Faculty Policy

Purpose
This policy outlines the processes and rules associated with the publication of results to students. The University distinguishes between assignments set within the semester and final unit results. It is appropriate that the notification methods for results be separated in a similar way.

1.1. Notification methods for within-semester summative assessment marks
The use of MUSO for notification is strongly encouraged. For units that do not use MUSO, the My Monash Portal is the preferred method of notification.

1.1.1. MUSO
Assignment marks may be distributed by WebCT using the My Grades tool. This ensures that students may only see their personal result, and the overall class statistics.

1.1.2. My Monash Portal
1.1.3. Where a unit does not use MUSO for delivery, assignment marks may be released via the My Monash Portal, which provides the students’ official university email accounts and access to WES, the Web Enrolment System.

1.1.4. In person
Assignment marks may be released to a student on positive identification of ownership, e.g., comparison of signed ID card and signed Plagiarism coversheet.

1.1.5. By authorised proxy
Assignment marks may be released to a person other than the student, with the student’s written permission, and appropriate ID. Students may not collect their results and those of three friends without written consent from all three students.

1.2. Notification methods for end of semester Unit results
The release of final results is governed by the University Assessment of Coursework Policy. Results cannot be released prior to the results release date specified by the University. The University approved methods of notification are:

1.2.1. SMS (Short Message Service)
1.2.2. WES
Results ARE NOT to be published in any of the following ways:

List of individuals’ results posted on course or unit notice boards.

Individuals’ results announced in class.

Individuals’ results discussed in tutorial groups, especially during feedback to individual students.

Approval Body
Faculty Undergraduate Education Committee
Meeting No: 2/2010
Meeting Date: 4 May 2010
Agenda Item:

Postgraduate Coursework Degrees Committee
Meeting No: 2/2010
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Agenda Item

Endorsement Body
Faculty Board (MNHS)

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Policy Owner
Faculty of Medicine, Nursing and Health Sciences