Use of assistive voice technology in examinations

1. The use of assistive voice technology in an external examination may be *approved by the school* prior to the examination for eligible students.

2. The invigilator(s) and the students should be given a copy of these instructions prior to 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 the students is provided by the school.

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

5. The following instructions apply to student use of assistive voice technology under examination conditions:

5.1 The computer is to be used *in a room separate from other students*.

5.2 If the technology is used to record student responses, removable medium (e.g. disk, CD-ROM, flash drive) must be supplied, which should be initialised and labelled with the student's name and SACE registration number. The removable medium should be used only for the purposes of the examination.

Before the examination begins schools must ensure the student’s SACE registration number is set in the footer of each page, and that the pages are numbered, (e.g. 2 of 12). Students must begin each section of the examination on a new page.

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

5.4 The supervisor 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 If the technology is used to record student responses, the student’s responses should be printed after the examination has concluded and the printed copy be checked by the student and invigilator. The student and the invigilator should initial each page. The invigilator must attach the pages of printout to the relevant question in the relevant answer booklet.

5.6 If the technology is used to record student responses, the removable media must be returned with the printout to the SACE Board of South Australia with all other 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.