

Exams: Hints + Tips

What can I bring into my exams
and where can I go for help with
special consideration?

*We provide a checklist to
ensure you are fully aware of
the exam protocol.*



STUDENT
RIGHTS +
SUPPORT

Make sure you carefully check your exam timetable. Your exam timetable can be viewed on the my.monash portal. It is your responsibility to check your exam timetable. Do not rely on friends for exam timetabling information.

What Should I Bring To The Exam?

To your exams, bring:

- Student ID card (if you can't find it bring your driver's license or your passport)
- Authorised material such as calculators*, textbooks etc. may be permitted in your exam (check your unit guide)

* Some faculties will only allow faculty approved calculators.

Can I Bring Personal Items Into The Exam?

Personal items can be kept on the floor under your table during your exam.

You should check all pockets to ensure that your phone and notes are all under your desk. Students found in possession of any unauthorised material, e.g. revision notes, textbooks, pencil cases may be required to attend a Faculty Discipline Committee hearing. Possible penalties include:

- reprimand
- fine
- 0% for exam or unit
- suspension
- exclusion.

What Happens If I Cheat?

If an invigilator is concerned that you may have cheated or intended to cheat in an exam, you will be asked to stay in your seat until the end of the exam. You will then be interviewed by the Examinations Supervisor regarding the incident. During the interview you can have a support person such as a Student Rights Officer, who will explain the process to you before the interview begins. For more information refer to our Suspected Exam Cheating brochure.

What Happens If I am Sick on the Day of the Exam?

If you are unable to attend an exam, 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 no later than two (2) University working days after your last exam in the semester.

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

We encourage you to sit your exam if you are able to do so.

You may not feel 100% and concerned that you may not gain the mark you were aiming for, however sitting the exam and doing your best effort may be a better option than deferring your exam.

What If I Am Sick During An Exam?

If you are in an exam and you suddenly feel too sick to finish your exam you **MUST** raise your hand and tell

an invigilator and they will advise an appropriate course of action. We recommend you try to finish your exam because in most circumstances, if you turn up to your exam and have seen and/or attempted to answer the exam questions, you will not be eligible for a deferred exam.

Should I Apply For Special Consideration?

This can be a difficult decision to make. Student Rights + Support is available to discuss your concerns and options with you.

For Further Questions And Advice:

MONSU Caulfield Student Rights + Support

E: studentrights@monsu.org

P: +61 3 9903 2596

W: www.monsu.org