Invigilation Information Sheet

Student responsibilities:

1. At the commencement of study, nominate a suitable invigilator and complete the online Invigilator Nomination Form.
2. Share this information sheet with the invigilator.
3. Arrange a private place to complete the assessments where you will not be interrupted.
4. Coordinate with the invigilator on the day/time/place for assessments. If the invigilator is unavailable on the day of an assessment, contact the lecturer as soon as possible with a suitable alternative.
5. For each invigilated assessment, print the Invigilated Test Conditions (provided by the lecturer) for reference during the assessment.
6. Be familiar with the required conditions for the assessment.
7. Follow reasonable instructions of the invigilator during the assessment.
8. Complete the online student declaration after submission of the assessment.

Invigilator responsibilities:

1. Become familiar with the required assessment conditions as outlined in the lecturer's email:
    - Timing and duration
    - Required environmental conditions
    - Permitted materials
    - Assessment papers (handwritten assessments only)
2. Print the assessment papers (handwritten assessments only).
3. Ensure the student's environment satisfies the specified conditions. Environmental conditions normally address items such as:
    - Permissible interactions with others
    - Use of computer and multiple screens
    - Use of computer-based applications, windows, and tabs
    - Proximity and visibility of other electronic devices (e.g. mobile phones, tablets, smartwatches, etc). There should normally be no line of sight for these devices.
4. Ensure the student has adequate access to permitted materials. Permitted materials may, or may not, include access during the assessment include textbooks, bibles, printed copies of journal articles, reference works (e.g. commentaries, dictionaries), etc. The email from the lecturer will provide all these details.
5. Remain present with the student for the full duration of the assessment and ensure that the required assessment conditions are met throughout.
6. Record the time the student commences the assessment. Warn the student five minutes before the end, then stop the student once the assessment period is complete. Then either:
    - **Online assessments** - witness the student "submit" the assessment using Turnitin.
    - **Handwritten, paper assessments** – collect the handwritten papers from the student and return them to the lecturer using the pre-arranged method.
7. Complete the online declarations.

Lecturer responsibilities:

1. Alert Student Records that a unit involves an invigilated assessment prior to the commencement of the unit.
2. Provide a link in the child unit in ARK for students to access this information sheet to share with invigilators.
3. Confirm with students that they have a nominated invigilator who is available on the date and time of the invigilated assessment. Request the student contacts Student Records if the approved invigilator is not available on the day for an assessment
4. Prepare the Invigilated Assessment Conditions and email them to invigilators and ALC Students Records, and put it in the child unit in ARK for the students to access.
5. Provide a link in the child unit in ARK for students to access the online declarations after the assessment.
6. For handwritten assessments, email assessment papers, and mail reply-paid envelopes for the return of the completed papers (if required) to the invigilators.