



Ref	Steps	Responsibility
	<p>preparedness for exams. This includes providing students with a clear indication of the exam approach, and the detail and level required.</p> <p>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.</p>	<p>Subject Coordinator/ Subject Leader</p> <p>Unit Leader/ Subject Coordinator/ Subject Leader</p>
2.	<p><b>2.1. Official Exam Periods</b></p> <p>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.</p>	<p>Manager, Education Administration</p>
	<p><b>2.2. Exam times and scheduling</b></p> <p>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.</p>	<p>Manager, Education Administration</p>
	<p><b>2.3. Staff availability</b></p> <p>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.</p> <p>All Unit Leaders/ Subject Leaders/ Subject Coordinator and Team Leaders must be accessible to the Manager, Education Administration and Student Administration throughout the exam period to assist answering enquiries efficiently.</p>	<p>Manager, Education Administration</p> <p>Manager, Student Administration</p> <p>Unit Leaders/ Subject Leaders/ Subject Coordinator</p>
3.	<p><b>Exam duration</b></p> <p>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.</p>	<p>Student Administration</p>



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	<p>Before approving the use of calculators or other electronic devices in an exam, consideration must be given to:</p> <ul style="list-style-type: none"> <li>• The importance of their use to assess the learning outcomes of the unit</li> <li>• Equity in student access to the permitted devices</li> <li>• The security or integrity of the exam process.</li> </ul> <p>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.</p> <p>If only specific models of the permitted type of electronic devices can be used, then:</p> <ul style="list-style-type: none"> <li>• This must be communicated clearly to students via the unit outline and/ or learning management system.</li> <li>• A security sticker system is used to identify a permitted device. The unit outline must include clear instructions about the place and timeframe for obtaining the security sticker prior to the exam.</li> </ul>	<p>Monash University faculty member/ Unit Leader/ Subject Leader</p> <p>Unit Leader/ Subject Leader</p>
6.	<p><b>Postponing or Cancelling Exams</b></p> <p>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.</p> <p>The Director, Diplomas will:</p> <ul style="list-style-type: none"> <li>• Approve the postponement of exams, in consultation with the Manager, Student Administration</li> <li>• Notify relevant staff members and the Deputy Director of units affected</li> <li>• Authorise the notification to be sent to all affected students</li> <li>• Liaise with the Manager, Education Administration regarding the Board of Examiners timelines and the possible delay in results release</li> <li>• Advise all relevant stakeholders of any modifications to the schedule.</li> </ul>	<p>Director, Diplomas</p> <p>Director, Diplomas</p>

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	<p>When assessing options, the following will be taken into consideration:</p> <ul style="list-style-type: none"> <li>• The impact to students</li> <li>• Adequate timeframes for student and staff communication</li> <li>• The availability of alternate exam venues and resources and the set up times required for rescheduled exams.</li> </ul> <p>Possible rescheduling options include, but are not limited to, rescheduling exams to:</p> <ul style="list-style-type: none"> <li>• The last week of the exam period (Week 14)</li> <li>• Weekends within the exam period</li> <li>• A later date after the exam period, or</li> <li>• The dates set aside for deferred exams.</li> </ul> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Director, Diplomas</p> <p>Student Administration</p> <p>Students</p> <p>Director, Diplomas</p>
7.	<p><b>Deferred exams</b></p> <p>Students with compassionate or compelling circumstances can apply for special consideration in line with the Adjustments to Assessments Procedure.</p> <p>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.</p>	Students

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	<p>Students sitting the deferred exam in a subsequent trimester will have their internal assessment results from the previous trimester rolled over.</p>	
<p><b>8.</b></p>	<p><b>Publishing results</b></p> <p>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.</p> <p>Students with an encumbrance will have their results withheld pending payment in full of any debt.</p> <p>Any questions regarding student results should be made via Student Administration.</p> <p>Students must retain all assessed tasks until all the results (assessments and exam) for a unit are finalised and officially released in WES.</p>	<p>Student Administration</p> <p>Students</p> <p>Students</p> <p>Students</p>
<p><b>9.</b></p>	<p><b>Application to view exam papers</b></p> <p>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.</p> <p>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.</p>	<p>Students</p> <p>Unit Leader/ Subject Leader</p>

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

<b>Owner Job Title</b>	[Owner Role] Diplomas
<b>Procedure Author</b>	Manager, Quality and Process Improvement

### Change History

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