South Australian Certificate of Education

E-exams Readiness Self-Assessment Checklist

Task	Completed
SACE Examination Browser installation and testing	☐
Load and Performance testing (Bandwidth testing)	☐
Exam Invigilator and Exam School Administrator roles have been nominated within Schools Online	☐
Exam School Administrators and Exam Invigilators roles have completed their SACE online training: • Phase 1 – Role clarification • Phase 2 – Learning exam features • Phase 3 – Managing situations on exam day	 ☐ ☐ ☐
Identified devices students will use and confirmed they meet the minimum technical requirements	☐
For electronic examinations with audio or video content, confirmed that students have suitable headphones compatible with their device. Headphones - Wired and bluetooth headphones are permitted for student use.	☐
Students have been familiarised with the features of the e-exam via the: • general demo e-exam • subject specific sample and past e-exams • key feature of e-exams videos	 ☐ ☐ ☐
Confirmed the room to be used for the Practice Window and final e-exam. Ensuring: • Sufficient Wi-Fi bandwidth or ethernet points in the room for all the devices • Sufficient power outlets to power all devices (including invigilators)	 ☐ ☐
Student devices have been set-up for accessing the e-exam via SACE Examination Browser in accordance with device setting requirements	☐
Determined the number of backup devices required	☐
Set up devices for invigilators and students checking both power & internet connections	☐
Participated in the Practice Window exam	☐
Feel confident in managing technical issues that may arise from: • SEB installation • Internet outage • Device failure • Power outage • Network connection loss • Potential AI disruptions • Other	 ☐ ☐ ☐ ☐ ☐ ☐ ☐
Overall feel technically and operationally ready and trained appropriately	☐

For further support please contact askSACE:
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Government of South Australia

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