

# Off Campus (ES) Examination Supervisor Substitute Application



- Note: This application is subject to approval by Assessments and is **ONLY** applicable to students with course enrolment mode ES OFF, and who live more than 80km from an Australian ECU exam centre or more than 150km from an overseas ECU Examination Centre.

Do you reside more than 80km from an Australian ECU exam centre or more than 150km from an overseas ECU exam centre?

Yes Please complete this form and return it to the Assessments Office – [assessments@ecu.edu.au](mailto:assessments@ecu.edu.au) by the due date as specified at [Ask Us](#)

No  Do Not complete this form – you are required to select your examination location on SIMO via the Enrolment menu / examination location. Confirmation of your venue will be emailed to your student email address prior to the examination period.

## Student Details

Student No									
Family Name					Given Names				

## Substitution Supervisors Details

To qualify as an Examination Supervisor Substitute, the nominated person must meet the criteria specified online at [Off-campus \(ES\) enrolment mode](#). Provided the above is applicable, the Supervisor Substitute you are submitting for approval is required to provide his/her details below and is required to sign the declaration.

Supervisors substitute's full name							
Occupation							
Email					Phone Number		
Address to which examination materials are to be posted							
		State		Post Code		Country	
Address to which examination will be sat							
		State		Post Code		Country	

Supervisor's Declaration: I declare by my signature that –

- I am not closely related to the above student (either personally or professionally), such as a relative, friend or work colleague;
- I agree to supervise the above student in the examination on the date and time specified by Edith Cowan University;
- I have read the External Examination Procedures provided on page 2 of this document and understand the strict conditions relating to being an Examination Supervisor and the choice of the examination venue; and
- I will also adhere to the detailed instructions for the conduct of the examinations which will be provided with the examination paper(s).

Supervisor's Signature	
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## External Examination Procedures

Detailed instructions will be included in the examination package sent to the approved examination supervisor substitute.

The Examination Supervisor must:

1. Ensure that each examination is conducted at the date and time specified by Edith Cowan University (in your local time zone).
2. Ensure that each examination is administered under strict examination conditions.
3. Ensure a suitable, quiet room has been arranged for the student to sit the examination(s) without interruptions of any kind or access to electronic devices e.g. telephone, iPad, smart watch etc.
4. Observe the student closely.
5. Ensure that the student is not left alone in the examination room at any time.
6. Report any academic misconduct or incidents that may occur during the exam.
7. Return the completed examination scripts on the day of the examination.