

# ASSESSMENT IN COURSEWORK UNITS: ASSESSMENT SECURITY AND RECORD KEEPING PROCEDURES

## SCOPE

This procedure applies to all coursework units at the former Monash South Africa campus, excluding the thesis component or equivalent of a graduate research course

This procedure must be read in conjunction with [Monash University \(Academic Board\) Regulations Part 3](#), and [Assessment in Coursework Units Policy](#).

## PROCEDURE STATEMENT

### 1. Preparation of examinations and other assessment tasks

- 1.1 The chief examiner, moderators, markers and members of the teaching team of a unit must ensure the security of examination questions and marking guides, and of all other assessment questions and instructions, until the chief examiner authorises their release. In particular, they must:
  - 1.1.1 keep the documents, whether in hard copy or in electronic form, secure at all times against access by unauthorised persons;
  - 1.1.2 password protect all electronic documents and store these in a university password protected network area. If copies are held on portable storage devices, they must be held securely in a locked drawer in a locked room until the chief examiner authorises their publication;
  - 1.1.3 keep all passwords secure;
  - 1.1.4 take care to prevent casual observation of computer screens, print jobs or passwords by unauthorised persons;
  - 1.1.5 dispose of all unwanted printed drafts and copies using the university's confidential waste service; and
  - 1.1.6 take precautions when circulating drafts via networked computers, by protecting documents with passwords which are communicated to the recipient in a separate transmission.

### 2. Custody of examination responses and other assessment submitted by students

- 2.1 All academic and administrative staff must take care to ensure that examination responses and other student work submitted for assessment are held securely at all times to ensure that these are not accessed by unauthorised persons.
- 2.2 Examination responses and uncollected student work for assessment must be retained for twelve months after the final result of the unit is determined.
- 2.3 Subject to section 2.2, examination responses and uncollected student assessment tasks must be destroyed using a confidential waste service or the relevant electronic file securely deleted.

### 3. Record keeping

- 3.1 Faculties must have processes in place to keep records of student attendance at class tests and examinations, and submission of student work.

## 4. Security and storage of results

- 4.1 The chief examiner must ensure that records of all individual assessment marks for all students enrolled in the units are kept for at least twelve months after the final result is determined, or as long as required for another purpose such as disciplinary or grievance proceedings.
- 4.2 All academic and administrative staff must ensure the security of marks to ensure that these are not accessed by unauthorised persons.
- 4.3 Suspected breaches of security must be reported to the chief examiner and the head of school/department (or the associate dean (education) in the faculties with no schools/departments).

## DEFINITIONS

Chief examiner	The academic staff member responsible for the implementation of a unit's assessment regime and for recommending the final result for each student. A dean must appoint a chief examiner for each unit taught by the faculty.
Final result	The final mark and/or grade awarded to a student on completion of assessment for a unit.
Moderator	A person appointed to moderate part or all of the assessment of a unit to ensure accuracy and/or alignment with the intended learning outcomes.
Unit	A component of a course represented by a unit code that is taught as a discrete entity but is not a thesis for a graduate research degree.

## GOVERNANCE

Parent policy	Assessment in Coursework Units Policy
Supporting schedules	N/A
Associated procedures	<a href="#">Student Academic Integrity Policy and Procedures</a> <a href="#">Grading Scale Policy and Procedures</a>
Legislation mandating compliance	<a href="#">Monash University (Academic Board) Regulations</a> <a href="#">Disability Discrimination Act 1992</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2015</a>
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