

# CAPRICORNIA SCHOOL OF DISTANCE EDUCATION

## YEAR 11 & 12 INTERNAL & COMMON INTERNAL EXAM PROCESS

### Where will you sit your exams?

### Onsite Exam Process

### Offsite Exam Process



#### SIT EXAM ON CAMPUS

Parents/Home Tutor commit to transporting their student to either the Rockhampton or Emerald Campus of CAPSDE at the scheduled exam time.



#### COMPLETE EXAM SUPERVISOR NOMINATION FORM

Complete a Supervisor Nomination form indicating

- student's details
- campus that your child will be sitting their exam.

Return completed form to CAPSDE upon enrolment.



#### FIND EXAM SUPERVISOR

Find & nominate an eligible person who agrees to supervise the student for exams.  
Can not be related to or residing with the student.  
*Full list of possible candidates provided to parents on page 2 of Exam Supervisor Nomination form.*



#### COMPLETE EXAM SUPERVISOR NOMINATION FORM

Return completed Supervisor Nomination form with ALL required details and signatures to CAPSDE upon enrolment.

- Postal Address
- Email
- Phone contact



#### EXAM TIMETABLE SENT TO HOME TUTORS & STUDENTS

Once finalised, you will find the Exam Timetable on:  
Blackboard Announcements  
Emailed to students  
Emailed to families/Home Tutors



#### EXAM TIMETABLE SENT TO HOMETUTORS & STUDENTS

Once finalised, you will find the Exam Timetable on:  
Blackboard Announcements  
Emailed to students  
Emailed to families/Home Tutors

#### ON-CAMPUS EXAM TIMES ARE MANDATORY

Student must sign in at the campus office upon arrival, 15 mins prior to the exam start time indicated on the Exam Timetable.

It is the student's responsibility to arrive with all of the required equipment to sit the exam.



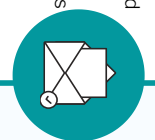
#### PARENT TO CONTACT SUPERVISOR

Organise a time with your exam supervisor to sit the exam.  
*Student is responsible for bringing all the required equipment to the exam sitting.*

Exam must be completed & returned to CAPSDE within the week that the exam has been timetabled.

#### EXAMS POSTED TO EXAM SUPERVISOR BY SCHOOL

CAPSDE will post a hard copy of the exams to your child's approved Exam Supervisor.  
Please contact school with any updates to your Exam Supervisor's details.



#### EXAM REQUIREMENTS

Students will not be permitted to have their mobile phone or any other electronic device in the exam room.

**All AARAs (extensions & support provisions) must be applied for and approved prior to the exam by CSDE/GCAA**



#### STUDENT COMPLETES EXAM

Upon completion of the exam the student may be collected from the campus.

Please ensure your student signs out.



#### STUDENT COMPLETES EXAM

Once complete, the exam must be scanned and emailed back to the school. The original hard copy must be posted in the REPLY PAID envelope back to the school.

**All AARAs (extensions & support provisions) must be applied for and approved prior to the exam by CSDE/GCAA**

