

EXAM RIGHTS

You need to understand your rights and responsibilities in order to avoid any unnecessary stress and/or problems.

Examination Timetable

You can access your examination timetable at www.monash.edu.au/exams

It is your responsibility to check your exam timetable. Make sure you re-check it before the start of exams as some details may change. Misreading is not a reason for Special Consideration.

Some Clayton exams will be held at the Caulfield Racecourse, and they start at either 9:30am or 2:30pm.

If you have an examination clash, the Examinations Branch will arrange for you to sit the exams on the same day but under “clash conditions.” If the Branch has not contacted you prior to the exam day, you need to contact them.

Your Rights

You can bring in and use any “Authorised Materials” listed on the exam paper. It is your responsibility to ensure you are aware of the permitted materials.

- You can take in pens, pencils, rulers and erasers. Pencil cases are not permitted. Calculators are permitted in some exams. Exam invigilators may inspect calculators with non-detachable cases/lids.
- You can bring your wallet, keys, necessary medication and personal study notes, however you MUST place these in a closed bag on the floor under your desk. Any material on your desk, chair or on your person will be considered unauthorised materials. You can also bring a drink, lollies, etc.

If you are a first year student of non-English speaking background (NESB), you might be granted permission to have a dictionary or additional time, but this MUST be organised well before the exam date.

If you have a disability, including anxiety, you may arrange to have your exams held under alternative conditions. Speak to the Disability Liaison Office early.

If you need to use the toilet, raise your hand to get the invigilator’s attention before leaving your seat.

Invigilators can make spot checks at any time during the exam, but you have the right not to be searched or touched in any way.

If you are accused of cheating, you will be interviewed at the exam venue. You have the right to have a Student Rights Officer assist you in this process.

Your Student Rights Officers:

 9905 3118 OR  9905 3126
 studentrights.msa@adm.monash.edu.au

Your Responsibilities

- You will not be allowed to enter the exam venue more than one hour after the beginning of the exam.
- No one (including those who enter the wrong venue) is permitted to leave the exam until one hour after the exam begins or in the last 10 minutes.
- You must bring your student ID card and it must be displayed prominently on your desk during the examination.
- Mobile phones must be switched off and under the desk.
- You are not permitted to write anything—not even your name—before the formal commencement of writing time.
- Exam papers or script books must not be removed from the exam venue.
- Communication with other students is prohibited.
- At the conclusion of the exam remain seated until all papers have been collected and you're given permission to leave.

If You are Unable to Sit the Exam

If you fall ill on the day of the exam or something serious happens that prevents you from sitting the exam, you can apply for Special Consideration. Forms are available from your faculty office, and must be submitted within 48 hours of your last exam

If you feel sick or otherwise unable to continue your exam, **you must inform the Invigilator no later than 30 minutes before the scheduled end of the exam**, you should then be provided with a Examination Cancellation Request Form. If you do not do this, you will not be eligible for Special Consideration.

***Students who complete the final examination/assessment task
will not be eligible for Special Consideration***

For detailed information:

www.monash.edu.au/exams/index.html

www.monash.edu.au/pubs/calendar/statutes/statutes04.html

www.adm.monash.edu.au/unisec/pol/acad27.html

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