

Procedure for Oral Examinations at Northern Territory Centres

Teacher and Student Information

1. Please make sure that students know the correct location, date and time for their examination. A map showing the location of the language centre is available online. Please distribute copies to students.
2. Students should aim to arrive at the venue 15 to 20 minutes **before** the scheduled time of the examination. Schools should organise a teacher to accompany and supervise the students.
3. Each examination should take approximately 15 minutes. Where there are several students, teachers are requested to arrange for them to arrive in alphabetical order, by surname. In the timetable the start time given is for the first student. Schools with large enrolments, who wish to plan the arrival time for individual students, please contact Alison Field via email on askSACE@sa.gov.au.
4. Students sign the attendance roll and move to 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. An examiner will collect each student from the waiting area.
7. Students are to bring their student registration number into the examination room. At the start of the examination, students are asked to confirm their student registration number with the examiners.
8. For students examined face to face for languages at background speakers and continuers levels, students are to bring the completed [in-depth study outline](#) to the examination.
9. **Students who are assessed via video conference**
 - 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.
 - The invigilator (i.e. the NTCET coordinator, or his or her nominee) should access the videoconference via the provided link at the designated time prior to the examination.
 - The examiner(s) will access the videoconference via the provided link at the designated time prior to the examination.
 - The invigilator must remain in the examination room with the student throughout the examination. Note: teachers must not invigilate any subject that they teach.
10. Neither notes nor cue cards are permitted in any examination at any level.
11. 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.
12. 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.