

OFF- CAMPUS EXAMINATION SUPERVISOR NOMINATION FORM



IMPORTANT: The Examinations Office will make the necessary arrangements for all exams that appear in the official examination timetable which are being conducted in the main exam venue only. For exams being held In-Department, including practical examinations, students should contact the School or Faculty directly for assistance.

The University's [Modified Arrangements for Coursework Assessment Policy](#) provides for students to apply for a variation to the location and/or time of an exam scheduled in the official examination timetable on the following grounds:

RELIGIOUS BELIEFS

Students whose religion prevents them from sitting exams on Saturdays may apply for alternative examination arrangements. Generally, these students will be supervised by their Pastor and will sit the examination after sunset. Students must obtain the written consent from their Pastor to supervise their exam by having them complete and sign Section 4a of this application and return as soon as possible.

ELITE ATHLETES PROGRAM

Students who are registered as an Elite Athlete at The University of Adelaide, may apply for alternative examination arrangements. Generally, these students will be supervised by a Senior Representative of the relevant sporting organisation. This supervisor **MUST NOT** be a family member or direct team member and are required to complete and sign Section 4a of this application and return as soon as possible.

DEFENCE FORCE COMMITMENTS

Students committed to official duties with the Defence Forces may apply for alternative examination arrangements. Generally, these students will be supervised by a senior commissioned officer and, where possible, will sit the exam on the same date and time as published in the official Examinations timetable. Students must provide evidence of their defence commitments and obtain the written consent from their Commanding Officer to arrange supervision of the exam(s) by having them complete and sign Section 4a of this application and return as soon as possible. If a suitable date and/or location cannot be negotiated, the Examinations Office will advise the relevant School or Faculty, and the student will need to negotiate alternative arrangements.

OFFICIAL DUTIES

Students who are representing the University of Adelaide, the State or Country in a significant cultural or sporting event may apply for alternative examination arrangements. Generally, these students will be supervised by a senior representative of the relevant organisation and, where possible, will sit the exam on the same date and time as those published in the official Examinations timetable. Students must provide evidence of their commitments and obtain the written consent from the Head of the Organisation to arrange supervision of the exam(s) by having them complete and sign Section 4a of this application and return as soon as possible.

Students seeking alternative arrangements on any of the above grounds must complete the *Extenuating Circumstances application form*, at <https://www.adelaide.edu.au/student/exams/modified/replacement/> and submit it, along with this completed OCSN form to the Examinations Office as soon as possible.

Applications close 2 weeks after the final examination timetable is published.

<https://www.adelaide.edu.au/student/exams/timetables/current-year/>

Please Note:

Students sitting examinations off- campus may be required to sign a student declaration stating that they have not and will not discuss the content of the examination papers with anyone. The declaration will be included with the exam package sent to the approved supervisor conducting the exam, and is to be signed by the student prior to commencing the exam. The venue in which the exam is conducted is considered to be an official examination venue, and students are subject to the same rules and conditions as all other students sitting examinations. Students are advised to refer to the Examinations website for detailed information. <http://www.adelaide.edu.au/student/exams/>

Student ID:	Title:	First Name:	Family Name:
-------------	--------	-------------	--------------

CONDITIONS OF SUPERVISION AGREEMENT (subject to Examinations Office approval)

I acknowledge that as a supervisor of an official examination for the University of Adelaide, I am required to:

- Secure the exam paper in a safe location until it is required.
- Examine the student on the scheduled date and time or arrange an alternative time with the Examinations Office.
- Ensure the student completes a Student Declaration.
- Conduct the exam in an appropriate venue, protected from undue noise, distractions and extremes of weather.
- Provide access to toilet facilities in close proximity to the venue.
- Supervise the student at all times and uphold the integrity of the examination process.
- Make official announcements at appropriate intervals as instructed by the Examinations Office.
- Read and comply with the detailed supervisor instructions in the exam package.
- Ensure that any special instructions on the exam paper are met.
- Collect the completed scripts and all exam materials and send to The Examinations Office as soon as possible.
- Ensure the confidentiality of the student and their work is maintained.
- Liaise with the Examinations Office on (08) 8313 5209 as required.

1. PROPOSED EXAM VENUE *Please print clearly in BLOCK letters*

Organisation Name:

Address:

Suburb/State: Post Code

Contact phone number of Supervisor: Email:

2. DATE & TIME OF EXAM

I agree to conduct the exam (*select one*):

- As scheduled
- I am unable to conduct the exam at the scheduled time and request the following alternative which is as near as possible to the scheduled time:
- Date & time _____

The Examinations Office will advise if the change is approved

3. DELIVERY OF EXAMINATION PAPERS

Approximately three days prior to the exam date, the exam package will be **delivered to the person and street address** you nominate below. It is important to ensure that no other person(s) access the examination materials at any time:

Supervisors Name: Contact Number

Address:

Suburb/State: Post Code

DECLARATION BY SUPERVISOR:

I, (*Print full name*) (*Insert job title*)

of (*Insert organisation*):

undertake to conduct the examination(s) in accordance with the conditions and agreement above, together with any additional instructions provided by the Examinations Office.

- I declare that I am not a close relative or associate of the student.

.....
 Supervisor Date Telephone