**Managing and Invigilating SACE Electronic Examinations - Tasks**

**Introduction**

Schools and the SACE Board are partners in managing SACE examinations for Stage 2 subjects.

Similar to paper based examinations, there are school roles and responsibilities to support the delivery of examinations. The principal will determine and appoint relevant persons to fulfil the tasks needed to deliver SACE Electronic Examinations. It is expected that the number of persons acting in these positions will vary from one school to the next.

**TASKS**

**SACE develops Stage 2 Electronic Examinations for the August practice window and November final examinations**

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1. Complete technical readiness assessments in the lead up to the August practice window
   1. Device survey
   2. SACE Examination Browser testing
   3. Load testing
2. Nominate persons for Exam Invigilator and Exam School Administrator roles within Schools Online
3. Communicate throughout the year with the school community including Stage 2 teachers and students
4. Coordinate participation in and completion of SACE Board facilitated training for SACE Electronic Examination System School Administrator and Invigilator roles
5. Participate in and complete training
6. Practice using the SACE Electronic Examination System Summary page in a training environment to ensure familiarity before the August practice window
7. Determine which devices students will use
8. Determine which room(s) will be used to run the August practice window and November final electronic examinations
9. Familiarise students with the features of the electronic examination
10. Install SACE Examination Browser on each of the devices that students will use to complete the electronic examination
11. Determine any special provisions. Submit Form 31 if required (use of word processor, paper examination, use of assistive technology, other)
12. Choose appropriate date(s) from two week practice window available in August
13. Communicate to Stage 2 teachers and students the school’s August practice window date and time
14. Enter exam room numbers in the SACE Electronic Examination System and allocate students to assigned room. This only needs to be done if more than one exam room is being used for the examinations
15. Communicate with students in the lead up to the August practice window the room they will be completing their examination in and the materials they should bring (including a charged device if students are bringing their own device)
16. Determine the number of back up devices required
17. Set up room for August practice window
    1. Devices for Invigilators (power and internet access)
    2. Devices for students
    3. Ensure the room is set up in such a way that candidates have no opportunity to easily see the screens of others, unless they actively lean across and peer at their neighbour’s screen
    4. Ensure students have space to use physical resources including their question booklet and scribble paper
    5. Backup devices
    6. Prepare and store response booklets for the Invigilator to hand out to students, only if required
18. Set up approved special provisions for eligible students (additional time, rest breaks, separate invigilation) in the SACE Electronic Examination System in the week leading up to the August practice window
19. Communicate approved special provisions to Invigilator
20. Complete school readiness checklist for August practice window
21. Oversees the practice window including coordination of IT Support and examination invigilation
22. Place student labels on desks (optional during August practice window)
23. Supervising students before they enter the examination room
24. Switching on computers, pre-exam (if school-provided) ready for login
25. Ensure students BYOD are charged
26. Complete attendance roll (optional during August practice window)
27. Seat students, direct them to their assigned desk and provide them with administration slip which includes login username and password
28. Support students to unpack and assemble any device they are using (BYOD only)
29. Manage log in issues (no SEB installed, password reset)
30. Read out aloud examination instructions
31. Provide students with the Exam Start Code
32. Manage login, etc. for any late arriving students
33. Supervise students
    1. Move around room to maintain supervision, monitor students screens
    2. Supervise toilet breaks. Support students to manage their ‘hide’ screen blackout and resume
    3. Keep a look out for raised hands
34. Monitor student status (not logged in, in progress, completed, paused) using the SACE Electronic System Summary page. Press the refresh button frequently
35. Monitor device connectivity (last saved)
36. Manage situations in the examination room:

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|  | Situation | Response |
| 37a. | A student presents on the day of the exam and they are at the wrong exam center but enrolled in the subject; you have no prior knowledge of this. | Provide the students with a guest learner user name and password and notify Assessment Operations. |
| 37b. | Student arrives on the day and doesn’t have SEB installed | A 30 minute rule will apply. Invigilator keeps track of time. If a technical solution cannot be found within 30 minutes, then the school must decide to move the student to a paper examination. If a solution can be found the student is provided additional time for time lost. |
| 37c. | The student’s screen shows a ‘Loading’ message | Ask the student to refresh their browser |
| 37d. | A student’s own device fails either on the day of the exam or during the exam. This could include lost power cables, low battery etc.  *OR*  The browser crashes for one student | A 30 minute rule will apply. Invigilator keeps track of time. If a technical solution cannot be found within 30 minutes, then the school must decide to move the student to a paper examination. If a solution can be found the student is provided additional time for time lost. |
| 37e. | There is a power outage for all students  *OR*  The browser crashes for all students  *OR*  The WiFi connection is lost for one or more students | A 30 minute rule will apply. Invigilator keeps track of time. If a technical solution cannot be found within 30 minutes, then the school must decide to move the student(s) to a paper examination. If a solution can be found the students are provided additional time for time lost. |
| 37f. | Breaches of Rules  Unauthorised materials  *OR*  A student deliberately interferes with the power supply to another student.  *OR*  A student is seen trying to look at the screen of another | Monitor and submit Breaches of Rules form |

# Ending exam and shut down of computers

# Complete August practice window evaluation check

# Retrain and refresh for November final examinations

# Repeat tasks for November final examinations

# Collect any completed paper examinations with the attendance roll and notify the SACE Board to organise courier pick up