

Exams: Hints + Tips

What can I bring into my exams?
What should I do if I cannot attend
my exam?

*Student Rights + Support provide
the following hints and tips.*



STUDENT
RIGHTS +
SUPPORT

Carefully check your exam timetable which can be viewed on the my.monash portal.

What should I bring to the exam?

Bring the following:

- Student ID card (a driver's license or your passport is also acceptable)
- Authorised materials (check your unit guide)

Can I bring personal items into the exam?

You are permitted to bring specific items. Please review the Exam Rules webpage for a complete list: <https://www.monash.edu/exams/conduct-venues/exam-rules>

You should ensure that all unauthorised materials are in your bag and under the desk.

What happens if I am found with unauthorised materials?

Students found in possession of any unauthorised material, such as revision notes, textbooks, a mobile phone or smart watch, will be required to remain after the exam to attend an interview. See our *Suspected Exam Cheating* flyer.

What happens if I am late?

You can enter the exam venue up to one hour after the exam has started.

Once you arrive, enter the exam room and alert an exam staff member immediately.

Can I leave the exam early?

You are not able to leave until one hour after the exam has started or during the last ten minutes.

What happens if I attend the wrong venue?

Once you are allowed to enter the exam room alert an exam staff member immediately. Exam staff can make provision for you to sit the exam at the wrong venue.

Can I have special provisions for exams?

Contact Disability Support Services (DSS) to see if you are eligible for Alternative Assessment Arrangements (AAA). Applications for AAA examinations must be submitted to Disability Support Services at least one month prior to the commencement of the examination period.

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

If you are unable to attend your exam it is possible to apply for Special Consideration and request 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. Refer to our *Special Consideration: Extensions and Deferred Exams* flyer for more information.

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. Refer to our *Special Consideration: Extensions and Deferred Exams* flyer for more information.

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.

For further questions and advice:

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