

EXAMS

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Make sure you carefully **check your exam timetable to ensure you turn up on the right day, time and venue**. You can view your exam timetable and allocated seats on the my.monash portal. It is **your** responsibility to check your exam timetable. Do not rely on friends information as it may not be correct.

What should I bring to the exam?

Remember to print out your exam timetable and take it with you on the day. Bring your student I.D. card to the exam as well as pens, and any other material that has been authorised. Students should check in the subject handbook whether any material has been approved to take into the exam, e.g. calculators, textbooks. If you are allowed to take a calculator into the exam you will be required to remove the case or lid and replace it on the floor under your desk.

Students who are permitted to take calculators into their exams, may be required to have their calculators approved by a Faculty representative prior to the exam. Please contact your Faculty to ensure you are aware of the correct procedures for your exam.

Students found in possession of any unauthorized material, e.g. revision notes, textbooks, pencil cases may be required to attend a Faculty Discipline Committee hearing.

Exam rules and procedures

Students are allowed to enter the examination venue approximately 5-10 minutes before the start of the exam. You must display your student I.D card on the top right hand corner of your desk.

You are not permitted to write anything until the beginning of the announced writing time. At the beginning of writing time complete the details on your script book.

Students are not allowed to speak to other students during the examination. Exam invigilators patrol the examinations to ensure that students do not behave inappropriately and can make spot checks at any stage during the examination.

What happens if I cheat?

If an invigilator is concerned that you may have either intended to cheat or cheated in an examination, you will be asked to remain in your seat until the end of the examination and you will be interviewed by the Examinations Supervisor regarding the incident. A representative from MONSU Student Rights & Support will be called to speak with you prior to the interview and to attend the interview with you. The Student Rights Officer will be able to answer any questions or concerns you may have regarding the process. For more information, please refer to our **Suspected Cheating** brochure.

What happens if I am sick on the day of the exam?

If you are unable to attend an examination, or you believe your performance has been affected during an examination period, it is possible to apply for Special Consideration and potentially a deferred exam. You must apply for Special Consideration within 48 hours of your last exam in the semester. For more information, please refer to our **Special Consideration** brochure.

Extra Exam Time for Non-English Speaking Background Students (NESB)

The University recognises that many students have English language difficulties. For this reason some facilities provide special examination conditions to undergraduate students from non-English speaking backgrounds that are experiencing English language difficulties in their first two semesters of tertiary study.

NESB students are defined as those who:

- were born where English is not the first language; and
- have not been a resident in Australia for longer than ten years; and
- speak a language other than English at home; and
- were educated in a full English medium for no more than five years.

Special examination conditions may also be approved for Indigenous students whose English ability is similar to that of NESB students.

Special examination conditions available include:

- the provision of a dictionary; and 30 minutes of additional time for the examination; or
- the provision of a dictionary; or
- the provision of additional time for the examination; or
- none of the above

Each Faculty will determine which of these special examination conditions is available to eligible students in units offered in the Faculty. Faculties may specify a single type of special examination condition for all units or may determine different types of conditions for some disciplines.

Students must apply for special examination conditions by completing an application form provided by the Faculty. The form must be submitted to the Faculty before the end of Week 11 in that semester. The completed application form will be forwarded to both an appropriate Learning Skills staff member (for assessment of the student's eligibility) and the Chief Examiner of the unit (for assessment of the suitability of the examination). Students will be notified in writing of the outcome of their application prior to the examination including the approved form of special conditions that have been granted for each unit.

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Level 3, Building S,
2 Princes Ave
Caulfield East, VIC 3145

Peninsula Campus
Ground Floor, Building U,
McMahons Road
Frankston, VIC 3199

Berwick Campus
Building 930, Clyde Road
Berwick, VIC 3806

Parkville Campus
Building 401 (Sissons Building)
Parkville, VIC 3052

Telephone: +61 3 9903 2596

Email: studentrights@monsucaulfield.org.au

Website: www.monsucaulfield.org.au/student-rights.asp