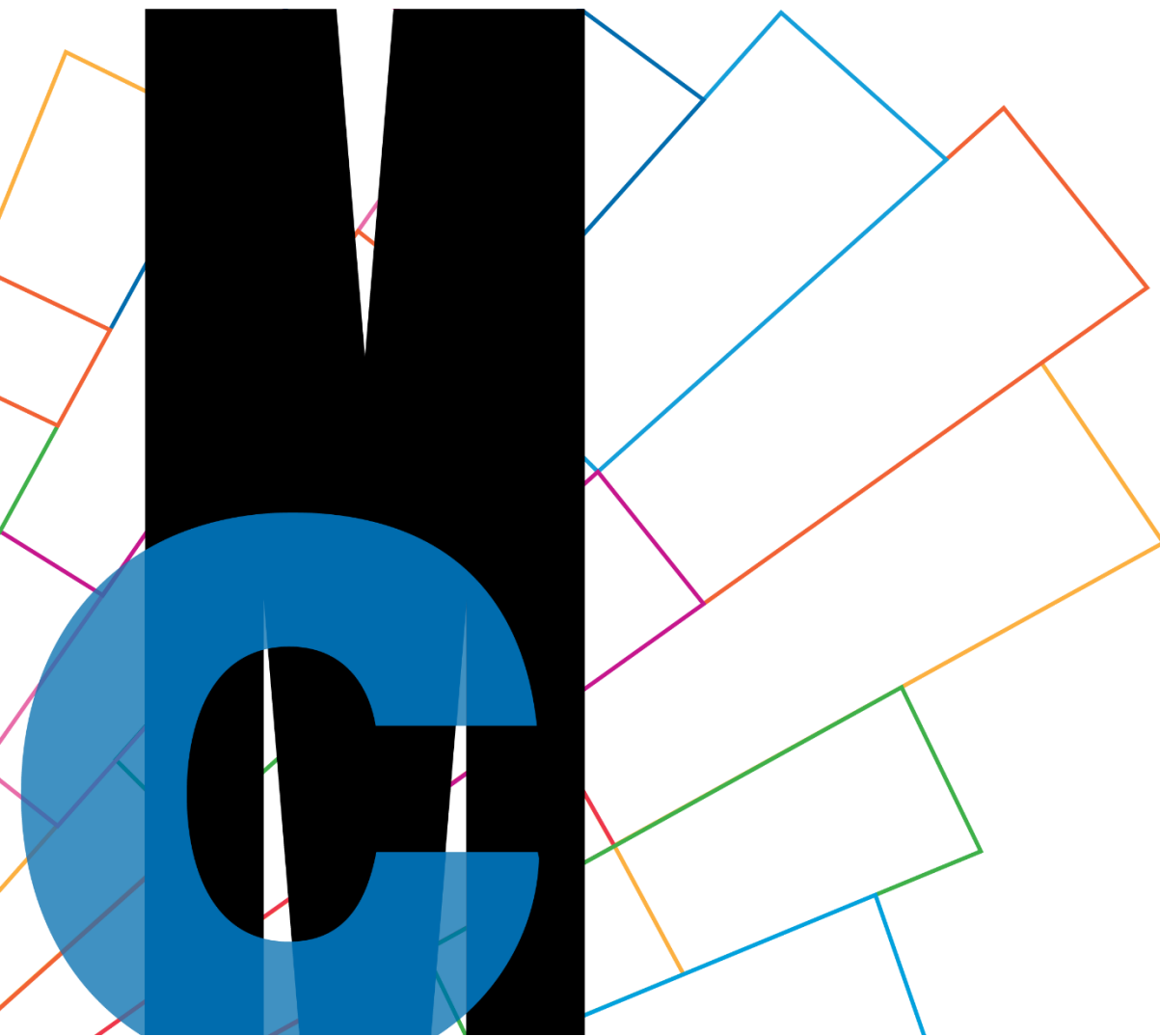




MONASH
College

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 [WES Portal](#) 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.

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.

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 ▪ Global Studies 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 has secure lid ▪ bottles 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.

5.1. 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](#).

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. 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 / Partner Head. Serious cases will be referred to the FY Subcommittee of the Board of Examiners.

- 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 / Partner Head.
- 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.

7.1. 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.

7.2. Reading Time

For Unit 1 and Unit 2 examinations in the virtual delivery format, the 10-minute reading time is integrated into the overall examination duration.

7.3. English Reading and Noting Time

For MUF0011 English Unit 1 and MUF0012 English Unit 2 examinations in the virtual delivery format, the 15-minute note taking and reading time is integrated into the overall examination duration.

7.4. Leaving the Examination Room

Students may not depart from the examination room for any reason until the full duration of the examination has elapsed – unless the student is ill. If a student is ill during the examination, the student can apply for *Special Consideration*.

8. FY Examination Rules for eAssessment

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

8.1. Setting Up Your Supervised eAssessment Space

- You'll need a private room with a door, the door must be closed if possible.
- No one is allowed to enter your room (It is recommended that you put a sign on the door).
- Your room must have good lighting, 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.
- Ensure there are no stickers or writing on your computer device.
- If you have dual monitors, remove one of the monitors: you're only allowed to use one monitor in the exam.
- Ensure nothing is on the floor under your desk.
- 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 and place behind you so that it is visible in the camera.
- TURN OFF all other electrical devices that may interrupt the test. You will not need a clock there is a timer in your eAssessment.
- Ensure that any translation extensions or apps on your computer are disabled.
- Ensure bluetooth connections on your computer are turned off.

8.2. What You Can Have on Your Desk

- You will need to have your identification documents.
- If your eAssessment has hybrid 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 exam. You will then be instructed how to upload your answers.
 - 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'll 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.

8.3. 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.
- Once you have finished your eAssessment, you should review your answers before clicking the *Submit all and finish* 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.

9. Device and System Specifications

9.1. 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**. No other browser should be used for eExams.
- 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.

9.2. 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.

9.3. 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.

9.4. Practice Examinations

Watch the video demonstration, then try the practice eExamination.

[Practice eExam Demonstration](#)

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

9.5. Accessing eAssessments

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

9.6. Support

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

10. 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

11. Academic Misconduct

If a student is suspected of academic misconduct during an examination, the FY Partner Head 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 Board of Examiner members, held in Australia;
- exclusion from FY.

For further information refer to the Academic Integrity Student Guidelines.

12. 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 studentappeals@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 Board of Examiners Subcommittee will then determine whether the new evidence supports or overturns the academic misconduct case. FY Quality Assurance will communicate the appeal outcome to the Partner Head.

13. Release of Results

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

14. 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 had their *Application for Special Consideration* approved will be notified of the outcome. Students who have been awarded Special Consideration (SC) will have each of the grades affected by SC, asterisked and the following note included in the letter: “*Special Consideration has been granted for this subject*”. 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.

15. Examination Paper(s) Clerical Check

FY students are eligible to access examination paper(s) clerical check service up to one month after receiving their examination results. A clerical check can be requested from Student Administration by submitting an *Application for FY Examination Paper/s Clerical Check*. Please note that a clerical check is not a request for an examination remark, it is a request to have the examination paper(s) checked for mark addition. There is a charge associated with this service.

16. Access to Policies and Forms

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

- Academic Integrity Policy
- Application for Special Consideration
- Application for FY Examination Paper/s Clerical Check.