PERSONAL EXAM SUPERVISOR INSTRUCTIONS OUTLINE
As a Swinburne Online exam supervisor you are expected to adhere to the procedures outlined in this document. It should answer any questions about your responsibilities as a supervisor.

In these guidelines you will find:

- **Handling Exam Guidelines**: page 2
  - How and when you will be receiving the examination and what should be done after the conclusion of the exam.

- **Instructions For Exam Day**: page 3
  - Breakdown of what is required of the exam room, the student and yourself on the day of the exam.

- **Instructions for multiple-choice questions**: page 4
  - How students must indicate their responses on the multiple-choice answer sheet

- **Examination Announcements**: page 5
  - The four announcements that are to be read out during the examination.

- **Supervisor’s Report**: page 6
  - You are to fill this out and send it back with examination materials.

- **Insufficient ID Report**: page 7
  - On the exam day if the student fails to provide valid photo ID then please fill out this form and send it back with the exam.

MISCONDUCT
If you suspect your student has breached their exam conditions in any way, please write a detailed report on the Swinburne Online Supervisor Report and attach additional pages as needed. Please contact Swinburne Online for further advice if required.

SWINBURNE ONLINE CONTACTS
Lauren Miles
Examinations Coordinator
Email: exams@swinburneonline.com
Phone: +61 3 9956 0679
Personal Exam Supervisor Instructions

**Handling Exam Guidelines**

**Receiving the Exam**
Exams will be emailed to you the week ending Friday 6th June. You need to have the facility to print these documents out for the day and scan them in order to email them back after the student has completed their exam.

If you do not have these facilities or would prefer the exam posted to you, please respond to exams@swinburneonline.com by Monday 2nd June.

**Keeping the Exam Secure**
Exam papers need to be kept secure. Please store the exam materials in a locked cabinet or safe where possible.

The student you are supervising **must not** have access to the exam papers until the exam. This is very important and is part of your duties as a Swinburne Online examination supervisor. The student is not to have access to the exam paper (whether it is blank or not) after the exam.

**Returning the Exam**
Please send the completed Examination papers and Supervisor’s Report back to Swinburne Online **within 24 hours of the student completing the exam** to ensure that they are graded and the student receives their results by the official Results Publication Date. Please scan and upload to http://swinburneonline.edu.au/pes-exam-submission-webform. All pages for the examination paper must be returned, even if they are blank.

Ensure that both the signed attendance roll and supervisor report are returned with the examination paper.

Once the documents have been received and confirmation has been given to you, please shred the Examination papers and Supervisor’s Report on the designated date (usually 3 weeks after the exam).
INSTRUCTIONS FOR EXAM DAY

YOUR ROLE
As a Swinburne Online Examination Supervisor, you need to ensure that the student is neither advantaged nor disadvantaged by their exam conditions. Please ensure the student:

- presents photographic ID
- has the allowed stationery
- sits the correct examination at the correct time and date
- is given the allowed amount of time
- does not have an unfair advantage or additional information

EXAM ROOM
Please ensure that the exam room will be quiet and free from distraction. The room will have good lighting and natural sunlight if possible. The room should be free of posters or potentially relevant academic information where possible.

The student you are supervising should not have access to the exam room prior to the exam.

SETTING UP THE EXAM
The room will need to be set up before your student enters. When setting up, please lay the examination paper/s face down on the desk.

Any additional materials supplied or official attachments are to be placed underneath the examination papers.

EXAM COMMENCEMENT
You should be able to sight photographic ID prior to the exam’s commencement. Your student may enter the exam room and take a seat once this requirement has been satisfied. As soon as the student enters the room, please ensure that exam conditions are observed.

ANNOUNCEMENTS
Four announcements are to be read out to the student at various times during the course of the exam. These are outlined on page 4 of these instructions.

COLLECTING THE EXAM
Please ensure that all exam materials are collected upon completion of writing time. Students are not permitted to keep a copy of the examination paper.
Personal Exam Supervisor Instructions

**INSTRUCTIONS FOR MULTIPLE-CHOICE QUESTIONS**

The response for some multiple-choice examinations must be written on a teleform provided with the examination materials. During the examination, students must complete the details at the top of the teleform. When collecting the examination materials, check that the student details on the form have been completely filled in.

Students must indicate their chosen response next to the correct question number. Each box must be filled in completely.

If the student makes a mistake with a response, they must fully erase the incorrect response. It is therefore recommended that students use 2B pencil for their responses.

Any multiple-choice answers indicated directly onto the examination paper will not be marked.
Personal Exam Supervisor Instructions

EXAMINATION ANNOUNCEMENTS

1. PRIOR TO THE COMMENCEMENT OF READING TIME

If open book exam:
“Remove any allowable reference material from your bags and place them on the desk. No further items may be taken from your bag during the examination.”

“You are required to follow my instructions at all times throughout the examination. Failure to do so may constitute a reportable breach of examination discipline.

Mobile phones and electronic gadgets including MP3 Players and tablet devices must be TURNED OFF and placed in your bag. DO NOT leave them on your person. Failure to do so may constitute a breach of examination discipline.

If you have unauthorised material in your possession, please hand it over now. Failure to hand in unauthorised material prior to the commencement of reading time will constitute a breach of examination discipline.

From this point, any breach of examination discipline will be reported and investigated.

You may now commence reading the examination paper. There is to be no writing.”

2. AT THE END OF READING TIME

“When instructed to commence writing, you must fill out your identification details, student declaration and other details required for the examination on the Examination Booklet and related materials as necessary.

You may now commence writing.”

3. WITH 15 MINUTES OF WRITING TIME REMAINING

“You have 15 minutes to finish the exam. Please ensure your name and student ID number is on all Examination Booklets and materials.”

4. AT THE END OF WRITING TIME

“Please stop writing now.

Remain in your seat until all examination materials have been collected.”
Personal Exam Supervisor Instructions

**SUPERVISOR’S REPORT**

If you are supervising a person for more than one exam please provide a copy of this report for each of the examinations.

**EXAMINATION DETAILS**

<table>
<thead>
<tr>
<th>Unit Code:</th>
<th>Unit Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Venue:</td>
</tr>
<tr>
<td><strong>Examination Times</strong></td>
<td></td>
</tr>
<tr>
<td>Reading time due start:</td>
<td>Actual start:</td>
</tr>
<tr>
<td>Writing time due start:</td>
<td>Actual start:</td>
</tr>
<tr>
<td>Due finish:</td>
<td>Actual finish:</td>
</tr>
</tbody>
</table>

**STUDENT DETAILS**

- Student name:
- Student ID number:
- **Swinburne Student Card presented plus Photo ID** (please circle):
  - Passport / Driver’s Licence / Other (please specify)

**MAIN REPORT**

Please list any matter Swinburne Online should know about (e.g. disturbance, illness, possible misconduct, paper errors, etc. with details of time, occurrence, action taken, etc.)

If necessary, please attach any additional information.

**DECLARATION**

I acknowledge that that the examination was conducted under exam conditions as per the Swinburne Online Supervisor Instructions for Exams.

Supervisor name: .................................................................

Signature: ................................................................. Date: DD / MM / yyyy
Personal Exam Supervisor Instructions

**INSUFFICIENT ID REPORT**

Attach this page to the Examination Booklet for the student(s) that did not have a Swinburne Student ID card plus a valid form of photo ID.

If possible please take a photograph of the student and email it to exams@swinburneonline.com with your venue name, the student ID number, name and the exam subject immediately following the exam.

Make a note about this student on the Supervisor’s Report on Page 5.

If you cannot take a photograph of the student please let us know. If necessary we may ask the student to bring ID to you at another time and have you sign a declaration form that this was the student who sat the exam.

### 1. STUDENT & EXAMINATION DETAILS

<table>
<thead>
<tr>
<th>Student ID Number:</th>
<th>Student Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Code:</td>
<td>Unit Name:</td>
</tr>
<tr>
<td>Examination Date:</td>
<td></td>
</tr>
</tbody>
</table>

### 2. OTHER ID PROVIDED

Please describe what other forms of ID the student had, if any:

### 3. ADMINISTRATION

- **Student photographed:** Yes / No
- **Student asked to return after exam with photo ID:** Yes / No
- **Supervisor Name:**
- **Supervisor Signature:**