

TEAM ROLES

SACE coordinator (or principal's delegate)

- + Coordinating most tasks necessary for preparation of electronic examinations.
- + Room set up
- + Manage situations (with the support of the IT manager for IT related situations) on exam day

IT manager

- + Room set up
- + IT support on examination day
- + Work with the SACE coordinator to manage IT related situations on exam day

Invigilator

- + Starting the examination on exam day.
- + Monitor and supervise students.
- + Work with the SACE coordinator and IT manager (if applicable) to manage situations on exam day.

SYSTEM ROLES

ESA (exam school administrator)

- + Allocate students to rooms before the exam
- + Set up additional time for students eligible for special provisions before the exam
- + Monitor student status during the exam
- + Manage situations in the examination room e.g. provide additional time

- + Monitor student status during the exam e.g. device connectivity

EI (exam invigilator)

- + Start the examination
- + Monitor student status during the exam e.g. progress and device connectivity
- + Manage situations in the examination room e.g. provide additional time