

Nomination of External Exam Invigilator Form - HE

Frequently Asked Questions



Am I Eligible?

To be eligible to apply for an external examination, you must meet the following requirements:

- Live more than 100 kilometres from a campus; and
- Be studying in online mode - no applications for external exam invigilation will be accepted for any students enrolled in on campus mode for a subject.

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's reference.

When Do I Lodge My Application?

If you are eligible to apply for external invigilation, you must submit the *Nomination of External Exam Invigilator Form - HE* **at least one calendar month prior** to the final exam period.

Where Do I Lodge My Application?

Nomination of External Exam Invigilator Form - HE must be submitted to examination@endeavour.edu.au

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.

How Will I Be Notified Of The Outcome?

Your application will be processed within 10 working days of the receipt of your form and you will be notified of the acceptance or otherwise via email.

How Will The Examination Be Dispatched?

The exam paper and invigilation instructions will be emailed to your supervisor approximately 2-3 working days prior to the exam date.

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 or on 1300 462 887 (Option 2).

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Part A - Student to complete sections 1-3

1. STUDENT DETAILS

Student Number		Phone Number	
Title	Given Name	Family Name	
Address			
Suburb	State	Postcode	
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, I live more than 100 kilometers from a College campus

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	
Address		
Suburb	State	Postcode
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, and 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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OFFICE USE ONLY

Received by	Date received
Request	<input type="checkbox"/> Approved <input type="checkbox"/> Declined <input type="checkbox"/> Student notified of outcome via email
Authorised by	Signature
<input type="checkbox"/> More information required	Date processed
<input type="checkbox"/> Recorded in FileMaker	Date exam sent
<input type="checkbox"/> Filed	Initialed