



Examination Supervisor Training

2020

Examinations & Results

2020

Acknowledgement of Country

In recognition of Aboriginal and Torres Strait Islander peoples spiritual and cultural connection to Country and in continuing ACU's commitment to Reconciliation, it is customary to acknowledge Country as we pass through. Today we acknowledge and pay our respects to the First Peoples, the Traditional Owners and custodians of the lands and waterways. We thank them for their continued custodianship.

We acknowledge and celebrate the continuation of a living culture that has a unique role in this region. We acknowledge Elders past and present and thank them for their wisdom and guidance as we walk in their footsteps.

Mission Statement

**Within the Catholic intellectual tradition
and acting in Truth and Love,
Australian Catholic University is
committed to the pursuit of knowledge,
the dignity of the human person and the
common good.**

Who's Who?

Examinations & Results (E&R) Section

Exams & Results Coordinator

Katie Cooper 07 3623 7138

Administrative Support Officers (Exams & Results)

Annyse Applegate 07 3623 7133

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Why are we here today?

- To get a hands-on guide of how to run an exam session
- To ensure a consistent exam experience for our students

What does a student want from us?

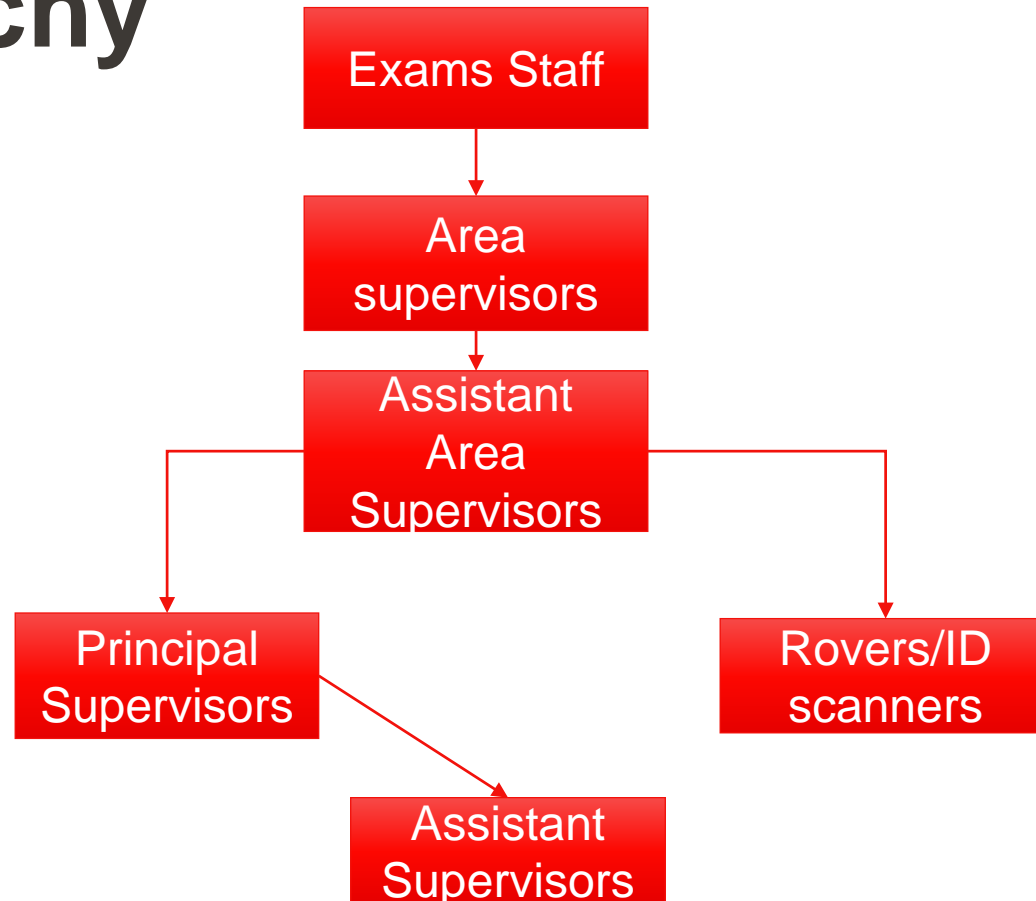
What students say

- Consistent experience for each exam
- Calm environment
- Clear direction
- To just get on with their exam

Agenda

- Staff hierarchy
- Resources available to help with exam set up
- How to deal with misconduct
- How to fill in reports and arrange exam material

Hierarchy



Scenario – Set up exam venue

- Where do I go – PS & AS
- [Supervisor sign in and out](#)
- Check the layout
- [Exam papers and material on tables](#)
- Signage – where do we put it?
- Log on to computer and display exam details and clock – new folder saved on desktop

Scenario - Announcements

- Outside the venue
- Inside the venue

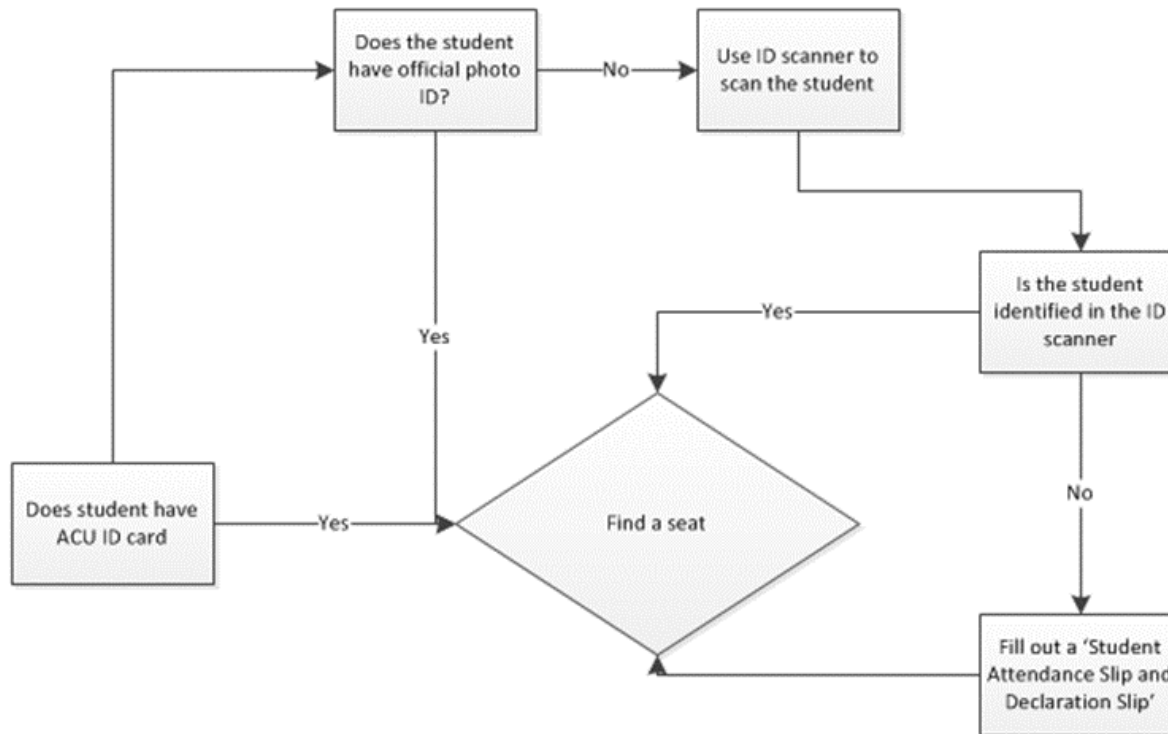
Scenario – Venues with multiple exams

- Table numbers
- Display the seating chart outside venue
- Announce to students where they will sit
- Confirm students are at the right exam
- Collecting papers

Scenario - Noise

- What noise is acceptable on entering the venue
- How to speak to a noisy student
- What to do with external noise disruptions
- Fire alarms

Scenario – ID checks



Scenario – Late students

- How late – last entry 30 minutes after start time
- Where do I send the student
- What if they won't leave?
- What if the LIC insists the student sits the paper
- Reporting

Scenario - Cheating

- What do students do
- When to approach a student
- What to say
- How to handle cheating notes etc
- Toilet breaks

Scenario – LEO exams

- What is a LEO exam
- Supervisor responsibility
 - Just supervise
 - Check PCs work
- LIC responsibility
 - Open the exam
- What if the LIC is late?
- What if the LIC does not turn up?
- What to do if the exam closes early

Scenario

– Supervisor responsibilities

- How to supervise
- Where to stand
- Can I talk?
- [Filling out attendance sheet](#)

Scenario – Odd incidents

- What to do when a student refuses to remove their hat (non religious headdress)
- What happens if a student gets ill
- Oh no! The air-conditioning/heating is not working

Questions

- All questions regarding pay, rosters superannuation etc should be directed to the exams team via email acu.examinations@acu.edu.au
- Any issues with getting to a shift during the exam period should be reported to the Area Supervisor immediately