

Financial Services

(03) 9925 2078

City students please note that the Revenue Office has been relocated to the Hub, Building 12 Level 4, City Campus. For more detailed information refer to www.rmit.edu.au/browse;ID=vnyhqoo6sucx1

Study and Learning Centre

Time management, thesis writing, critical analysis skill development.

www.rmit.edu.au/studyandlearningcentre
(03) 9925 3600

Student Wellbeing Advisory Service

Housing, Finance, International Student Support and Legal

www.rmit.edu.au/housing
www.rmit.edu.au/students/services/finance
www.rmit.edu.au/internationalsupport
www.rmit.edu.au/students/legal

City – Building 14 Level 4
(03) 9925 2963

Brunswick – Building 514
(03) 9925 2963

Bundoora – Building 202, Level 3
(03) 9925 7280

student.wellbeing@rmit.edu.au
student.legal@rmit.edu.au

Relevant Policy and Advice

There are a range of RMIT University policies relating to this topic including:

- Assessment: adjustments to assessment procedure (has content on equitable assessment arrangements, special consideration)
- Assessment: conduct of assessment and appeals procedure
- Conduct of supervised examinations: instructions for students procedure

These can be accessed from www.rmit.edu.au/policies

Further advice and information to help you with your Special Consideration application is available at www.su.rmit.edu.au/help

Useful RUSU contacts

Student Rights Officers

(03) 9925 5004
student.rights@rmit.edu.au

Compass

An information and referrals service for RMIT students experiencing life difficulties who want to know where to go to resolve them.

(03) 9925 2785
compass@rmit.edu.au



Exams and your rights

Examinations are a common form of assessment at RMIT. You have the right to apply for Special Consideration if there are circumstances out of your control affecting your performance in an exam, to access support if you have special needs (for example you require extra reading time) and to appeal the result of any exam.

Exam timetables

Provisional exam timetables are published five weeks prior to each exam period. You can view the exam timetable online at: www.rmit.edu.au/students/exams. The provisional timetable may change, so you should not rely on it.

A personalised exam timetable will be available online for each Higher Education and TAFE student who has formal exams during the exam period. Personalised exam timetables are available 1 week prior to exams commencing. You can view your personalised exam timetable via EOL www.enrol.rmit.edu.au

Note: You should check your personal exam timetable online the night before each exam for any late messages. Information on exam dates, times or locations is not given over the telephone.

Exam locations

Commencing in 2015, RMIT exams will be held at Melbourne Showgrounds for students of all campuses. Students registered with the DLU, with provisions for exams in the personal EAA will have exams at the Melbourne City campus.

Student ID

A student eligible for an exam may be admitted subject to verification of ID. Your ID is best established by your RMIT Student card. Replacement Student Cards can be obtained from the Hub at your campus, upon application and payment of a prescribed fee.

Exam timetable clashes

If you have two exams scheduled at the same time on a particular day with the clash being between a centrally run and a school run exam, the centrally timetabled exam will usually take priority. You should contact your school regarding a clash involving a school run exam. For all other queries, email: rmitexams@rmit.edu.au. RMIT exams will email you one week before a clash involving two centrally run exams.

Equitable assessment arrangements

RMIT Disability Liaison Unit (DLU) provides services to students with disabilities studying at RMIT. Students should contact the DLU as soon as they become aware that a disability or issue such as depression or anxiety will affect their assessments. The DLU will provide a form that the student needs to get their health practitioner, such as a Doctor or counsellor, to fill out. The student returns the form to the DLU so that the DLU can implement adjustments to how the student is assessed to make sure their disability does not unduly disadvantage them. For exams, it is important to try to complete this process at least four weeks before the exam and by the date shown in the 'Important Dates' section of the student diary. Forms can be obtained from the DLU website at www1.rmit.edu.au/browse;ID=f3o8kvtxv5shz

What is Special Consideration?

Special Consideration is a process that enables the University to take account of unexpected circumstances such as illness, injury or bereavement that affect a student's performance in assessment. A successful application for an exam is likely to be granted a deferred assessment, which means your exam is cancelled (even if you already sat it and got

Disclaimer

The information in this leaflet is a general guide only. RMIT is a very complex environment, and there are often a number of different rules which apply.

For more student rights information visit our website: su.rmit.edu.au

For additional assistance drop into a Student Union Front Office to speak with a Student Liaison Officer.

City Higher Ed: Building 8, Level 3

Carlton Campus: Building 57, Level 4

Brunswick: Building 514, Level 2

Bundoora: Building 204, Level 1

Or send detailed information regarding your case to student.rights@rmit.edu.au

Or call 9925 5004 for any enquiries.

If required, an appointment will be made for you with a Student Rights Officer.

Has this leaflet been helpful? Join the Student Union and join the fight to improve your rights!

a mark) and you must sit the deferred exam to get your mark. Note that grading consideration and supplementary assessment are no longer included as forms of adjustment under this policy. If your timely application is denied, you can appeal to the University Appeals Committee.

You must apply no later than two working days after the exam or assessment deadline that has been affected. You must complete the Special Consideration Application Form. You may complete the form online, lodge it at the hub in person or email your form, statement and evidence to special.consideration@rmit.edu.au. If lodging at the HUB, we recommend that you ask for a date stamped photocopy of everything you submit. For more information on Special Consideration, refer to www.rmit.edu.au/students/specialconsideration

All communications regarding special consideration are sent via your student email account, it is important you check your student email account daily after lodging an application.

What to write on the Special Cons form?

You need to ensure that you write the course, assessment date, assessment type and the type of special consideration for which you are applying. You will be also asked to explain the reasons for requesting Special Consideration. State your reasons clearly, including all relevant details.

Make sure you explain how your circumstances have affected your ability to complete the assessment as scheduled. Attach a separate sheet if you run out of room. If you have not provided supporting documentation (such as Section B Impact Assessment Statement filled out by a professional practitioner, death certificate, detailed police report) with your original application, you have a further five working days from the date you submitted your original application to lodge it.

The supporting documentation can be photographed/scanned and uploaded by you directly into your open online application

or emailed to Special Consideration. Make sure you keep all originals, as, on occasions, original documents are needed. Please note that all applications require supporting documentation and medical certificates on their own are not sufficient. If you are unsure what form of supporting documentation would be sufficient, you can email special.consideration@rmit.edu.au for advice.

Public transport strike or cancellation

In the event of a public transport strike or cancellation, exams will continue as scheduled. However, you can enter the exam room up to one hour after the start of the exam but the time for the exam will not be extended accordingly. Always plan to arrive early to exams, and in the event you are late due to a transport strike or cancellation notify the exam supervisor on arrival at the exam venue.

Also, try to get any evidence you can, such as a photo or recording of the announcement, and apply for special consideration if your performance in the exam was severely affected.

General rules on exams

You should be aware of the following regulations:

- You may not sit for assessment or exam for courses in which you are not currently enrolled. You can view your current enrolment details via the Enrolment Online web site at: <https://enrol.rmit.edu.au>. Please check whether you are enrolled in the correct semester for a given course.
- You should arrive at the allocated exam venue at least 20 minutes prior to the time scheduled.
- Make sure you have your current student card as proof of your enrolment at RMIT. Otherwise, bring the strongest form of ID you have.
- You are not allowed to enter the exam room later than 60 minutes after the exam has commenced. You may not leave until 60 minutes after the exam has commenced.

- You are not permitted to leave during the last 15 minutes of an exam.
- If your enrolment has been cancelled due to your failure to pay your tuition fees you will not be permitted to sit for assessment or exam.
- Check with your department regarding the items you will be permitted to take into an exam. No bilingual dictionaries and/or calculators are available in the exam venue. You should be informed of the rules in your course guide or by a teacher or the exam supervisor at the beginning of the exam time.
- If your exam permits a bilingual dictionary, the dictionary is to be a direct translation only and not include definitions and/or thesaurus
- Make sure you take enough stationery into your exam.
- If you need to speak to your teacher during an exam and they are not present, tell the supervisor in charge and they will contact your teacher for you.
- If you become ill during an exam, let the supervisor know. They will contact a nurse who will escort you out of the exam room. If this happens to you, make sure you apply for Special Consideration within two working days.

Exam conduct

Cheating in exams is academic misconduct and will be dealt with under the University's student discipline regulation. Penalties can include cancellation of results or expulsion. It is an offence to have unauthorised materials or equipment that might be used for cheating, even if brought by accident. It is your responsibility to ensure any material and equipment you bring into the exam room is authorised. If in doubt, consult the exam supervisor.

Exams: official results

The only official University results of final course assessment are those issued by the Academic Registrar's Group. Students can obtain their results online at: <https://enrol.rmit.edu.au>. More information about results and grading is available at: www.rmit.edu.au/students/results/

Past exam papers

A selection of past exam papers in hardcopy or electronic format is available via the RMIT University Library Catalogue. www.rmit.edu.au/library/examp/

Completed exam scripts

Under the Freedom of Information Act you can see your completed exam scripts once your school has finished with them. If you wish to see your completed exam script you should first enquire with your school. The school may then direct you to the Freedom of Information Officer. Refer to www.rmit.edu.au/foi for more information. Note: Exam scripts are only retained for six months after the relevant exam period.

Assessment review

Seeking a review of your assessment from your school is compulsory if you later wish to appeal the assessment. To appeal you would need to lodge a formal appeal against assessment with your college no later than 20 working days after the official release of the result, in doing so, you need to provide evidence of having already sought a review.

Relevant student rights leaflets

- Your rights as a student with a (dis)ability
- Special consideration
- Appealing against assessment
- How to write a letter

Useful RMIT Contacts

RMIT Counselling Service

Personal problems, relationship issues, depression, grief and anxiety.

(03) 9925 4365 (BH)

(03) 9925 3999 (AH)

City – Building 74, 52 Cardigan St, Carlton
Brunswick – Building 514, Level 1
Bundoora – Building 202, Level 3