SGA External Examination Policy

1. **Policy Statement and Purpose**
   Whilst invigilated examinations are normally conducted on the campus at which the student is enrolled, students enrolled in on-line courses or single units of study on-line and other students in exceptional circumstances may be able to sit invigilated examinations or other invigilated assessments at an external site.

2. **Scope**
   This policy applies to all students enrolled in an SGA course, with the exception of students enrolled in the NSW High School Certificate.

3. **Background and Need**
   This policy should be read in conjunction with the Student Assessment Policy that applies for the course the student is studying.

4. **Definitions and Abbreviations**
   The key definitions, abbreviations and acronyms are in the SGA Glossary of Terms. The SGA Glossary of Terms also contains a list of the names given to equivalent positions within SGA for Course Coordinator, Academic Director and Head of College.

5. **Policy Provisions**

5.1 **Eligibility for consideration for external examination**
   To be eligible to apply to sit an external invigilated examination or assessment task, students must:
   - Be enrolled with a study mode as on-line Study OR have a valid claim for “Special Leave of Absence” that extends the full duration of the campus’s formal and alternate examination period and
   - Reside more than 150km from the campus at which they are formally enrolled.

   A student who wishes to sit for an external examination or invigilated assessment must complete an application form and nominate an appropriate independent invigilator and a venue. Section 5.4 provides a list of appropriate invigilators/venue. The final appointment of the independent invigilator/venue will be made by SGA.

   All expenses associated with the conduct of an external examination with an independent exam invigilator, including but not limited to any venue, facilities, or transportation costs, are the sole responsibility of the student approved to sit the external examination. SGA will only cover costs associated with the mailing and return of the examination materials to/from Exam Invigilators.

5.2 **External Examinations at SGA campuses**
   A student who is eligible for an external examination, and who lives within 150km of an SGA campus will be required to sit the external examination at that campus unless, under exceptional circumstances, the Head of College is unable to accommodate the student.

   The Academic Director (or equivalent position) will contact the Academic Director of the nearest SGA campus within 150km of the student and request that the student be supervised according to the normal examination procedures. It is expected that the Academic Director will endeavour to accommodate any
requests for external examination supervision, unless exceptional circumstances prevail, for example, the campus is closed on the required date.

5.3 External examinations at non SGA venues

A student who is eligible for an external examination, and who lives more than 150km from an SGA campus may apply to sit their examination at a non SGA venue. The student must nominate an appropriate venue and invigilator. The final decision on both venue and invigilator will be made by SGA following confirmation of their availability to accommodate the examination.

Appropriate invigilators/venues include:
- A suitable person at a recognised tertiary institution, school or training organisation eg teacher, teacher aide or senior administrator;
- Librarian;
- A registered Doctor, Nurse or medical professional, Lawyer, Accountant, Police Officer, Pharmacist;
- Justice of the Peace, Commissioner of Declarations;
- President, Vice President of Rotary, Lions, Probus or similar group;
- An SGA approved vocational placement supervisor (or equivalent registered practitioner within field of study);
- A current permanent academic staff member of SGA;
- A current permanent staff member at a Study Group Office or College overseas;
- A suitable person at an Australian Embassy/Consulate eg Training or Education Officer.

The exam invigilators nominated by the student must not be related to or reside with the examination candidate, or be a student of SGA.

The exam invigilator selected to conduct the examination must agree to:
- be responsible for the secure receipt and handling, and timely return of the examination materials provided to them, (eg. the examination paper, examination answer booklet/s and questionnaire sheets, examination audiovisual materials, etc).
- conduct the external examination in accordance with campus’s Examination Guidelines and Procedures and in accordance with the instructions printed on the front cover page of the exam. The exam must be conducted on the date and time specified and at the venue agreed.

6 Roles and Responsibilities

6.1 Student

It is the responsibility of the student who believes they are eligible to sit an external examination or invigilated assessment to:
- Complete an application for requesting an external examination;
- Nominate an appropriate invigilator and venue, if they reside more than 150km from any SGA campus;
- Ensure that the nominated invigilator is willing to supervise the examination;

6.2 Course Coordinator

It is the responsibility of the Course Coordinator to ensure that:
• An external examination plan is in place for every student in their course, studying in ‘on-line’ mode and every student who has “Special Leave of Absence’ over the examination period;
• A list of students requiring an external examination with details of venue, external invigilator, date, time and duration of examination and the name of examination is provided to the Academic Director at their campus;
• Nominated invigilators are contacted in good time to ensure they are willing and able to supervise the examination of assessment; and
• The required documentation including Examination Guidelines, Examination materials, and materials to facilitate return of the exam paper is provided.

6.3 Academic Director

It is the responsibility of the Academic Director to ensure that:

• The lists and requirements for external examinations are compiled;
• An application to provide external examination support is made to the Academic Director of a campus within 150km of a student eligible to sit an external examination;
• A prompt response is given to the request from Academic Directors from other campuses to assist with external examination supervision; and
• The examination procedures and guidelines for conduct of external examinations are followed.

6.4 Head of College

It is the responsibility of the Head of College to ensure that the policy for the conduct of external examinations is adhered to.

6. Supporting Documents

Relevant Student Assessment Policy of the College
Examination Guidelines to Student
Request for External Examination Form

8 Approval and Review

<table>
<thead>
<tr>
<th>SGA External Examinations Policy</th>
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</thead>
<tbody>
<tr>
<td><strong>ELT Custodian</strong></td>
</tr>
<tr>
<td><strong>Policy owner</strong></td>
</tr>
<tr>
<td><strong>Version Number</strong></td>
</tr>
<tr>
<td><strong>Approval Authority</strong></td>
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<tr>
<td><strong>Approval Date</strong></td>
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<tr>
<td><strong>Implementation Date</strong></td>
</tr>
<tr>
<td><strong>Next Review Date</strong></td>
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</tbody>
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