

## Special Examination Centre Policy

This policy applies to SACE students requesting to sit a SACE Board of South Australia examination either interstate or overseas.

### Policy statement

The SACE Board provides the opportunity for eligible students to undertake an external examination in a special examination centre either interstate or overseas. The SACE Board charges a fee for this service.

### Eligibility

A student may be eligible to sit a SACE examination interstate or overseas if he/she:

- is representing the state/territory or Australia for an official duty (for example, at a sporting, academic, or cultural event). A letter from the respective organisation is required as part of the application
- has been requested to work interstate or overseas or whose parent/guardian has been requested to work interstate or overseas. The employer must provide a letter to verify the need for the student or the parent/guardian to be interstate or overseas at the time of the examination
- is on exchange overseas or returning home from a student exchange during the examination period. A letter from the exchange program is required
- finds himself/herself interstate or overseas at the time of the examination due to misadventure (e.g. illness, death of a family member overseas). A student's application would need to include documentary evidence detailing the situation

Family holidays and events (such as birthdays, weddings, watching sports events) **are not valid grounds** for applying to sit SACE examinations interstate or overseas. These are not grounds for special provisions applications, nor are they grounds for the SACE Board to waive attendance at an examination.

### Conditions of approval

The SACE Board requires documented assurance that:

- the student meets the eligibility criteria
- the proposed venue meets all the conditions of appointment (see below for more details)
- an appropriate supervisor (invigilator) can be appointed (see below for more details)
- the SACE examination is conducted at the venue at exactly the same time as it is conducted in Adelaide, Australia
- the student is directly supervised for the duration of the entire examination
- the supervisor follows all instructions as specified by the SACE Board
- payment is received with the application.

Any changes to any conditions provided by the SACE Board will result in approval being revoked. Penalties will apply to any breach of conditions in the conduct of the examination.

Such penalties may include cancelling or amending the results of the examination, and such further penalty, whether by exclusion from future examinations or otherwise, as the SACE Board determines.

## **Venue approval**

Venues must provide a secure, quiet space where the student is able to complete the examination.

Venues may include:

- an Australian Consulate Office
- an educational institution, e.g. Offices of a Department of Education, or Curriculum and Assessment Authority/Board
- a secondary school
- a university
- a police station
- other approved place (e.g. a hospital).

## **Supervisors of SACE examinations at a special examination centre**

To be appointable, a supervisor:

- cannot be related to or personally associated with any student studying a Stage 2 SACE subject for the current year
- must be able to read and understand English
- must be aware that any SACE examination must be conducted at exactly the same time that it is being conducted in Adelaide, Australia
- must be prepared to sign the statutory declaration provided by the SACE Board of South Australia that the examination was conducted under the specified conditions.

## **Costs**

- The SACE Board will charge an administrative and service fee for each examination. This fee may vary from subject to subject, depending on the nature of the examination, the administrative processes that need to be put in place to conduct the examination, the timing of the examination, and the venue where the examination will be held.

In addition to this fee, the student will need pay any costs that may be incurred for the supervision of the examination or costs for hire of venue.