



# EXAM PROCESS AND SUPERVISOR NOMINATION

There are two options for Senior Secondary students to complete their exams during their enrolment at CapSDE; Offsite and Onsite. Please consider both options below when deciding what is best for your student.

## OFFSITE EXAM PROCESS

### 1. Exam Scheduling & Notification

The exam timetable is available via:

- [Offsite Exam Timetable in QLearn Secondary Cohort 2026](#)
- [OneSchool Student Assessment Planner](#)

### 2. Supervisor Nomination Process

Students who cannot sit exams on campus must nominate an eligible supervisor.

- **Eligibility Criteria:** The nominated supervisor must not be related to or reside with the student. A list of eligible candidates is provided on Page 2.
- **Nomination Form:** Complete and return the Supervisor Nomination Form with the following details:
  - Full Name
  - Postal Address
  - Email Address
  - Phone Contact

### 3. Exam Supervision & Completion

- **Exam Materials:** Exams will be posted to the approved Exam Supervisor. Under no circumstances will an exam be posted to Student or Home Tutor.
- **Scheduling:** Parents must coordinate with the supervisor to schedule the exam within the designated exam period.
- **Student Responsibility:** Students must bring all required materials and adhere to exam conditions.
- **Electronic Devices:** Mobile phones and other electronic devices are not permitted in the exam room (excluding approved medical AARA).
- **AARA Provisions:** Any Access Arrangements and Reasonable Adjustments (AARA) must be applied for and approved before the exam.

### 4. Exam Submission

- **Scanning & Emailing:** Completed exams must be scanned and emailed to Capricornia SDE [exams@capricorniasde.eq.edu.au](mailto:exams@capricorniasde.eq.edu.au) .
- **Hard Copy Submission:** The original hard copy must be posted back using the provided Reply-Paid envelope.

## ONSITE EXAM PROCESS

### 1. Exam Scheduling & Notification

The exam timetable is available via:

- [Onsite Exam Timetable in QLearn Secondary Cohort 2026](#)
  - Students **must** access timetable to know date and time of onsite exam
- [OneSchool Student Assessment Planner](#)

### 2. Exam Day Procedures

- **Sign-in:** Students must sign in at the campus office at least 15 minutes before the exam.
- **Equipment:** Students must bring all required materials.
- **Exam Completion:** Upon finishing, students must sign out before leaving the campus.

For any updates regarding exam supervision details, please contact Capricornia School of Distance Education promptly.

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For further assistance, please reach out to Capricornia SDE administration.

## Considerations when choosing an Exam Supervisor

Parents can nominate an exam supervisor who is a *trusted individual living near the student* who will adhere and uphold [Academic Integrity](#). The exam supervisor **cannot be a family member, parent, or home tutor**. Suitable supervisors may include professionals such as teachers, librarians, accountants, police officers, or community leaders. If parents are unsure whom to choose, they can consider someone from their local school, workplace, or community who meets the criteria.

The selected supervisor will receive instructions on administering the exam and must complete a declaration form to ensure the Academic Integrity of the exam process. Once the exam is completed, it must be scanned and emailed back from the supervisor's email address. Under no circumstances should a parent or family member have direct access to the exam.

## CAPRICORNIA SCHOOL OF DISTANCE EDUCATION EXAM PROCESS & SUPERVISOR NOMINATION FORM

### Student details

Full Name	
Date of birth	
Year level	
Exam location	<input type="checkbox"/> Onsite Rockhampton <input type="checkbox"/> Onsite Emerald <input type="checkbox"/> Offsite

### Supervisor details (Required for Offsite Exams)

Full Name	
Occupation	
Postal Address	
Suburb	
Postcode	
Phone Contact	
Email Address	

### Supervisor declaration

I agree to act as the official exam supervisor for the above student and accept responsibility for ensuring that exam conditions are met.

Supervisor's Signature	
Date	

NOTE: **The Supervisor must not be related to or reside with the student.**  
Email and phone contact details must be completed.

### Form submission

Please return this completed form to:  
Capricornia School of Distance Education  
✉ Email: [exams@capricorniasde.eq.edu.au](mailto:exams@capricorniasde.eq.edu.au)