

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 for a committee to consider the students explanation for being in possession of unauthorised material and what penalty will be applied.

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.

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 to be able to sit your exam during the deferred exam period. 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.

Caulfield Campus

Level 3, Building S,
2 Princes Ave
Caulfield East, VIC 3145
Telephone: +61 3 9903 2596
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Email: studentrights@monsu.org
www.monsu.org/studentrights

Peninsula Campus

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www.monsu.org/studentrights

Berwick Campus

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Parkville Campus

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