

Procedure Title: Multi-campus and Multi-Mode Consultation

Purpose: The Monash Academic Programs Offered from Multiple Campuses Policy requires Chief Examiners to establish Multi-campus Unit Management Groups (UMG's) to discuss the content, assessment, teaching resources/modes, evaluations and timetabling. In addition, the UMG's must ensure there is equity in the assessment tasks, continuity in the teaching and learning objectives and regular monitoring of the results. Refer to the web link below for a link to the policy:

<http://policy.monash.edu.au/policy-bank/academic/education/awards/multiple-campuses-policy.html>

In addition, the recently re-drafted Unit Assessment Procedures, which operate under the authority of the Assessment in Coursework Programs Policy, has approved amendments to Item B. Implementation of the Assessment Regime.

The amendment includes the following:

Number 4 Units offered in multiple modes and/or locations:

- 4.1 Unit Coordinators must be appointed for each mode and/or location of the unit offering.
- 4.2 The Chief Examiner must establish a unit management group comprising the coordinators from all modes and/or locations involved in offering the unit to ensure that the assessment tasks and standards are equivalent across all modes and/or locations.
- 4.3 The Unit Management Group must work collaboratively, under the guidance of the Chief Examiner to agree on the design and content of all assessment for the units and the respective marking criteria.
- 4.4 Where in-semester assessment is equivalent but not identical across all modes and/or locations, the Chief Examiner must approve equivalence and keep records of variations.
- 4.5 The final examination must be identical for all students enrolled in the offering of the unit, unless an exception to this rule is granted by the Deputy Vice Chancellor (Education).

Chief Examiners who offer units by OCL or on more than one campus must establish a UMG for each unit. The UMG:

- Must be chaired by the Chief Examiner
- Shall comprise of the OCL and campus co-ordinators
- Shall meet each semester the unit is offered
- Must complete the UMG Checklist form

In addition, the Chief Examiner must submit the following documents to the Board of Examiners Second Semester sitting.

- UMG Declaration form; and
- UMG Checklist form.

Status: New

Key Stake Holders: Associate Dean (Education), Board of Examiners and Chief Examiners

Approval Body:

Faculty Board of the Faculty of Arts

Meeting number: 05/11

Meeting date: 3 November 2011

Agenda item: 12

Endorsement Body:

Faculty Education Committee of the Faculty of Arts

Meeting number: 06/11

Meeting date: 19 October 2011

Agenda item: 3

Date Effective: Semester 1, 2012

Next Review Date: 2014

Policy Owner: Faculty of Arts

Policy Author: Quality and Compliance Officer