

## 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 2021 SACE online training: <ul style="list-style-type: none"> <li>• Phase 1 – Role clarification</li> <li>• Phase 2 – Learning exam features</li> <li>• Phase 3 – Managing situations on exam day</li> </ul>	
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 must be wired. Bluetooth headphones are not permitted	
Students have been familiarised with the features of the e-exam via the: <ul style="list-style-type: none"> <li>• general demo e-exam</li> <li>• subject specific sample and past e-exams</li> <li>• key feature of e-exams videos</li> </ul>	
Confirmed the room to be used for the Practice Window and final e-exam. Ensuring: <ul style="list-style-type: none"> <li>• Sufficient Wi-Fi bandwidth or ethernet points in the room for all the devices</li> <li>• Sufficient power outlets to power all devices (including invigilators)</li> </ul>	
Latest version of SACE Examination Browser has been installed on each of the devices that students will use to complete the electronic examination	
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: <ul style="list-style-type: none"> <li>• SEB installation</li> <li>• Internet outage</li> <li>• Device failure</li> <li>• Power outage</li> <li>• Network connection loss</li> <li>• Other</li> </ul>	
Overall feel technically and operationally ready and trained appropriately	

For further support please contact askSACE:

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