Email Task 3 – Due 27 August 2004

Functional Analysis and Workflow – relates to Weeks 4-5 topics.


There are two tasks to complete. On campus students will do the first task in the tutorial, and will do the second task as their Email Task #3. Off campus students can choose either task as their Email Task #3, but should do the other one themselves.

Task 1
For on campus students in Week 5 tutorial.

Focus on section 8 of Chapter 4 of the Statutes dealing with NON EXAMINATION CHEATING (eg. plagiarism). Look at related sections about what processes may occur in such cases - sections 9, 11, and 12 to 17.

1. What documents **must** be created as a result of non-examination cheating and an appeal process?

2. What documents **might** be created (optional creation, not mandatory) as part of this process?

3. Discuss briefly what 'files' you, as Records Manager for Monash, would establish, and where they would be located. Consider the system to be an electronic one, not a paper-based one, so you might require some imaging.

AND

Task 2
For on campus students as an E-Task.

OCL students do both tasks, and can send either one as their E-Task.

Draw up a (rough) flow diagram for a non-examination cheating case that goes the full appeals distance before resolution, and on that drawing, indicate where documents would be captured (as records) and where electronic files would be created.