



Remote Examination Procedure Structured Education Program

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Remote Examination Procedure

Do I need to nominate a Supervisor?

You will need to arrange for an independent exam supervisor and exam venue if:

1. you are a distance education candidate outside of Sydney, Melbourne, Brisbane, Adelaide or Perth and cannot attend the examination in the capital city venue;
OR
2. you are enrolled in a regional course and unable to attend the examination at the regional venue provided or the capital city venue.

What is a suitable venue for the Examination?

Suitable venues for conduct of examinations include:

- A recognised education institution
- Library
- Bank
- Workplace Boardroom (must supply an independent exam supervisor)

Please note that candidates are not permitted to sit an examination in their own home, unless the candidate has special needs, and they apply in advance for approval from the Taxation Institute.

Who can supervise an Examination?

The independent supervisor nominated by the candidate to supervise an examination at a non metropolitan venue must be:

- a suitable person at a government recognised tertiary institution or school, (e.g. Teacher, Senior Administrator, Librarian)
- a suitable person at the Australian Consulate (e.g. a Training or Education Officer), a Minister of Religion, Justice of the Peace, Doctor, Lawyer, Accountant, Police Officer, Human Resources Manager
- a Compliance Officer
- a current member of Taxation Institute of Australia

The supervisor **must not be** related to, reside with or be a work colleague of the examination candidate, or be a Graduate of the Foundation Tax Course.

How do I nominate an Exam Supervisor?

To nominate an examination supervisor, the attached form must be completed by both the candidate and the examination supervisor and be submitted to Taxation Institute **three (3) weeks PRIOR to the examination date**.

Please note the Supervisor Nomination Form must be received by the due date to ensure delivery of your exam paper.

Supervisor responsibilities

The Examination Supervisor's responsibilities include:

- **Prior to exam:**
 - read the Taxation Institute's policy and procedures for the conduct of examinations document
 - ensure that examination materials have been received.
- **At the examination:**
 - ensure that the candidate has provided appropriate identification and does not have access to unauthorised materials.
 - be present in the examination room during the conduct of the examination.
- **After the examination:**
 - collect examination booklet and attach any additional working paper
 - return examination booklet to the Taxation Institute within 48 hours of the examination date.

Appointment of Exam Supervisor

- The nominated examination supervisor is appointed and approved for one examination period only to supervise the course examination listed by the candidate on the attached form.
- If the approved supervisor is unable to attend the examination, a substitute supervisor must be approved by the Taxation Institute before the examination date.

Date and time of the Examination

Examinations must be sat on the scheduled date and scheduled time. All examinations are held simultaneously around the country to ensure the secure nature of the examination process. Under no circumstances can the candidate sit their exam before the scheduled time.

If the advertised dates are unsuitable, candidates should defer their examination to a future study intake. The examination dates and times are posted on the Taxation Institute's website (www.taxinstitute.com.au – follow links to the Structured Education Site).

Once the Taxation Institute has approved the supervisor and venue nominated by the candidate, the supervisor will be notified of the examination arrangements.

The majority of examinations are held at 12.00pm (noon) Australian Eastern Standard Time. Foundation Tax examination are two (2) hours + fifteen (15) minutes reading time (135 minutes) in duration. Applied Tax examinations are three (3) hours + fifteen (15) minutes reading time (195 minutes) in duration.

Dispatch of Examinations

Paper based examination packs will be mailed directly to the exam supervisor. If the supervisor has not received the examination paper by the Friday prior to the examination they should contact the Taxation Institute immediately.

Conditions of the Examination

A copy of the Taxation Institute's policy and procedures for the conduct of examinations will be sent to the supervisor with the examination booklet. All supervisors must read the procedures before the examination date. If supervisors have any questions regarding the conduct of examinations they should contact the [Education Department](#) of the Taxation Institute.

Please note that all candidates should bring identification, including a signature and/or photo (e.g. Driver's licence or passport) to the examination.

Candidates should advise the [Education Department](#) of the Taxation Institute at the time of initial enrolment, if they have special needs with regards to their examination.

IMPORTANT – Candidate Responsibilities

It is the candidate's responsibility to confirm that the Independent Supervisor returns the examination booklet along with any working paper to the Taxation Institute of Australia within the required timeframe. Please note that examination papers dispatched more than 48 hours after the examination will not be accepted.

The candidate is responsible for any costs incurred in the conduct of the examination (i.e. supervision fee, room hire, postage or courier fees of completed exam).



Remote examination request

Candidate Details (to be completed by candidate)

ID Number: _____ Title (Dr/Mr/Mrs/Ms): _____ Surname: _____
First name: _____ Company: _____
Mailing address: _____
State: _____ Postcode: _____
Telephone: () _____ Mobile: _____ Fax: () _____
Email: _____

Course Details

Name of course: _____ Examination Date: _____

Compulsory Candidate Declaration:

I agree I have read the remote examination procedures and agree to abide by the policy. I confirm I am responsible for all associated costs with conducting the examination in a remote location. I confirm that the information provided by me in this form is correct.

Signature: _____ Date: _____

Exam Supervisor Details (to be completed by nominated supervisor)

Title (Mr/Mrs/Ms): _____ Surname: _____ First name: _____
Company name: _____ Position: _____
Mailing address: _____
State: _____ Postcode: _____
Telephone: () _____ Mobile: _____ Fax: () _____
Email: _____
Examination venue: _____
State: _____ Postcode: _____

Are you a Justice of the Peace? Please tick: Yes No

Compulsory Supervisor Declaration:

I agree to act as supervisor for this candidate's examination during the examination dates nominated. I understand that the Taxation Institute of Australia will send me the confirmed arrangements once this nomination has been approved and that the candidate is responsible for all associated costs. I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief and that I am not related to, reside with or work with the examination candidate.

Signature: _____ Date: _____

**Please return this completed form to the Education Department by Facsimile (02) 8223 0077
Please note you will receive confirmation of this request via email when processed.**

PRIVACY: The Taxation Institute takes your privacy seriously and is bound by the Federal Privacy Act and the National Privacy Principles. All information provided by you is required to process your nomination to be an examination supervisor. If you do not provide all the relevant information, we may not be able to accept your nomination. The Taxation Institute may provide your personal information to third-party service providers in order to facilitate the delivery of examination materials to you. If you have any queries please contact the Taxation Institute of Australia.

Office use only	Supervisor Approved: Yes / No	Approved by:	Date approved:
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