
Preparation of the electronic examination room/s

- a. IT managers and SACE coordinators should liaise to determine which rooms will be used to administer both the August trial examination and November final examination.
- b. The SACE coordinator and IT manager are to be available when preparing the electronic examination room.
- c. The technical and physical set-up of the exam room should be planned in advance.
- d. Students must have sufficient working space to enable use of both the electronic device, the paper question booklet and for physical resources such as pens, dictionary, scribble paper and the exam booklets.
- e. The SACE coordinator must decide how many candidates are to be supervised in each room.
- f. Students granted Special Provisions should be considered when determining the seating plan and may require separate exam rooms.
- g. Seating around hubs or the room perimeter may be more appropriate than seating students in rows.
- h. All students must be seated in such a way that they cannot overlook the screen of another student. The edge of one student's screen must be at least 1.5 metres from the edge of the nearest screen. Exam centres/schools are not to install privacy screens between students' screens.
- i. Check that diagrams, maps, and other teaching aids have been placed out of sight of the students.
- j. Ensure that a whiteboard is available to write the Examination Start code.
- k. The covers of the script books are colour-coded by size to help identification. Ensure that you use the correct script book for each examination: for English Literary studies they are blue 8 ruled pages.
- l. Signs are placed outside and near the exam room advising that examinations are on and asking for cooperation and quiet.
- m. The evacuation route and assembly point for the room are known and shared.
- n. Ensure there is at least one Exam invigilator in each examination room throughout the examination and while any student is in the room. The Exam invigilator may be relieved from time to time, provided that there is always at least one Exam Invigilator in the room.
- o. Ensure that the Exam invigilator has access to a time device. It may be necessary to time student breaks and add additional examination time for students under certain circumstances.
- p. Devices that the Exam invigilator and the students use should meet device minimum technical requirements.
- q. Each room used for the electronic examination requires a device for the Exam invigilator.
- r. For device issues or breakdowns and as contingency for students not enrolled in the exam at that location, it is recommended that you have a minimum of 2 spare devices available for up to 20 students and 1 additional spare device per 10 additional students.
- s. School device log in information should be provided if the device requires the students to Log in before they access the SACE Exam Browser.
- t. Schools will need to consider health and safety issues around the seating, access to power, network, and cabling that may be required.
- u. Devices should be fully charged and virus-free. The device battery should be able to last for three hours.