Use of a personal computer to read examinations

1. Schools submit ‘Request for External Assessment Adjustments’ (Form 31) to the SACE Board of South Australia when an eligible student requires an external examination to read in an electronic format.

2. The invigilator(s) and the students should be given a copy of these instructions before the examination.

3. Students should be familiar with the computer and the software to be used and should use the same computer in each examination. It is preferred that the computer used by students is provided by the school.

4. Students should have practice, before the examination, in using the computer and software under examination conditions.

5. The following instructions apply to student use of a personal computer under examination conditions:

5.1 If the computer is to be used in a room with other students, the screen must not be visible to other students and the use of the computer must not interfere with the other students.

5.2 The computer to be used must contain the program Adobe Reader (version 7 or later), or Adobe Acrobat Pro (version 7 or later) to open the PDF. Adobe Reader is available as a free download from the Adobe website.

5.3 The computer must be checked by the invigilator before the examination begins to ensure that nothing related to the examination is stored in the computer’s memory.

5.4 The invigilator should have sufficient computer knowledge to ensure that the student uses only those facilities that have been approved by the SACE Board of South Australia.

5.5 The examination file supplied by the SACE Board on USB should be downloaded to the computer.

5.6 At the conclusion of the examination, the USB should be removed from the computer and returned to the SACE Board of South Australia with the students’ scripts.

6. Schools should initiate discussion with the SACE Board of South Australia before the examination if they believe there is a need to vary these instructions.