

Procedure for Oral Examinations at the SACE Board of SA

Teacher and Student Information

1. Please make sure that students know the correct location, date and time for their examination. A map showing the central venue (SACE Board of South Australia) is available on the SACE website. Please distribute copies to students.
2. Students should aim to arrive at the SACE Board of South Australia 15 to 20 minutes **before** the scheduled time of the examination. Schools should organise a teacher to accompany and supervise students.
3. Each examination should take approximately 15 minutes with up to five examinations being conducted at any one time. 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, are asked to contact Alison Field via email on askSACE@sa.gov.au.
4. Students report to a waiting area and register their names with a SACE Board officer. 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. Near to the time of each student's examination a SACE Board officer will move students to the front of the waiting area. They will then be taken to the examination room.
7. Students are to bring their SACE registration number to the examination room. At the start of the examination, students are asked to confirm their SACE registration number with the examiners.
8. For languages at background speakers and continuers levels, students are to bring the completed **in-depth study outline** to the examination.
9. Neither notes nor cue cards are permitted in any examination at any level.
10. Once students have completed their examination, they must leave the examination area. Students who have completed the examination must not have contact with students waiting to be examined.
11. 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.