

Procedure for Telephone Oral Examinations

Teacher and Student Information

1. Students should aim to arrive at the examination area 15 to 20 minutes **before** the scheduled time of the examination. Where there is more than one student, examinations will be held at 15 to 20 minute intervals.
2. The telephone to be used should be in good working order. A 'speaker phone' or conference telephone may be preferable, if one is available.
3. Each examination should take approximately 15 minutes. Where there are several candidates, teachers are requested to arrange for candidates to arrive in alphabetical order, by surname. In the timetable the start time given is for the first candidate.
4. Students register their names with the invigilator and move to the examination room or a waiting area. The noise level is to be kept to a minimum.
5. Mobile phones and other electronic devices must be switched off and not accessed in the waiting area or the examination room.
6. Students are to bring their SACE registration number into the examination room. At the start of the examination, students are asked to confirm their SACE registration number with the examiners.
7. For languages at background speakers and continuers levels, students are to bring the completed in-depth study outline to the examination. Completed in-depth study outlines can be emailed several days prior to the oral examination to askSACE@sa.gov.au, marked for the attention of Alison Field.
8. Students may support the oral examination with objects such as photographs, pictures, and maps. A copy of these visual items should be sent to the SACE Board of South Australia before the examination by email to askSACE@sa.gov.au, marked for the attention of Alison Field.
9. The examiner will telephone the students' **contact school** at the scheduled time and will ask to speak to the invigilator, i.e. the SACE coordinator or his or her nominee.
10. The invigilator must remain in the examination room with the student throughout the examination.
Note: teachers must not invigilate any subject that they teach.
11. Neither notes nor cue cards are permitted in any examination at any level.
12. Once students have completed their examination, they must leave the examination area. Students who have completed the examination must not have contact with those waiting to be examined.
13. If a student cannot be present for the scheduled examination because of medical reasons or other extenuating circumstances, then the student must submit an application for special provisions via their school. Applications on the grounds of medical reasons must be supported by detailed medical evidence sought on the day of the examination. Catch up oral examinations are not available.

Host schools must ensure that:

- a staff member is available to supervise students
- a waiting area is available near the examination room(s)
- office staff can direct visiting students to the examination area (where applicable).