

EXAMINATION PROCEDURE

Exam content: Exams are designed to test both your recall of course readings, set tasks, assignments and research, and your ability to extrapolate from your learning experiences. Please note that exam results alone will not determine whether you pass or fail the course, but will be part of your overall assessment.

On completing all required assignments for a subject you are then entitled to sit for an examination in that subject. **Exam application forms will not be accepted until after all assignments have been marked and sent back to the student.** If you pass the exam, you are awarded a pass in that subject, and a Statement of Attainment will be sent from the school acknowledging this.

NOTE: You do not have to do an examination unless you want to! (To gain an official pass however...the exam is necessary).

Two ways to sit the exam:

1. You can apply to sit the exam **at our Queensland office** in the daytime or of an evening, by appointment. Three weeks notice must be given prior to the date you wish to sit your exam.
2. Sit the exam away from the school **at a location convenient to you.** Follow these steps:
 - a/ Nominate an adjudicator (ie. supervisor) to oversee the exam. This must be a reputable person (such as a police officer, Justice of the Peace, Minister of religion, school principal, tertiary tutor/lecturer, employer or manager of a business or organisation established for more than 5 years, or member of a professional association which has an established code of ethics. No relatives).
 - b/ Set a date, time and place for the exam (usually held at the adjudicator's office).
 - c/ **Submit** your exam application **3 weeks prior** to the nominated date.
 - d/ We will send the exam to the adjudicator.
 - e/ Sit for the exam at the set time and at the nominated place. The adjudicator will conduct the exam and collect it on completion. The adjudicator will send the completed exam directly to the school.

General information:

- *Exams are usually one and a half hours in duration.
- *Students should bring pens and a few dozen sheets of foolscap or A4 paper with them.
- *No texts or notes are allowed in the exam.
- *Non-programmable calculators are permitted for subjects like Landscaping, Engineering, etc.
- *An exam fee of AUD\$55 (incl. GST) (payable to "ACS Distance Education") applies each time you sit an exam.

APPLICATION FORM

Student's Name:

Subject/s in which you wish to sit an exam:

If sitting the exam externally:-

Adjudicator's Name : Ph B/H (.....).....

Adjudicator's Address:
..... Postcode

Adjudicator's Position/ Occupation :

Do you wish to sit at the school? :

Exam Date : Exam Time :

AUD\$55 (GST inclusive) Fee Enclosed Student's Signature :