



ATTENTION

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 Charles Campbell College must nominate a Supervisor for tests and examinations. For reasons of impartiality, this Supervisor should be a responsible adult, and during the current situation with Coronavirus can be a family member.

This person must be prepared to:

- Receive the assessment tasks from the school leader
- 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 (e.g. 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
- Email/post online/post the completed tasks by the due date and keep a record of sent dates.

Thank you for your cooperation.

Enclosed is the _____ Test for the Topic: _____

This test **MUST** be returned by

Could supervisor please ensure that the following conditions are observed during the test:

- The test is **supervised at all times**
- The time limit of _____ **minutes** is observed
- SACE approved calculators are permitted.
- *Students may use the attached Formula Sheet. No other notes or support material allowed*

Students are NOT responsible for returning their own completed tests. This must be done by the supervisor and this attachment form should be signed and attached to the test.

The tests form a major component of the student's final assessment in this course. It is important therefore that all students complete them under similar conditions. We appreciate your assistance in ensuring these conditions are observed. Please sign the form below and return it via email or DayMap message with the completed test.

Please contact me if you have any questions about the process.

Declaration by Student:

I hereby certify that no part of this assignment or product has been copied from any other student's work or from any other source except where due acknowledgement is made in the assignment.

No part of the assignment/product has been written/produced for me by any other person except where collaboration has been authorised by the Teacher concerned.

I am aware that this work will be reproduced and submitted to plagiarism detection software programs for the purpose of detecting possible plagiarism.

Name: _____

Date: _____

Declaration by Supervisor

The test was completed under the conditions listed above:

Supervisor: _____

Signature: _____

Date : _____
