# Government of South Australia LogoSACE Board LogoProcedure for Telephone Oral Examinations

Teacher and Student Information

* 1. Students should aim to arrive at the examination area 15 to 20 minutes beforethe scheduled time of the examination. Where there is more than one student, examinations will be held at 15 to 20 minute intervals.
	2. The telephone to be used should be in good working order. A ‘speaker phone’ or conference telephone may be preferable, if one is available.
	3. Each examination should take approximately 15 minutes. Where there are several candidates, teachers are requested to arrange for candidates to arrive in alphabetical order, by surname. In the timetable the start time given is for the first candidate.
	4. Students register their names with the invigilator and move to the examination room or 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. For languages at background speakers and continuers levels, the students’ In-depth study overview should be **emailed** to **askSACE.sa.gov.au** before the end of Term 3. The examiners will be provided with hard copies of these forms to refer to during the examination.
	7. Students are **NOT** permitted to bring a hard copy of their IDS outline into the examination room. Other written materials, notes and cue cards are also **NOT** permitted in the examination room.
	8. Students are permitted to bring objects such as photographs, pictures, and maps. Student annotations are not permitted on photographs, pictures, etc. The only writing permitted on maps and charts will be labels or headings. All student materials they wish to use in their online oral examination should be **emailed** to **askSACE.sa.gov.au** before the end of Term 3. These materials should be clearly labelled with the students registration number, subject and allocated time this material will be provided to the examiners.
	9. Invigilators will check all materials brought into the examination room for any additional written materials. Notes and cue cards are NOT permitted.
	10. The examiner will telephone the students’ contact school at the scheduled time and will ask to speak to the invigilator, i.e. the SACE coordinator or his or her nominee.
	11. The invigilator must remain in the examination room with the student throughout the examination.
	*Note*: teachers must not invigilate any subject that they teach.
	12. 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.
	13. 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.

Host schools must ensure that:
 - a staff member is available to supervise students
 - a waiting area is available near the examination room(s)
 - office staff can direct visiting students to the examination area (where applicable).