Exam dates are allocated according to the number of students enrolled in the unit. This will allow adequate time for exam marking. Note: This excludes exams that entirely or mainly consist of multiple choice responses. Units with large enrolments (more than 400 students) are scheduled within first week of the exam period. The seating capacity of the available venues. Minimising the number of students with two exams in one day. Public holidays falling in the exam period in each location are considered. Exams for the same unit offered at multiple locations are scheduled at the same time. Note: The start and end time may differ slightly depending on the time difference and scheduling limitations. The exam timetable will be released to students via WES in Week 6 and the seat number information will be available in Week 9. Exam timetable information will not be given over the telephone. Special consideration will not be approved for 	Manager, Education Administration Student Administration
5.	Using Calculators and other Electronic Aids in Exams Unless specifically permitted, students are not allowed to use electronic devices capable of communication, or storage and retrieval of data in the exam venue.	Students



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	Before approving the use of calculators or other electronic devices in an exam, consideration must be given to: • The importance of their use to assess the learning outcomes of the unit	Monash University faculty member/ Unit Leader/ Subject Leader
	 Equity in student access to the permitted devices The security or integrity of the exam process. If a particular type of electronic device is permitted in an exam, then a detailed description of the approved device must be included in the relevant unit outline or the appropriate device is provided for use in the exam. If only specific models of the permitted type of electronic devices can be used, then: This must be communicated clearly to students via the unit outline and/ or learning management system. A security sticker system is used to identify a permitted 	Unit Leader/ Subject Leader
	device. The unit outline must include clear instructions about the place and timeframe for obtaining the security sticker prior to the exam.	
6.	Postponing or Cancelling Exams In extraordinary circumstances, final exams may be postponed or cancelled in the interest of safety, or where an exam venue or delivery infrastructure/ service may no longer be available for a set or undefined period.	
	 The Director, Diplomas will: Approve the postponement of exams, in consultation with the Manager, Student Administration Notify relevant staff members and the Deputy Director of units affected Authorise the notification to be sent to all affected students Liaise with the Manager, Education Administration regarding the Board of Examiners timelines and the possible delay in results release Advise all relevant stakeholders of any modifications to 	Director, Diplomas
	the schedule.	Director, Diplomas



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	When assessing options, the following will be taken into consideration:	
	The impact to students	
	 Adequate timeframes for student and staff communication 	
	The availability of alternate exam venues and resources and the set up times required for rescheduled exams.	Director, Diplomas
	Possible rescheduling options include, but are not limited to, rescheduling exams to:	
	The last week of the exam period (Week 14)	
	Weekends within the exam period	Ctudent
	A later date after the exam period, or	Student Administration
	The dates set aside for deferred exams.	
	Students will be advised as early as possible by email if an exam is postponed, with clear instructions on how the replacement exam information will be communicated.	Students
	Students who are unable to attend the rescheduled exam due to scheduled travel plans, or other exceptional circumstances beyond their control may be eligible for special consideration.	Director, Diplomas
	The Director, Diplomas may make a decision to cancel the scheduled final exam. In such cases, alternative assessment options may be considered, e.g. a take home exam. Students will be awarded a grade based on their completed assessment.	
7.	Deferred exams	
	Students with compassionate or compelling circumstances can apply for special consideration in line with the Adjustments to Assessments Procedure.	Students
	Students with an approved application for special consideration will sit a deferred exam. The exam result will be combined with the internal assessment results to determine the final result for the unit.	



Ref	Steps	Responsibility
	Students sitting the deferred exam in a subsequent trimester will have their internal assessment results from the previous trimester rolled over.	
8.	Publishing results	
	Students will only be informed of their final results when the results are officially released in WES. An Academic Record and Testamur is provided to students. Results cannot be given over the telephone by staff.	Student Administration
	Students with an encumbrance will have their results withheld pending payment in full of any debt.	Students
	Any questions regarding student results should be made via Student Administration.	Students
	Students must retain all assessed tasks until all the results (assessments and exam) for a unit are finalised and officially released in WES.	Students
9.	Application to view exam papers	
	Students can apply to view their exam answer booklet by submitting the online Exam Viewing Application form by Friday Week 1 in the following trimester.	Students
	Student Administration provides the papers to the relevant Unit Leader/ Subject Leader will meet with the students and view the exam papers in Week 2. The Viewing of Exam Papers Work Instruction should be referred to.	Unit Leader/ Subject Leader



Legislation and Standards	
Reference Policies and Supporting Documentation	Writing, Reviewing and Formatting Exams Implementation of an Assessment Regime Diplomas Procedure Exam Viewing Application form Viewing of Exam Papers Work Instruction
Responsibility for	Director, Diplomas
Implementation	Deputy Director, Diplomas
	Associate Directors, Diplomas
	Manager, Education Administration
	Manager, Student Administration
Status	New
Key Stakeholders	Director, Diplomas
	Deputy Director, Diplomas
	Associate Directors, Diplomas
	Manager, Education Administration
	Student Administration
	Team Leaders/ Academic Manager
	Unit Leaders/ Subject Leaders/ Subject Coordinator
	Systems Support Officer
	Students
Approval Body	Director, Diplomas
	Director, Governance
Date Effective	1/10/2018
Next Review Date	1/10/2021



Owner Job Title	[Owner Role] Diplomas
Procedure Author	Manager, Quality and Process Improvement

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	17/08/2018	Director, Diplomas Director, Governance	Procedure created.
1.1	04/06/2019	Governance	Hyperlinks removed; role titles updated: