

MONASH UNIVERSITY

EXAMINATION DETAILS

CPEE examinations are administered via the Monash University Examinations Services.

EXAMINATION STARTING TIMES

The exam starting time indicated in your timetable letter is the commencement of "reading time".

Exam starting times differ from venue to venue. If you change your examination venue you will be sent a new examination timetable letter detailing the changes, including the starting time for your chosen venue. An extension of time **will not** be granted for students who arrive late for an examination.

CONDUCT AT EXAMINATIONS

- Be alert to, and follow all instructions given by the Invigilator (Supervisor) in charge.
- You will be required to produce photographic identification at all exams. (Drivers licence/passport etc).
- Writing of any description is not permitted during reading time.
- If you are found in possession of unauthorised material, including mobile phones (other than in a closed bag), you could face disciplinary action. Mobile phones must not be used as calculators.
- After entering an examination venue you will not be permitted to leave until one hour after the scheduled start time of the exam, nor will you be permitted to leave in the last 10 minutes.
- You will not be admitted to an examination if you arrive more than one hour after the scheduled start time.
- Extra time will not be granted if you do not present at the correct time and place.
- You must **NOT** remove any examination paper or script book from any examination venue.

MONASH EXAMINATION CENTRE CONTACT DETAILS

Email: Gipps.Exams@monash.edu

Fax: (03) 9902 7816 (International Fax 61 3 51227 816)

EXAM VENUES

Requests for the use of a **Remote Area Nomination Invigilator** are normally only approved where a student's travel arrangements to the closest exam venue (see list) would be in excess of 150km. Nominated invigilators are generally a staff member from an educational institution, HR staff member or Training Officer within your organisation. It is the student's responsibility to locate a suitable Invigilator and provide the details on the "Request to vary examination arrangements". Reasons for requesting an Invigilator must be included in your request. Invigilators must include some appropriate form of evidence to confirm their identity such as a business card or an official letter on company letterhead, which clearly shows the position held and the Business/Organisation's name and address and contact details. Completed forms must be sent directly to Monash University.

DISTANCE EDUCATION EXAMINATION VENUE LIST

(See Below)

VICTORIA

03 Alexandra	32 Hamilton	74 Seymour
07 Bairnsdale	35 Hopetoun	61 Shepparton
08 Ballarat	36 Horsham	62 Swan Hill
12 Bendigo	76 Melbourne	69 Wangaratta
22 Churchill	46 Mildura	71 Warrnambool
30 Geelong	051 Orbest	02 Wodonga

NEW SOUTH WALES

06 Armidale	109 Goulburn	116 Parkes
09 Bathurst	77 Grafton	93 Port Macquarie
10 Bega	37 Inverell	64 Sydney
16 Broken Hill	117 Leeton	98 Tamworth
19 Canberra	42 Lismore	140 Taree
38 Coffs Harbour	120 Mudgee	103 Tuross Head
23 Cooma	50 Newcastle	68 Wagga Wagga
26 Deniliquin	135 Orange	73 Wollongong
27 Dubbo		

SOUTH AUSTRALIA

20 Adelaide	47 Mount Gambier	55 Port Pirie
57 Berri	48 Naracoorte	131 Roxby Downs
14 Bordertown	54 Port Augusta	102 Whyalla
85 Ceduna	92 Port Lincoln	

WESTERN AUSTRALIA

82 Albany	141 Esperance	81 Newman
170 Bridgetown	112 Geraldton	52 Perth
163 Broome	79 Kalgoorlie	94 South Hedland
	80 Karratha	65 Tom Price
39 Busselton	105 Kununurra	

NORTHERN TERRITORY

04 Alice Springs	25 Darwin	45 Katherine
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TASMANIA

17 Burnie	33 Hobart	40 Launceston
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QUEENSLAND

179 Airlie Beach	86 Emerald	58 Rockhampton
83 Biloela	87 Gladstone	90 Sunshine Coast
121 Bowen	31 Gold Coast	67 Townsville
15 Brisbane	110 Ipswich	95 Warwick
24 Bundaberg	43 Mackay	123 Ingham
18 Cairns	106 Maryborough	
111 Dalby	89 Mount Isa	

OVERSEAS

162 Abu Dhabi	137 Indonesia (Jakarta)	150 Shanghai
146 Auckland	130 Santiago	78 Singapore
177 Bahrain	108 Bali	44 South Africa (Johannesburg)
155 Bangalore	176 Prato - Italy	156 Sri Lanka
115 Bangkok	142 Kuala Lumpur	169 Tokyo
160 Beijing	148 Macau	161 Toronto
157 Calgary	152 Mumbai	138 United Kingdom (London)
154 Chennai	174 Nepal (Kathmandu)	173 Vietnam (Ho Chi Minh City)
144 Christchurch	172 Netherlands (Wassenaar)	075 Wellington
96 Dubai	151 New Delhi	168 Vancouver
145 Dunedin	165 New York	
147 Fiji (Suva)	104 Port Moresby	
143 Hamilton	118 Sapporo - Japan	
34 Hong Kong	166 Seoul	