Examinations

**ALTERNATIVE EXAM LOCATIONS**

At Swinburne Online we understand that our students are located all over Australia, and an increasing number of students are now studying from international locations. Since we cannot have a venue to cater to all locations, we have brought in the role of the Personal Exam Supervisor (PES) to make it as convenient as possible for all students regardless of location.

A number of our students study with us due to the flexibility that online study provides for daily life. However, university industry standards still apply to assessments, which is why examinations are necessary. As the PES will be enacting the university examination standard on our behalf, it is a requirement that each supervisor’s qualifications and/or position can be properly verified. The PES has the option of claiming payment from Swinburne Online for their services, and consequently we do require that the supervisor adhere to our guidelines.

We require students to source a PES if they:

- live more than 100kms from a registered exam venue;
- have a disability which prevents them attending a venue;
- have only a small number of students in their location.

The PES is responsible for ensuring you complete your assessment under exam conditions. To qualify for the role they must:

- have academic or legal standing in the community;
- be an English-speaking person;
- NOT be a relative, partner, close friend or another student;
- NOT have a vested or conflicted interest in your result.

At the time of nominating a PES, a business email address must be provided to verify their position. If a business email address cannot be provided, additional evidence is required (e.g. business card, teacher registration). Please note that Hotmail, Gmail and Yahoo accounts are not classified as business email addresses; ISP accounts such as aapt, iinet or dodo are also not classified as business addresses.

See the following page for the categories of people that do and do not qualify.
### Categories of people who qualify (in preferential order):

<table>
<thead>
<tr>
<th>Category</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tertiary or TAFE institution</td>
<td>A number of universities and TAFE colleges can provide invigilation/venue services to outside students. General employees of universities are also eligible, but subject to approval and supporting documentation. The examination must be held at the university.</td>
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<tr>
<td>Primary/Secondary schools</td>
<td>A university-qualified teacher or the registrar from a local school. The examination must be held at the school.</td>
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<tr>
<td>Library</td>
<td>Any library service operated by a local council or tertiary institution.</td>
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<tr>
<td>International embassies</td>
<td>The supervisor must be employed by the embassy, and the examination conducted at the embassy.</td>
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<tr>
<td>Police officer</td>
<td>The examination must be held within the police station</td>
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<tr>
<td>Other</td>
<td>Other people who can act as a supervisor, subject to approval and supporting documentation, include Justices of the Peace, doctors, dentists, registered nurses, military officers, religious leaders, pharmacists and accountants. Education centres in a prison also qualify, if the student is studying from the same facility. The supervisor must be an employee of the prison.</td>
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</tbody>
</table>
| Senior staff at your place of employment | The acceptable categories of roles within your workplace are:  
  - Training/education officer  
  - Business/HR manager  
  - Accounts manager  
      Please note that direct line supervisors are **not** acceptable. (Exceptions are made for defence staff on deployment.) The option to sit your examination within the workplace is only available if you cannot get leave from work to attend an outside venue. |

### Examples of categories who do not qualify:

- Retail staff
- Personal trainers
- Administration assistants
- Any person that disputes or cannot otherwise adhere to the examination instructions
- Day care staff
- Small business owners
- Hairdressers
- Any person that cannot be verified, either through a business email address or supporting evidence.