

Purpose

This procedure outlines the examination and supervision processes.

Scope

This procedure applies to all Monash College (the College) staff and students involved with examination and supervision activities.

This procedure also applies to International Partners who are required to comply with Monash College policies as per the Third-Party Arrangement contracts between the College and Partners.

The procedure does not apply to Vocational Education and Training, Professional Year or Non-accredited training programs.

Procedure

1. Preparing examination timetable

Ref	Process Steps	Responsibility
1.1	Collate examination requirements including types, duration, dates and times of examinations and venues.	Academic Administration
1.2	<p>Develop an examination timetable for units in all delivery locations and will make provision for the following consideration in consultation with relevant business units where required:</p> <ul style="list-style-type: none">• Student numbers (total, cohort, per location and per unit);• Restrictions on the number of examinations a student may sit on one day;• Venues, such as availability, capacity, accessibility;• Public holidays from all delivery locations;• Timetable classes or gaps;• Partner requirements;• Operational requirements including staff arrangement across business units; and• Global time zones, staffing and other restrictions	Timetabling and Academic Administration
<i>Variations for time zones</i>		

1.3	<p>Create the timetable considering different delivery locations.</p> <p>No provision to vary the start time of an examination is allowed unless it is approved by the special examination and Disability Support Services approved arrangements.</p>	Timetabling and Academic Administration
1.4	<p>Circulate timetable to:</p> <p><i>Applicable to English language programs:</i></p> <ul style="list-style-type: none"> students, staff and Partner representatives at least two weeks before the examination period once the timetable is finalised. <p><i>Applicable to Foundation and Diploma programs:</i></p> <ul style="list-style-type: none"> relevant staff members and partners six weeks before examination period for comments and feedback. students, staff and Partner representatives at least four weeks before the examination period once the timetable is finalised. 	<p>Academic Administration: Relating to communication to staff and partners.</p> <p>Timetabling team: Relating to Allocate plus for Monash College students.</p> <p>Student Administration: Relating to communication to Monash College students.</p>
1.5	<p>Release examination handbook and examination instructions at the same time as the examination timetable. The Program Leader/Unit Leader or Monash University <i>Chief Examiner</i> may release additional information including source or stimulus materials to the examination instructions before the examination dates.</p>	Program Leader/Unit Leader (or equivalent) or Monash University Chief Examiner where applicable
1.6	<p>Examination will be held:</p> <p><i>Applicable to English language programs:</i></p> <ul style="list-style-type: none"> at set periods throughout the course including: <ul style="list-style-type: none"> continuous <i>assessment</i> is not scheduled more than once in a week. end of course assessment starts no earlier than two weeks before the end of course date. <p><i>Applicable to Foundation programs:</i></p> <ul style="list-style-type: none"> at the end of the <i>teaching period</i> and examination period is consistent across all delivery locations. <p><i>Applicable to Diploma programs:</i></p> <ul style="list-style-type: none"> from week 13 to week 14 of the <i>study period</i>. 	Academic Administration
Examination duration		
1.7	<p><i>Applicable to Foundation and Diploma programs:</i></p> <p>Set the examination duration requirements.</p>	Unit Leader (or equivalent) or Monash University Chief Examiner where applicable
1.8	<p>Students cannot leave the examinations until the examinations are completed because they are delivered on the eAssessment platform.</p>	Student

2. Authorised examination materials

Ref	Process Steps	Responsibility
2.1	<p><i>Applicable to English language programs:</i></p> <p>No written materials or electronic devices are allowed unless authorised by the relevant Program Leader.</p>	<p>Student</p> <p>Program Leader (or equivalent) or delegate</p>
2.2	<p><i>Applicable to Foundation and Diploma programs:</i></p> <p>When deciding whether to allow the use of written materials or electronic devices in a final examination, consideration must be given to:</p> <ul style="list-style-type: none"> the importance of their use to assess the learning outcomes of the unit; equity in student access to approved devices; and the security and integrity of the assessment process. <p>Provide students with a detailed description of the authorised materials or approved devices including the process for identifying approved devices that the student can use in an examination, or where applicable, provide the appropriate device for students to use in the examination. These will be communicated via one or more of the following: learning management system, unit outline/student guide and/or task instructions.</p>	<p>Student</p> <p>Unit Leader (or equivalent) or Monash University Chief Examiner where applicable</p>

3. Examination development

Ref	Process Steps	Responsibility
3.1	<ul style="list-style-type: none"> Responsible for the development of main examinations, deferred examinations or alternative <i>assessment tasks</i>, marking scheme or assessment criteria and solutions. Additional documents can include answer guides or additional guides for the marker. Develop the examination materials in consultation with the applicable Program Leader/Discipline Leader/Team Leader and any other teaching staff delivering the unit or involved in the vetting or review process, such as, <i>Moderator</i> or <i>Assessment Moderator</i> and may 	<p>English: Manager of Assessment or Program Leader (or equivalent) or delegate</p> <p>Foundation: Unit Leader (or equivalent)</p> <p>All Diplomas Part 1: Unit Leader (or equivalent)</p>

	consult with the Learning Design and Digital Innovation (LDDI) unit on an as-needed basis.	<p>Diploma of Business and Diploma of Engineering Part 2, Diploma of Information Technology Part 2 and Diploma of Science Part 2 (Chemistry and Physics units only): Unit Leader (or equivalent) in consultation with Monash University Chief Examine or delegate</p> <p>All Other Diplomas Part 2: Monash University Chief Examiner or delegate</p>
3.2	<p>An appropriately qualified teaching staff member or examination reviewer endorses the examination and/or alternative assessment task against the review guidelines to ensure:</p> <ul style="list-style-type: none"> • learning outcomes are being assessed, marking criteria is clear and assessment criteria are linked to the grading standards. • assessments are free from ambiguities, and written in plain English. • timeframes set for all assessments are reasonable. • all relevant material has been provided. <p>Note that Monash University Chief Examiner will review and approve the examinations for all Diploma Part 2 units.</p>	<p>English: Manager of Assessment or Program Leader (or equivalent) or delegate</p> <p>Foundation: Discipline Leader (or equivalent) or delegate</p> <p>Diploma of Business Part 1 and Part 2: Assessment Moderator</p> <p>All Other Diplomas Part 2: Unit Leader (or equivalent)</p>
3.3	<p><i>Applicable to Diploma programs:</i></p> <p>Ensure that for deferred final examinations, 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 (see sections 1.1 - 1.4 of the Assessment guidelines for review of assessment tasks).</p>	<p>Diploma of Business and Diploma of Engineering Part 2, Diploma of Information Technology Part 2 and Diploma of Science Part 2 (Chemistry and Physics units only): Unit Leader (or equivalent) in consultation with Monash University Chief Examiner or delegate</p> <p>All Other Diplomas Part 2: Monash University Chief Examiner or delegate in</p>

		consultation with Unit Leader (or equivalent)
3.4	Store final approved examinations in secure locations until the examination period.	<p>English: Manager of Assessment or Program Leader (or equivalent) or delegate</p> <p>Foundation: Unit Leader (or equivalent)</p> <p>Diplomas: Unit Leader (or equivalent)</p>
3.5	Upload examination to learning management system for online examination deliveries, and set parameters to release the examination at the scheduled examination time.	<p>English: Manager of Assessment or Program Leader (or equivalent) or delegate</p> <p>Foundation: Unit Leader (or equivalent)</p> <p>Diploma: Unit Leader (or equivalent)</p>

4. Examination Supervision

Ref	Process Steps	Responsibility
4.1	Supervise both timed <i>coursework assessments</i> and <i>final examinations</i> . Invigilated assessment types are closed and open books.	Supervisor
<i>Face to face on the eAssessment platform</i>		
4.2	<p>A minimum of two supervisors must be present at all examinations with a further ratio requirement of one supervisor per 40 students as a maximum.</p> <p><i>Applicable to English language programs only:</i></p> <ul style="list-style-type: none"> For speaking tests or end of course tests: Student allocation and grouping requirements depend on the types of the tests, such as presentation. Supervisors facilitate the discussion or speaking tests. The ratio requirement varies from two to seven students. 	Supervisor
<i>eSupervision</i>		
4.3	Supervise students who undertake their eAssessments remotely via Zoom, with supervisors deployed and managed by Monash College or the Partner Institution,	Supervisor

	<p>in accordance with the following Monash College guidelines:</p> <ul style="list-style-type: none"> • A minimum of two supervisors must eSupervise all examinations with a further ratio requirement of one invigilator per 14 students. • Monash College will provide Partner Institutions with the guidelines and the examination supervision training. • Monash College can manage eSupervision for Partners which is subject to cost agreement. In that instance, students will undertake their eAssessment remotely and will be supervised via Zoom, with supervisors deployed and managed by Monash College in Melbourne. 	
4.4	Monitor student attendance including verification of student identity, and oversee examination compliance.	Student Administration

5. Rescheduling final examinations

Ref	Process Steps	Responsibility
5.1	The College may reschedule or cancel final examinations in unforeseen circumstances in the interest of safety or where a delivery infrastructure, service or venue is unavailable.	A working group delegated by Chief Executive Officer or delegate (or equivalent)
5.2	<p>Consider the following but is not limited to, when assessing the options:</p> <ul style="list-style-type: none"> • impact on students; • adequate timeframes for student and staff communication; and • availability of alternate examination venues and resources, and the set up times required for rescheduled exams. 	A working group delegated by Chief Executive Officer or delegate (or equivalent)
5.3	<p>Possible rescheduling options may include but are not limited to, rescheduling examinations to:</p> <ul style="list-style-type: none"> • last week of the examination period; • weekends within the examination period; • a later date after the examination period; or • the dates set aside for deferred examinations. 	A working group delegated by Chief Executive Officer or delegate (or equivalent)
5.4	The Education Director may make a decision to cancel the scheduled final examinations. In such cases, alternative assessment options may be considered, such as a take home exam. Students will be awarded a grade based on their completed assessment.	Education Director (or equivalent)

5.5	Advise students as soon as possible if an examination is rescheduled or cancelled as set out in section 5.1.	A working group delegated by Chief Executive Officer (or equivalent) or delegate
5.6	Where students are unable to attend the rescheduled examination due to one of the exceptional circumstances beyond their control may be eligible for special consideration.	Education Director (or equivalent) or delegate

6. Deferred examinations (Applicable to Diploma programs only)

Ref	Process Steps	Responsibility
6.1	<p>Where a student is unable to complete a scheduled final examination due to one of the exceptional circumstances (as set out in Appendix B of the Assessment Procedure), complete and submit a special consideration application form (see sections 4.16 - 4.16.3, Assessment Procedure).</p> <p>Where the deferred examination occurs in the subsequent study period, the examination result will be combined with the coursework assessment results from the previous study period.</p>	Student

7. Security and record keeping

Ref	Process Steps	Responsibility
7.1	Keep questions, assessment submissions, examination responses and marking guides, including drafts, secure from unauthorised access.	All relevant staff involved in assessment including Teacher/Unit Leader/Program Leader/Discipline Leader/Team Leader (or equivalent) or delegate, and Academic Administration, and Monash University Chief Examiner or delegate where applicable.
7.2	<p>Recordings and personal information made for the purpose of supervising eAssessments are stored securely and entirely within the College infrastructure.</p> <p>Recordings will only be accessible to authorised staff and only accessed for the purposes of investigating student matters (including academic integrity) and record keeping.</p>	All relevant staff involved in assessment

7.3	The College will ensure that students' responses and student attendance records are retained for at least 12 months (or for a specified timeframe where required by the government authority) after the release of the final results or for as long as required if disciplinary or complaint proceedings are underway. This includes examination responses, uncollected assessment submissions, and records of all individual assessment marks for each unit or English language program.	All relevant staff involved in assessment including Teacher/Unit Leader/Program Leader/Discipline Leader/Team Leader (or equivalent) or delegate, Student Administration, Academic Administration, and Monash University Chief Examiner or delegate where applicable.
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8. Application to view examination paper

Ref	Process Steps	Responsibility
8.1	<p><i>Applicable to Diploma programs only:</i></p> <ul style="list-style-type: none"> Students can apply to view their examination responses at a cost by submitting the online Exam Viewing Application form by Thursday of Week 1 in the following study period. Once the applications are closed, run a report to capture a list of students who have applied to view their examination responses, and send it to Academic Administration and Team Leaders or equivalent (or delegate) for further processing. Provide the examination responses to the relevant Team Leader or equivalent (or delegate) and Unit Leader (or equivalent). Arrange to meet with the students and view the examination responses prior to the end of Week 3 of the following study period. 	<p>Student</p> <p>Student Administration</p> <p>Academic Administration (or equivalent)</p> <p>Unit Leader (or equivalent)</p>

Related Documents

Parent Policy	Assessment Policy
Legislation and Standards	Education Services for Overseas Students Act 2000 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Foundation Program Standards 2021

	ELICOS Standards2018 Privacy Act 1988
Reference Policies, Procedures and Supporting Documentation	Assessment Procedure

Definitions

Assessment	A process to determine a student's achievement of identified learning outcomes and may include a range of written and oral methods and practice or demonstration.
Assessment Moderator	Appointed by Monash College for each <i>subject area</i> in the Diploma of Business. The Assessment Moderator reviews the assessments and ensures consistent marking standards and/or alignment with the intended learning outcomes for coursework assessments and final examinations across providers.
Assessment task	For the purpose of this procedure, a task that contributes to a student's final unit result or English language program result. It does not include <i>formative assessment</i> activities that do not contribute to the final unit result or English language program result.
Chief Examiner	Monash University appointed a staff member who has overriding responsibility for assessment in a particular Monash University unit, including oversight of the equivalent unit delivered at Monash College.
Coursework assessments	Includes classroom tests, presentations, research projects, assessed practical work and other assignments, but does not include examinations.
English Results Ratification Panel	Oversee the moderation process and the ratification of student results in English language programs.
Final examination	An invigilated examination held after the end of the teaching period. The results of the examination are partly used to determine the final result of the unit. A final examination may consist of one or more major assessment tasks.
Formative assessment	Means informal or formal assessment carried out over the duration of a course which provides feedback on student progress towards course outcomes or learning goals.
Foundation Results Ratification Panel	Oversee the moderation process and the ratification of student results in Foundation programs.
Moderator	Appointed by Monash College or a Monash University staff member who reviews assessments and ensures consistent marking standards and/or alignment with the intended learning outcomes for coursework assessments and examinations across providers.
Study period	A discrete period of study within a program such as a term, semester or trimester.
Subject area	A group of up to three units that have a common content focus.
Teaching period	In relation to a unit of study or English language programs, the period occupied by the teaching of the unit or English language programs

Version control and accountability table

Accountable Area	Education				
Responsible Officer	Executive Director, Education				
Review Date	March 2026				
Approved by					
Academic Board DATE 29 MARCH 2023 MEETING NUMBER 1/2023 / AGENDA ITEM 2.3					
Endorsed by					
Learning and Teaching Committee DATE 1 MARCH 2023 MEETING NUMBER 1/2023 / AGENDA ITEM 2.1.1					
Version	Authored by	Brief Description of the changes	Approved by	Date Approved	Effective Date
3.0	Senior Coordinator Education - Policy and Procedures	Minor amendments made to the ‘Application to review examination paper’ process to update the roles and responsibilities.	Senior Leadership Team (SLT) member	16/05/2023	12/06/2023
2.0	Senior Coordinator Education - Policy and Procedures	Revised procedure after organisational restructure to include three program areas, English language, Foundation and Diploma programs.	Senior Leadership Team (SLT) member	29/03/2023	12/06/2023
1.0	Director, Diplomas Director, Governance	Examinations Diplomas Procedure	Director, Diplomas Director, Governance	04/06/2019	04/06/2019