**Electronic Examinations**

**Which Role(s) Own Related Tasks**

This exercise asks the SACE Coordinators and IT Managers to decide which Electronic Examination tasks are owned by whom and at what stage the task takes place. Please record in the ‘Comments’ column any suggestions or questions you may have.

**Process**

1. Review the tasks that are listed
2. Are the tasks owned by one role (record which) or are they shared between roles (record which)
3. At what stage of the process does this task occur e.g. (prior, just prior, on the day, post)

Once it is determined who does what task then best practice in performing that task can be outlined.

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| **Task** | **Sole Responsibility**  **(SC, ITM, Other)** | **Shared Responsibility** | | **Stage of EEP Process**  **(prior, just prior, on the day, post)** | **Comments** |
| 1. Complete technical readiness assessments in the lead up to the practice window examination 1a. Device survey |  |  |  |  |  |
| 1b. SACE Examination Browser testing |  |  |  |  |  |
| 1c. 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 for Biology, English Literary Studies, Geography, Indonesian Continuers, Legal Studies, Modern History, Nutrition, Psychology and Tourism |  |  |  |  |  |
| 4. Coordinate participation in and completion of SACE Board facilitated training for Exam School Administrator and Exam 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 practice window examination |  |  |  |  |  |
| 7. Determine which devices students will use, including confirmation that devices meet minimum technical requirements |  |  |  |  |  |
| 8. For electronic examinations with audio or video content, confirm that students have suitable headphones compatible with their device to use during the examination. Students are permitted to use **either** wired or Bluetooth wireless headphones. |  |  |  |  |  |
| 9. Determine which room(s) will be used to run the practice window examination and final electronic examinations.  Consider:   * Do you have sufficient Wi-Fi bandwidth or ethernet points in the room for all the devices? * Do you have sufficient space to setup tables for students with room between them? * Do you have sufficient power outlets to power all devices (including invigilators)? |  |  |  |  |  |
| 10. Familiarise students with the features of the electronic examination via the general familiarisation activity and subject specific sample examinations |  |  |  |  |  |
| 11. Install SACE Examination Browser on each of the devices that students will use to complete the electronic examination |  |  |  |  |  |
| 12. Determine any special provisions. Submit Form 31 if required (use of word processor, paper examination, use of assistive technology, other) |  |  |  |  |  |
| 13. Determine when the school will undertake the practice window examination during the practice window period  Schools new to e-exams to advise [askSACE](mailto:askSACE@sa.gov.au) of their practice window date/s |  |  |  |  |  |
| 14. Communicate to Stage 2 Biology, English Literary Studies, Geography, Indonesian Continuers, Legal Studies, Modern History, Nutrition, Psychology and Tourism teachers and students the school’s practice window examination date/s and time/s |  |  |  |  |  |
| 15. 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 per electronic examination subject |  |  |  |  |  |
| 16. Communicate with students in the lead up to the practice window examinations, 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) |  |  |  |  |  |
| 17. Accept delivery of paper resources for the electronic examinations and keep them secure  Note: for some special provisions students a paper examination may also be provided |  |  |  |  |  |
| 18. Determine the number of backup devices required |  |  |  |  |  |
| 19. Set up room/s for the practice window examination/s |  |  |  |  |  |
| 19a. Devices for Invigilators (power and internet access) |  |  |  |  |  |
| 19b. Devices for students |  |  |  |  |  |
| 19c. 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 |  |  |  |  |  |
| 19d. Ensure students have space to use physical resources including any paper resource materials |  |  |  |  |  |
| 19e. Backup devices |  |  |  |  |  |
| 20. Set up approved special provisions for eligible students (additional time, rest breaks, separate invigilation) in the SACE Electronic Examination System in (or before) the week leading up to the practice window examination/s |  |  |  |  |  |
| 21. Communicate approved special provisions to Invigilator |  |  |  |  |  |
| 22. Complete school readiness checklist prior for practice window examination/s |  |  |  |  |  |
| 23. Oversee the practice window examination/s, including coordination of IT Support and examination invigilation |  |  |  |  |  |
| 24. Print and place student labels on desks |  |  |  |  |  |
| 25. Supervise students before they enter the examination room |  |  |  |  |  |
| 26. Switching on computers, pre-exam (if school-provided) ready for login |  |  |  |  |  |
| 27. Ensure students BYOD are charged |  |  |  |  |  |
| 28. Complete attendance roll (only for any special provisions students who do not undertake the examination via the SACE Board’s electronic examination system) |  |  |  |  |  |
| 29. Seat students, direct them to their assigned desk and provide them with their login username and password |  |  |  |  |  |
| 30. Support students to unpack and assemble any device they are using (BYOD only) |  |  |  |  |  |
| 31. Manage log in issues (no SEB installed, password reset) |  |  |  |  |  |
| 32. Read out loud examination instructions |  |  |  |  |  |
| 33. Provide students with the Exam Start Code |  |  |  |  |  |
| 34. Manage login, etc. for any late arriving students |  |  |  |  |  |
| 35. Supervise students |  |  |  |  |  |
| 35a. Move around room to maintain supervision, monitor students’ screens |  |  |  |  |  |
| 35b. Supervise toilet breaks. Support students to manage their ‘hide’ screen blackout and resume |  |  |  |  |  |
| 35c. Keep a look out for raised hands |  |  |  |  |  |
| 36. Monitor student status (not logged in, in progress, completed, paused) using the SACE Electronic System Summary page. Press the refresh button frequently |  |  |  |  |  |
| 37. Monitor device connectivity (last saved) |  |  |  |  |  |
| 38. Manage situations in the examination room |  |  |  |  |  |
| 39. Ending exam and shut down of computers |  |  |  |  |  |
| 40. Complete practice window examination evaluation check |  |  |  |  |  |
| 41. Refresh for November final examination |  |  |  |  |  |
| 42. Repeat tasks for November final examination |  |  |  |  |  |
| 43. Collect paper sources sheets |  |  |  |  |  |
| 44. For special provisions students only where relevant:  Collect completed paper examinations (e.g. special provisions) with the attendance roll for those special provisions student/s who do not undertake the examination via the SACE Board’s electronic examination system and notify the SACE Board via email to [askSACE@sa.gov.au](mailto:askSACE@sa.gov.au) to organise courier pick up |  |  |  |  |  |