

# Nomination of External Exam Invigilator Form - HE

## Frequently Asked Questions

### Am I Eligible?

Students who are unable, or do not wish to use the Respondus Software, are eligible to sit exams in paper format with an external supervisor.

### Who Can Supervise My Exam?

External invigilation **cannot** be overseen by a family member, personal friend or work colleague.

The nominated exam supervisor is to be of good standing. Examples of those who can supervise an external exam:

- Qualified Medical Practitioner (e.g. Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist)
- Professional (e.g. Lawyer, Accountant)
- Justice of the Peace
- Minister of religion, or marriage celebrant
- Teacher
- Librarian
- Professional examination invigilator (e.g. exam centre or at another higher education institution)

External invigilators must agree to undertake this role in a voluntary capacity with no expectation of payment of any kind. The exception to this is if the student chooses to engage a professional examination invigilator (e.g. at an exam centre or another higher education institution), in which case the student will be responsible for any payments or outgoings to the invigilator.

### How Do I Apply?

Eligible students are required to complete Part A of the *Nomination of External Exam Invigilator Form - HE* (page 2 of this document), and have their nominated exam supervisor complete Part B and return it to the Examination Department along with the nominated supervisor's proof of credentials or qualification (e.g. business card or certification / registration). Lodgements that do not include the nominated supervisor's proof of credential/s or qualification/s will not be considered.

**NOTE:** Eligible students shall provide the College's Examination Policy to the nominated supervisor for their reference.

The *Nomination of External Exam Invigilator Form - HE* must be submitted to [examination@endeavour.edu.au](mailto:examination@endeavour.edu.au)

Students must submit the *Nomination of External Exam Invigilator Form - HE* at least one calendar month prior to the scheduled exam date.

### When will the examination be scheduled?

Dates of external examinations are scheduled on the same day and time as advertised on the Notice Board and The Loop within your subject in the Learning Management System (LMS).

### Further information

Further examination information can be found in the *Examination Policy – Higher Education*.

For further assistance on external examination please contact the Examination Department at [examination@endeavour.edu.au](mailto:examination@endeavour.edu.au).



# Nomination of External Exam Invigilator Form - HE

## Part A - Student to complete sections 1-3

### 1. STUDENT DETAILS

Student Number	Phone Number	
Title	Given Name	Family Name
Email		

### 2. EXAMINATION DETAILS

Subject Code	Subject Title
Exam Date	Exam Time
Exam Venue	

### 3. STUDENT DECLARATION

I (the undersigned) declare that I have read and understood the *Examination Policy - Higher Education* and that the information I have provided within this document is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment and/or delays in processing this form.

I am the student to which this document refers

Signature	Date
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## Part B - Nominated exam supervisor to complete sections 4-5

### 4. SUPERVISOR DETAILS

Title	Given Name	Family Name
Occupation	Phone Number	
Email		

**NOTE:** Nominated Exam Supervisor must supply a copy of their business card or a copy of their certification / registration.

### 5. SUPERVISOR DECLARATION

I (the undersigned) declare that I have read and understood the *Examination Policy - Higher Education* and that the information I have provided within this document is true, correct and complete in every respect. I have no conflict of interest acting in the capacity of supervisor for the above stated exam and agree to observe the prescribed supervision instructions in relation to such examinations.

I have attached a copy of my business card or a copy of my certification / registration

Signature	Date
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