Exam Supervisor Policy

Section 1 - Purpose and Scope

(1) The purpose of this Policy is to establish:

    a. a process for the selection and recruitment of Exam Supervisors both on campus and externally;

    b. a central register of Exam Supervisors; and

    c. training and performance reviews for Exam Supervisors.

Scope

(2) This Policy applies to all Exam Supervisors engaged by the University.

Section 2 - Definitions

(3) Exam Supervisor means a person responsible for supervising an Examination in accordance with Section 7 of the [Rules Relating to Awards - Rule 3 - Coursework Awards - Student Assessment and Examinations](#).

(4) Examination means a formally invigilated examination conducted in accordance with Sections 6 and 7 of [Rule 3 - Coursework Awards - Student Assessment and Examinations](#).

(5) External Exam Supervisor means an Exam Supervisor responsible for supervising an Examination which is conducted at a venue other than at an SCU campus.

(6) Internal Exam Supervisor means an Exam Supervisor responsible for supervising an Examination conducted on an SCU campus.

Section 3 - Procedures

Recruitment and Selection

(7) Student Administration Services will select and recruit Exam Supervisors in accordance with this Policy.

(8) Exam Supervisor candidates must submit a resume to Student Administration Services which includes the candidate's:

    a. professional work history, including volunteer work;

    b. formal qualifications; and

    c. details of at least two referees.

(9) Student Administration Services must:

    a. verify the candidate's credentials for suitability; and

    b. conduct reference checks.

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Register of Exam Supervisors

(10) Student Administration Services will maintain an electronic central register of all Exam Supervisors detailing:

    a. name;
    b. contact details;
    c. location of Examination centre; and
    d. a copy of their resume.

Training

(11) Exam Supervisors must undertake training as set out in this Policy and as required by Student Administration Services.

(12) Student Administration Services will conduct annual training sessions for Exam Supervisors at each University campus location. Internal Exam Supervisors must attend at least one training development session every year.

(13) Student Administration Services may require External Exam Supervisors to undertake online training.

(14) Student Administration Services may conduct reviews of Exam Supervisors' performance, including feedback from students, to assess their:

    a. suitability;
    b. exam supervising methods; and
    c. effectiveness.

Section 4 - Guidelines

(15) Nil.

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Responsible Executive	Brendon Nelson Vice President (Students) and Registrar
Head of Work Unit	Donna Moffitt Director, Student Administration Services +61 2 66203214
Enquiries Contact	Student Administration Services