

Open Access College: 1 – 37 Marden Road, MARDEN SA 5070. Telephone: (08) 8309 3500 web: www.openaccess.edu.au **Student Services:** Telephone: (08) 8309 3500 (option 2) Fax: (08) 8362 0045
Email: student.services@openaccess.edu.au

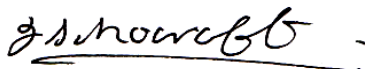
Dear Test/Exam Supervisor

To ensure the fairness and integrity of subject assessments and to meet the requirements of South Australian Certificate of Education (SACE) Board, students of the Open Access College must nominate a Supervisor for tests and examinations.

For reasons of impartiality, this Supervisor should be a responsible adult, who is **NOT A FAMILY MEMBER AND/ OR PARTNER**. This person must be prepared to

- Receive the assessment tasks from the subject teacher
- Store these tasks until they are due to be done
- Supervise the test/examination to ensure that the work is completed independently by the student under the conditions prescribed by the subject teacher eg time allowance, closed book/open book
- Verify that the student's work is his/her own and has been completed according to the prescribed guidelines
- Post the completed tasks by the due date and keep a record of posting dates.

Thank you for your cooperation.



Jeane Schocroft
Deputy Principal

Supervisor's Declaration Form

2021

Tests and examinations form a major component of student's final assessment. It is important that all students complete these assessments under similar conditions. We appreciate your assistance in ensuring that the conditions listed above are observed.

I (print name in full)

Of (print address in full)

Suburb..... Postcode.....

Telephone Mobile phone

Email

undertake to strictly supervise and return all tests and examinations completed by:

..... (student's full name)

and to verify that the tasks have been completed independently by the student within the prescribed time and under the conditions specified eg whether or not reference to other materials is allowed.

****I confirm that I am not a family member / partner of this student.****

Signature Date

This declaration must be attached to the application form at time of enrolment