

EASTERN REGIONAL LIBRARIES EXAM SUPERVISION

Eastern Regional Libraries support lifelong learning and endeavours to support distance Education students by offering exam invigilation for written exams or online exams.

Invigilation requests must be submitted to the Library a minimum of two weeks in advance of the desired examination date. The student assumes all responsibility for making arrangements for the examination.

Libraries that offer exam invigilation include; Bayswater, Boronia, Ferntree Gully, Knox, Rowville, Croydon, Belgrave, Healesville, Lilydale, Montrose, Mooroolbark, Yarra Junction.

- Branch Managers are the first contact for all exam invigilation's at their branch
- Branch Managers have the right of refusal if the time is not convenient to the branch
- Requests for invigilation are considered on a case by case basis
- The invigilation service is limited by opening hours, staff availability and IT equipment – access to the internet and Microsoft products
- There is no charge for this service, however, if postage is not covered by the educational institution the student will be charged postal fees
- Continuous one on one supervision by a library staff member is not possible in the library setting
- **Libraries may not provide a silent area** - Students should be aware that the exam will take place within the public area of the library, in the reference study area if possible, and that normal library activity will continue around them

It is the student's responsibility to:

- Confirm with the library about staff availability to supervise their exam and the facilities provided
- Ensure that the date and time proposed are acceptable with the Library
- It is the student's responsibility to liaise with the tertiary institution and arrange for the transfer of the exam paper to the library staff
- If required, contact his/her school with the name, title, qualifications, and address of the invigilator being proposed
- Ensure that any forms required for the invigilator are received
- Ensure that online exams **do not** require installation of special software or hardware on the Library's computers

On the day of the exam:

- Please arrive at least 15 minutes early
- Bring any required current identification
- Bring pens and/or pencils and any other authorized materials that the exam requires or allows you to use such as calculators, textbooks or notes (if applicable)