

## Electronic exam checklist – SACE coordinator

Before the exam
<input type="checkbox"/> Appointed an Exam Invigilator/s with ICT skills to confidently access and navigate the Electronic Examination System <input type="checkbox"/> Completed Electronic Examination System training. <input type="checkbox"/> Installed the SACE Exam Browser on all devices to be used by students on examination day. <input type="checkbox"/> Ensured the name of the Exam Invigilator and the room numbers are published in the timetable. <input type="checkbox"/> Set up additional time adjustments in the Electronic Examination System for students eligible for Special Provisions. <input type="checkbox"/> Allocated rooms in the Electronic Examination System (for multiple examination rooms). <input type="checkbox"/> Instructed students to arrive at least 20 minutes before the scheduled start time for the examination, and to bring: <ul style="list-style-type: none"> <li><input type="checkbox"/> their examination attendance slip and</li> <li><input type="checkbox"/> a charged device (if BYOD).</li> <li><input type="checkbox"/> other – dictionary, any other requirements for special provisions students.</li> </ul>
Preparation of the Exam Room
<input type="checkbox"/> Ensured spare devices are available. <input type="checkbox"/> Checked that diagrams, maps, and other teaching aids have been placed out of sight of the students. <input type="checkbox"/> Ensured each examination room has a dedicated device for the Exam invigilator. <input type="checkbox"/> Ensured the room is setup so the edge of one student's screen is at least 1.5m from the edge of the nearest screen. <input type="checkbox"/> Ensured that a whiteboard is available to write the examination start code and examination exit code.
Materials for the exam room
<input type="checkbox"/> The examination attendance roll. <input type="checkbox"/> Question booklets. <input type="checkbox"/> Script books. ( <b>Note:</b> Script books are only to be used when a student reverts to paper) <input type="checkbox"/> Labels with student names and SACE Registration numbers (for desks). <input type="checkbox"/> Labels with student names and passwords. <input type="checkbox"/> Scribble paper. <input type="checkbox"/> Examination start code for Exam invigilator. <input type="checkbox"/> Examination exit code for Exam invigilator. <input type="checkbox"/> Instructions for the administration of approved special provisions (if any). <input type="checkbox"/> <a href="#">SACE Electronic Examination Instruction Guide 2018</a> .
During the exam
<input type="checkbox"/> Ensured that the SACE coordinator and IT manager are close by and contactable to support the Exam invigilator to manage any situations.
After the exam
<input type="checkbox"/> Follow the 'After the examination' instructions for the Exam School Administrator from <a href="#">SACE Electronic Examination Instruction Guide 2018</a> .

If you have any queries about this checklist please contact SACE Schools Online Support  
[SACESchoolsOnlineSupport@sa.gov.au](mailto:SACESchoolsOnlineSupport@sa.gov.au)

## Electronic exam checklist - Exam Invigilator

Before the exam
<input type="checkbox"/> Completed Electronic Examination System training. <input type="checkbox"/> Practised using the 'Students' page in the Electronic Examination System training environment. <input type="checkbox"/> Read through the Instructions for Exam invigilators in the <a href="#">SACE Electronic Examination Instruction Guide 2018</a> and are confident with the new processes. <input type="checkbox"/> Prepared to arrive well before the start of the exam. <input type="checkbox"/> Completed the important contacts page in your 'SACE Electronic Examination Instruction Guide 2018'. <input type="checkbox"/> Established how you will make contact with your SACE coordinator and/or IT manager. <input type="checkbox"/> Successfully logged into the Electronic Examination System.
Just prior to the exam
<input type="checkbox"/> Familiarised yourself with the exam room. <input type="checkbox"/> Logged onto the device designated for Exam invigilator. <input type="checkbox"/> Have accessed the Electronic Examination System and can access the list of students enrolled in the exam. <input type="checkbox"/> Ensured your device and desk space is positioned so you are facing the students. <input type="checkbox"/> Ensured that you have been given the examination code to start the exam. <input type="checkbox"/> Ensured that you have been given the examination exit code to exit the exam.
Materials for the exam room
<input type="checkbox"/> Your copy of the <a href="#">SACE Electronic Examination Instruction Guide 2018</a> . <input type="checkbox"/> The examination attendance roll. <input type="checkbox"/> Question booklets. <input type="checkbox"/> Script books. ( <b>Note:</b> Script books are only to be used when a student reverts to paper) <input type="checkbox"/> Labels with student names and SACE Registration numbers (for desks). <input type="checkbox"/> Labels with student names and passwords. <input type="checkbox"/> Examination start code. <input type="checkbox"/> Examination exit code. <input type="checkbox"/> Scribble paper. <input type="checkbox"/> Instructions for the administration of approved special provisions (if any).
During the exam
<input type="checkbox"/> Follow the 'During the examination' instructions for Exam invigilators. <input type="checkbox"/> Any technical issues refer to 'Managing situations on exam day'.
After the exam
<input type="checkbox"/> Follow the 'After the examination' instructions for the Exam invigilator from <a href="#">SACE Electronic Examination Instruction Guide 2018</a> .

If you have any queries about this checklist please contact SACE Schools Online Support  
**SACESchoolsOnlineSupport@sa.gov.au**