

# **STUDENT RIGHTS INFORMATION**

# **EXAMS**

The information in this brochure has been prepared by MONSU Student Assistance staff. It is intended as a guide to assist you with your educational issues.

For further information, or to speak to someone, please make an appointment with the Student Rights Manager.

If you wish to make an appointment, please register your details on our websites.

### **CAULFIELD STUDENTS:**

MONSU Caulfield  
[www.monsucaulfield.org.au/studentrights](http://www.monsucaulfield.org.au/studentrights)  
Ph: 9903 2596  
L3, Bldg S

### **PENINSULA STUDENTS:**

MONSU Peninsula  
[www.monsupeninsula.org.au/studentrights](http://www.monsupeninsula.org.au/studentrights)  
Ph: 9904 4217  
Gr FI, Bldg U

### **MONSU Student Assistance publications:**

#### **INFOSHEETS**

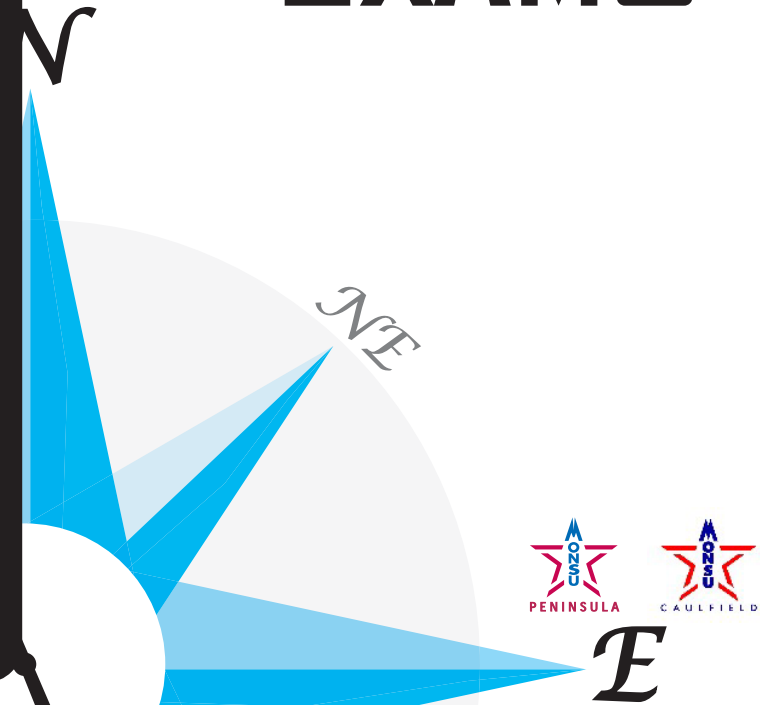
Academic Progress - Early Warning  
Academic Progress - Exclusion  
Academic Progress - Hearing Hints  
Discipline  
Exams  
Exams - Cheating  
Grievance  
Results  
Special Consideration

#### **BOOKS**

Steady Course - Your Student Rights Guide

Copies of all publications are available at our offices or can be requested via email.

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## EXAMS

Make sure you carefully **check your exam timetable to ensure you turn up on the right day, at the right 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. Don't rely on someone else's information as it may not be correct.

### Q: What should I bring to the exam?

**A:** Remember to print out your exam timetable and take it with you on the day. Bring your student ID 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 an 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 place it on the floor under your desk.

Students found in possession of any unauthorised material, e.g. revision notes, textbooks, pencil cases will 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 ID card on the top right 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 permitted to leave an exam venue until one hour has passed or in the last 10 minutes of the exam. Students must NOT remove their script books and exam papers from the examination venue.

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.

### Q: What happens if I cheat?

**A:** If one of the invigilators is concerned that you may have cheated in an examination you will be asked to remain in your seat until the end of the examination. You will be interviewed by the Examinations supervisor regarding the incident. A representative from MONSU Student Assistance will be called to speak with you prior to the interview and to attend the interview with you. Potential penalties for possessing unauthorised materials in an examination include suspension for 1-2 semesters, a formal written reprimand which is kept on your file, a fine or automatic failure for the exam/subject. For more information, please refer to our *Exams: Cheating* brochure.

### Q: What happens if I am sick on the day of my exam?

**A:** 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. For more information, please refer to our Special Consideration brochure.

It is important that you submit supporting documents that provide evidence of reasons why your performance has been affected. Evidence can include letters from your doctor, psychologist, psychiatrist, police reports etc.

Special Consideration forms can be obtained from your Faculty Office or downloaded from the following link: [www.adm.monash.edu.au/unisec/academicpolicies/policy/specialconsideration.html](http://www.adm.monash.edu.au/unisec/academicpolicies/policy/specialconsideration.html)

## EXTRA EXAM TIME FOR NON-ENGLISH SPEAKING BACKGROUND STUDENTS (NESB)

The university recognises that many students have English language difficulties. For this reason some faculties provide special examination conditions to undergraduate students from non-English speaking backgrounds who are experiencing English language difficulties in the 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 30 minutes of additional time for the examination; or
- none of the above

Each faculty will determine which of these four types of special examination conditions is available to eligible students in units offered for courses of that 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 for any unit 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 Support staff member (for assessment of the student's eligibility) and the Chief Examiner of the unit (for assessment of the suitability of the faculty special conditions regarding the style and content of the examination). Students will be notified in writing of the outcome of their application