



## Calculus and Probability Online

Examinations in a venue other than the University of Melbourne

If you are not living in Melbourne, Australia, you can sit for final examination for this course at a venue near your home. The examination must take place in suitable venue and be supervised by an independent professional, for example, at a school or college where you can be supervised by a member of staff. Your chosen venue and supervisor must be approved in writing by the subject coordinator. It is your responsibility to cover any cost that may be incurred for using a venue or engaging a supervisor. To organise appropriate examination arrangements please follow these steps:

1. Find an examination supervisor and examination venue where you will be able to sit the examination. You will be notified of the examination week dates at the commencement of the course. The examination supervisor should be an independent professional (for example a teacher from your local school) and should not be a family member or friend.
2. Fill in the *Approval of Examination Venue and Supervisor* form below. Scan and email this form to the subject coordinator, who will sign the form and return a copy to you if the arrangements are approved.
3. The course coordinator will arrange for the following to be sent to the examination supervisor by an agreed date:
  - Guidelines for conducting the examination
  - Examination paper
  - Examination attendance form and verification of identity

### Conducting the Examination

1. The examination should be taken on the date agreed with the subject coordinator within the week designated for the final examination.
2. Examinations should be conducted in a facility where there is no student access to any device connected to the internet. No calculators are permitted in the examination.

3. You should bring official photo identification with you to the examination (for example, your passport). The examination supervisor must return a scanned copy of the completed *Examination attendance and verification of identity* form (see below) together with a scanned copy of examination paper to the subject coordinator by email.
4. The examination will take either 1.5 hours (if you are enrolled in one module only) or 3 hours (if you are enrolled in both modules) plus 15 minutes reading time at the beginning of the examination. Students cannot commence writing during reading time. The scheduled examination commencement time is the start of writing time. Students should arrive at the examination room at least 15 minutes before the start time.
5. The supervisor should give a warning signal 10 minutes before the end of the examination and a final signal at the end, when all writing must cease.

#### **Storage and handling of examinations**

1. The examination supervisors involved in handling examination papers are responsible for ensuring proper handling and storage of examination papers before the examination, so that no unauthorised access to electronic or hard copies occurs.
2. Students must not have access to the examination paper before or after the examination.
3. The subject coordinator will make arrangements with the examination supervisor for the return of examination papers (either by scanned secure email or fax).
4. The examination supervisor will ensure that the examination papers are returned within one working day of the examination, or by the date specified by the subject coordinator.



**Approval of Examination venue and supervisor**

Name of Student: -----

Name of Examination venue: -----

Name of Examination Supervisor: -----

Position: -----

Supervisor's Institution/Organisation:

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Email: -----

Telephone: -----

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Approved by Subject coordinator: -----

Date: -----



**Examination attendance and verification of identity**

Name of Student: - - - - -

Identify verified: (please circle) **Yes** **No**

Type of identification sighted by Examination supervisor:

- - - - -

Name of Examination Supervisor: - - - - -

Position: - - - - -

Institution/Organisation: - - - - -

Email: - - - - -

Telephone: - - - - -

I verify that I have supervised the above named student today in undertaking the examination for Calculus and Probability Online in accordance with these Guidelines.

Signature: - - - - -

Date: - - - - -