

CHECKLIST FOR AN EXTERNAL EXAM CENTRE OR PRIVATE INVIGILATOR SUPERVISING UNISA EXAMS

BEFORE THE EXAM

<input checked="" type="checkbox"/>	TASK	NOTES
<input type="checkbox"/>	Read and review External Exam Centre and Private Invigilator Resource information.	Available at http://i.unisa.edu.au/sas/Exams-Results-and-Scholarships/Examinations/External-exam-centres-private-invigilator-resources/ . If you have any queries please do not hesitate to contact the team at exams.results@unisa.edu.au or phone +61 8 8302 2755.
<input type="checkbox"/>	Receipt of exam materials.	If you have not received the exam materials 7 days prior to the exam date please contact exams.results@unisa.edu.au or phone +61 8 8302 2755.
<input type="checkbox"/>	Store exam in a secure location.	The contents of the exam package and the completed paper must be kept in a secure location to ensure academic integrity by avoiding inappropriate access.
<input type="checkbox"/>	Review the FAQ's.	Available at http://i.unisa.edu.au/sas/Exams-Results-and-Scholarships/Examinations/External-exam-centres-private-invigilator-resources/ .

EXAM DAY

<input checked="" type="checkbox"/>	TASK	NOTES
<input type="checkbox"/>	Student arrival.	<p>Students who arrive up to 30 minutes after the published start time will be permitted to enter the examination room, but will not be allowed any additional time to complete the examination.</p> <p>Students who arrive more than 30 minutes after the published start time will not be permitted to enter the examination room and will receive a zero mark for that examination.</p> <p>Bags, mobile phones and books (unless otherwise specified) are not allowed at their desk. The invigilator will need to indicate where these items can be left prior to the commencement of the exam.</p>
<input type="checkbox"/>	Complete distance exam pack cover.	The Distance Exam Centre Pack Cover must be completed to indicate students who attended the exam, and students who were absent. The completed Distance Exam Centre Pack Cover is to be returned together with the completed papers.
<input type="checkbox"/>	Check Student ID.	<p>The student is required to present their UniSA student ID card. The alternative forms of photographic identification also acceptable is a Driver's licence, passport or Proof of Age card.</p> <p>If students do not have any photographic identification, please call the Exams and Results team on +61 8 302 2755 for further instruction.</p>
<input type="checkbox"/>	Check permitted items.	<p>Permitted items in an exam will be outlined on the exam paper coversheet. Regardless of the exam type (Closed book, Open book, Part open book), under no circumstances are students permitted to bring electronic devices, such as iPods, MP3 players, mobile phone, etc.</p> <p><u>Closed Book Exam</u> – No written or printed materials are permitted into the exam. Calculators are allowed.</p> <p><u>Part Open Book Exam</u> – Refer to the Materials Permitted list on the exam paper coversheet for materials permitted into the exam venue.</p> <p><u>Open Book Exam</u> – No restriction on written or printed materials allowed in exam.</p> <p>If you are unsure of what a student can bring into the exam please contact the Exams and Results Team on +61 8 8302 2755 or exams.results@unisa.edu.au.</p>
<input type="checkbox"/>	Exam start time.	The invigilator needs to ensure that the exam is undertaken at the specified time. A precise start and end time needs to be clearly articulated and administered.
<input type="checkbox"/>	Commence reading time.	<p>The examination start time will include a designated reading time of ten minutes.</p> <p>Note: the Course Coordinator may recommend a longer reading time in the instructions.</p> <p>During reading time, students are not permitted to use a calculator or write in the examination booklet, but may complete attendance slips, fill in details required on the front cover of the examination booklets, and make notes only on the examination scribble paper provided.</p>

<input type="checkbox"/>	Student conduct during the exam.	<p>Students are not permitted to leave the examination room in the first 30 minutes after the published starting time, or during the last ten minutes of any examination.</p> <p>Students are not permitted to communicate with anyone for the duration of the exam.</p> <p>Any breaches to University policy or any incidents that occur during the examination are to be recorded on the appropriate breach or incident report form available from http://i.unisa.edu.au/sas/Exams-Results-and-Scholarships/Examinations/External-exam-centres-private-invigilator-resources/ and returned along with the completed papers and Distance Exam Centre Pack Cover.</p> <p>If a student becomes unwell and is unable to continue with their exam, an Incident Report for Student Illness needs to be completed, available from http://i.unisa.edu.au/sas/Exams-Results-and-Scholarships/Examinations/External-exam-centres-private-invigilator-resources/ and returned together with the completed papers and Distance Exam Centre Pack Cover.</p> <p>The student should be advised to contact Campus Central on 1300 301 703 as soon as possible if they require any information regarding options that may be available to them if they are unable to sit the exam due to illness.</p>
<input type="checkbox"/>	Exam paper issues.	<p>If an exam paper error is discovered during the exam, the Invigilator should advise the student to note their assumptions on the exam answer booklet and complete the answer to the best of their ability. The Invigilator should then complete the Examination Incident Report Paper Issue form, available from http://i.unisa.edu.au/sas/Exams-Results-and-Scholarships/Examinations/External-exam-centres-private-invigilator-resources/ and return together with the completed papers and Distance Exam Centre Pack Cover.</p> <p>If there is a discrepancy between the information provided on the Exam Paper Cover Sheet and Distance Exam Centre Pack Cover, the Exam should be administered according to the Exam Paper Cover Sheet. The Invigilator should then complete the Examination Incident Report Paper Issue form, available from http://i.unisa.edu.au/sas/Exams-Results-and-Scholarships/Examinations/External-exam-centres-private-invigilator-resources/ and return together with the completed papers and Distance Exam Centre Pack Cover.</p>

AFTER THE EXAM

<input checked="" type="checkbox"/>	TASK	NOTES
<input type="checkbox"/>	Return completed papers.	<p>It is not permitted to make copies of exam question papers or completed answer booklets prior to the return of the documents. Please ensure that all of the package items including the paper, completed booklets and scribble paper are returned to the University.</p> <p>Completed papers for each individual course are to be returned in a bundle. Please ensure the completed Distance Exam Centre Pack Cover is securely placed on top of the bundle. Unused examination materials are to be bundled separately, but returned in the same package along with the completed materials.</p> <p>Refer to the External Exam Centre and Private Invigilator Resource information available at http://i.unisa.edu.au/sas/Exams-Results-and-Scholarships/Examinations/External-exam-centres-private-invigilator-resources/ for instructions on how and where to send completed exam papers.</p>
<input type="checkbox"/>	Payment for Exam Supervision Services	Information advising how to claim payment from UniSA for Exam Supervision Services will be provided along with the examination materials.

Universities, Exam Centres and individual invigilators, *thank you* for agreeing to provide exam supervision to our students.

If you have any queries please do not hesitate to contact the **Exams and Results Team** on +61 8 8302 2755 or exams.results@unisa.edu.au.