

Release of Results Policy

1. Privacy

Under the Victorian Information Privacy Act (2000), it is likely that some common university practices contravene Information Privacy Principle 4 – Data Security.

Consequently, it is no longer acceptable to:

- Publish student results by ID number or name where they may be accessed by anyone other than the owner of the results, and the teaching staff for assessment purposes
- Release results or assignments to any person other than the owner of that material, or the teaching staff for assessment purposes

Student assignments are owned by the student who wrote them.

2. Submission of Assignments

Processes for submission of assignments must be secure. Students should not have access to any assignment other than their own, except with the written permission of other students.

2.1. Submission Methods

Several submission methods are used in the faculty, including

2.1.1. Manual

2.1.2. Barcoding

A unit may use any method of submission as long as the date of receipt of assignments is logged by the receiving office. It is the responsibility of the student to keep a copy of all assignments in case of loss.

2.2. Plagiarism Coversheets

Student assignments must be submitted with a signed Plagiarism Coversheet.

Under University Plagiarism policy, *to minimise the incidence of plagiarism, students are required to submit a Cover Sheet for non-examination assessment, which should contain:*

- *the approved definition of plagiarism*
- *a statement on collusion*
- *a certification by the student that plagiarism or unauthorized*
- *collusion has not occurred.*

A standard pro forma is available at:

<http://www.med.monash.edu.au/committees/ugrad/policy.html>

Under the Victorian Information Privacy Act (2000): Information on the assignment cover sheet is regarded as personal information. As a consequence, Monash has a legal obligation to fulfil when collecting such information.* For example, at or before the time of collection, Monash is required to notify individuals of the following matters:

- the identity of the organisation and how to contact it; and
- the fact that he or she is able to gain access to the information; and
- the purposes for which the information is collected; and

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- to whom (or the types of individuals or organisations to which) Monash usually discloses information of that kind; and
- any law that requires the particular information to be collected; and
- the main consequences (if any) for the individual if all or part of the information is not provided.

The plagiarism coversheet is the most appropriate place to include this information. Below is a suggested privacy collection notice which could be included on the plagiarism cover sheet:

The information on this form is collected for the primary purpose of submitting your assignment for assessment. Other purposes of collection include recording your plagiarism and collusion declaration and attending to administrative matters.

If you choose not to complete all the questions on this form, it may not be possible for the Faculty of Medicine to allow submission of your assignment. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation.

If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

2.2.1. Failure to provide a signed coversheet

Assignments submitted without a coversheet cannot be accepted until a coversheet is provided. Assignments without a coversheet will not be marked or returned. The date of submission will be recorded as the date on which the coversheet was provided, and any penalties for late work will apply accordingly.

2.3. De-identification of assignments

Under the Faculty Draft Assessment Policy and Guidelines, Section 2. Assessment Procedures-subsection 2.3 Marking, and subsection 2.5 Quality Assurance, it is a requirement that

2.3.1 Transparent criteria for the aggregation of marks and grades with the rules and regulations for progression, final awards and classifications are published. This is achieved by:

2.3.1.1 All written assignments and examination scripts, as far as possible, being identified only by student number.

2.3.1.1 Assessment panels and boards of examiners making their determinations on de-identified student assessment results.

2.5.1 All assessments are conducted with rigour and fairness, with due regard for security.

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De-identification of student work is intended to

- a) ensure that assessment decisions are made solely with reference to the assessment criteria, and in accordance with such other policies as may apply, such as Special Consideration
- b) protect decision-makers from allegations of bias in assessing student performance

De-identification is *not* intended to guarantee privacy or anonymity during the assessment process.

To achieve de-identified marking, plagiarism coversheets and assignments must be coded, separated and retained by a staff member other than the marker.

After marking decisions have been made assignments must be re-identified by a staff member other than the marker, for return to the student. Plagiarism declarations are retained by the department.

Student names should not be used in the deliberations of Boards of Examiners.

3. Release of Results

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

3.1. Notification methods for within-semester summative assessment marks

The use of WebCT for notification is strongly encouraged. For units that do not use WebCT, the My Monash Portal is the preferred method of notification

3.1.1. WebCT

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

3.1.2. My Monash Portal

Where a unit does not use WebCT 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

3.1.3. In person

Assignment marks may be released to a student on positive identification of ownership, eg: comparison of signed ID card and signed Plagiarism coversheet

3.1.4. 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.

3.2. Notification methods for end of semester Unit results

The release of final results is governed by university policy. The approved methods of notification are:

3.2.1. My Monash Portal (official student email account)

3.2.2. Self-Service telephone system

3.2.3. SMS (Short Message Service)

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4. Return of Assignments

4.1. Security

Assignments must be returned in a secure fashion. Students should not have access to any assignment other than their own, except with the written permission of other students. ID must be presented in order to collect an assignment

4.1.1. Plagiarism

Care must be taken to prevent the plagiarism of assignments. The practice of leaving assignments in open boxes for collection is not acceptable, as it invites the theft and plagiarism of student work. It also increases the risk of breaching an individual's privacy. This practice undermines the integrity of assessment tasks and provides an unfair advantage to students who have not done the work.

4.2. Feedback

Under University Codes of Practice for Teaching and Learning policy,

Staff of the university have the following relevant responsibilities:

- *to be available to discuss assessment results with students or to arrange for a fully briefed delegate to be available for that purpose;*
- *to assist students to learn from assessment tasks by providing them with timely and constructive feedback;*

Under the Faculty Draft Assessment Policy and Guidelines, section 2.6

Decision-making, it is a requirement that

2.6.3 *Decisions based on assessments are published as quickly as possible, commensurate with the rigour of assessment and accuracy (Appendix II). Specifically:*

2.6.3.1 *Students are notified in advance of the expected delays between the assessments and the publication of results.*

4.3. Timeliness

Under University Assessment procedures, *If students submit work by the due date, they shall receive feedback on their work in time for them to benefit in preparing for the next task.*

Consonant with this general principle, individual faculties (or, where more appropriate, departments) shall nominate a period of time within which work is normally returned to students, and inform students of this commitment in unit outlines

4.3.1. Acceptable period for return of marked assignments

The Faculty of Medicine, Nursing and Health Sciences is committed to the timely return of feedback to students. Where work was submitted by the due date, all marked assignments will be returned to the student within 4 (four) weeks of submission, or in time to prepare the next assignment, *whichever is sooner*. This requirement does not apply to condensed teaching periods, such as summer school.

*Complaints regarding violations of privacy should be directed to the Monash University Privacy Officer. If the complainant is not happy with the response provided

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by the university he or she may complain to the Victorian Privacy Commissioner. The Victorian Privacy Commissioner will not accept a complaint unless the organisation has first had the opportunity to respond to the complaint. If referred to the Victorian Civil Appeals Tribunal, the complainant need only demonstrate **embarrassment, humiliation or offence**, to substantiate the claim.

If a complaint is upheld under the Act, penalties may be imposed, including;

- An order of damages up to \$100,000
- Restraint orders
- Correction orders
- Reimbursement of expenses

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