



Nomination of Exam Supervisor Form

Required for all students in Years 10, 11 and 12

The Cairns School of Distance Education requires a **responsible, unrelated adult** supervise your student during summative examinations. The person that you nominate could be a friend, neighbour or work colleague.

Students may request to sit their exams at Cairns School of Distance Education, however, please be advised that you must present at the school at the required time.

For more information about Exam Supervisors, please read the Exam Supervisor Information attached.

Exam Supervisor cannot be related to the student.

Step 1: Nominate Supervisor			
Name of Student		Date of Birth	Year Level
Supervisor Details			
Supervisor Name		Phone Number	
Postal Address			
Email Address			
Signature of Exam Supervisor		Date	

Step 2: Email form to year10toyear12enrolments@cairnssde.eq.edu.au

Privacy Statement

The Department of Education is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

- i. assessing whether your application for enrolment should be approved
- ii. meeting reporting obligations required by law or under Commonwealth – State funding arrangements
- iii. administering and planning for providing appropriate education, training and support services to students
- iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- v. communicating with students and parents

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (Qld). Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school in the first instance.





Exam Supervisor Information - FAQ

1. What are the responsibilities of the Exam Supervisor?

An Exam Supervisor assists with preparing the students for their Senior Exams by creating similar exam conditions. The Exam Supervisor is responsible for receiving the exams for the student, following the exams instructions (e.g. time allowances), upholding exam integrity and emailing the exam back to student's teacher. Exam Supervisors are not required to mark the exam. Internet access and comfortability with using emails is a must.

2. Who can I ask if I don't know anyone in my community?

Additional community members that could assist may include Librarians, Justices of the Peace, Police Officers, Teachers, Public Servants, Bank Officers and Ministers of Religion etc.

3. When will the Exam Supervisor need to be available?

At the start of the year or enrolment, a work return calendar for each subject is provided to students which includes dates for any exams for the subject. It is the responsibility of the student and parent/carer to contact the nominated Exam Supervisor to make supervision arrangements.

The Exam Supervisor will receive the exam from the Subject Teacher prior to when the exam is due to be held.

4. Can the Exam Supervisor change if the current person nominated isn't available?

The nominated Exam Supervisor can be changed as required. If you wish to nominate a new Exam Supervisor, please complete this form again and email it to Year10toyear12enrolments@cairnssde.eq.edu.au

5. Where does the student sit the exams?

It is up to the parent/carer to negotiate an appropriate place with the Exam Supervisor for the student to sit the exam. It is recommended that the exam is held in a quiet, distraction free space. If you are nominating to sit the exam at Cairns SDE, the day and time for onsite exams will need to be confirmed with the individual subject teacher (usually a Wednesday or a Friday). All students attending onsite exam supervision must present to the designated block on arrival to sign in prior to the commencement of exam.

6. Can a Parent/Carer/Home Tutor be the Exam Supervisor?

No. The Exam Supervisor needs to be someone **not related** to the student to ensure that exam integrity is upheld.

Any questions or concerns, please call Cairns School of Distance Education on 07 4080 9111.