

In addition to the current process of collecting exam papers from the Exam Distribution Room we will also be giving LICs or nominee the option to collect their completed exam papers directly from the venue at the end of the exam.

**\*\*Please note that this is not available for special exams, only main exam sittings.**

In order for LICs to collect exam papers from the exam venue the following process must be followed;

- The LIC must email [examinations@acu.edu.au](mailto:examinations@acu.edu.au) at least 48 hours before the exam and notify central exams team that they would like to do so
- If they wish to nominate another person to collect the papers this must be included in the email
- Central exams will notify the EDR staff if the papers are to be collected at the venue, this may be listed on the exam pack cover if central exams were notified before pack covers were printed, otherwise the EDR staff will notify the Principal Supervisor upon collection of papers before the exam
- The LIC or nominee is to go to the exam venue 5 to 10 minutes after the finish time the exam
- The LIC or nominee is to wait for the exam supervisor to complete all their counting and checks before approaching them to collect the paper
- The LIC or nominee is to show their ID to the supervisor in charge (if they are not listed as the LIC, second contact or approved to collect the papers they are not allowed to collect them)
- The LIC or nominee is to count all the exam materials to ensure they are all accounted for
- Sign the exam script receipt as directed by the supervisor
- If the LIC or nominee refuses to count the exam material the supervisor is to note this on the exam script receipt

**\*\*Please note that the supervisor will not to wait longer than 15 minutes after the exam finish time for the LIC or nominee.**