

Supervised Validation Assessments at Tea Tree Gully Campus

Please ensure you have read and understand the following before sitting a supervised validation assessment at Tea Tree Gully Campus. Non-compliance with these rules may affect your validation assessment grade.

Assessment Dates and Location

Your teaching assistant or lecturer has confirmed your assessment booking by email. Ensure you are present at the correct date and in the right room. If you are unsure the location of the room, please speak to your teaching assistant before the day of the assessment.

Assessment Times

Assessment start times are 9:00am, 1:00pm and 6:00pm sharp. Please ensure you are in the room, ready to start, before the start time as your time to begin your validation assessment will begin at the scheduled start time regardless.

Absence from Validation Assessments

If you are unable to sit your validation assessment at your pre-booked date and time, you must advise your teaching assistant before the scheduled start time.

Students with a disability or chronic medical condition

If you have a permanent disability or chronic medical condition, please contact your teaching assistant to confirm any special arrangements required at least 6 weeks prior to the relevant exam period.

Permitted Materials

For closed book assessments – writing implements, writing paper, a calculator.

For open book assessments – in addition to the above, course and lecture notes, text books, practise (model) assessment solutions and any other relevant documents to assist. Smartphones, tablets or any other type of electronic communication devices **ARE NOT** permitted.

Student Identification

To confirm the identity of the person sitting the validation assessment, please present your student ID card to the assessment supervisor. Assessment papers will not be handed to anyone without proper photographic identification.

Validation Completion Assessment

Once you have completed your assessment, ensure you place all relevant documents and USB into the provided envelope. Seal this envelope before handing to the supervisor.

Student MUST

- Obey any instruction given by an assessment supervisor for the proper conduct of the assessment
- Present their current Student Identification Card (or another appropriate form of photo identification such as a passport or drivers licence) when picking up your assessment paper.
- Sign the Invigilation code of conduct form when picking up their assessment papers.
- Switch off any mobile phone and/or any other communication equipment and place in their bag.
- Place small handbags, wallets, purses, money bags, pencil cases and necessary medication etc in their bag.
- Make any items brought into the exam room available for inspection by the supervisor on request.
- Ensure they are sitting the correct exam before the actual commencement of the exam
- Complete answers in their own handwriting unless special arrangements have been made
- Answer all questions in English
- Not cheat or attempt to cheat (candidates found guilty are subject to severe penalties including failure in the unit – see the [TAFE cheating policy](#) for details)

Students MUST NOT

- Enter the assessment room after thirty (30) minutes have elapsed from the scheduled start time.
- Be provided with any additional time when they enter the assessment room late
- Remove answer booklets or assessment papers from the assessment room.
- Bring food or drink into the exam room with the exception of bottled water (unless the candidate has prior approval).
- Bring any additional materials (except writing implements) into the assessment room unless specified in Permitted Materials description above.
- Share or exchange materials/resources in the assessment room
- Use an electronic translation dictionary under exam conditions
- Communicate with any other student during the assessment
- Improperly obtain or endeavour to obtain assistance in their work
- Behave in such a manner as to disturb other candidates

Student Responsibility

The validation assessment supervisor will assume all students sitting assessments have read and understood the above.

If the student needs clarification on any of the above items, it is their responsibility to contact their designated teaching assistant prior to the validation assessment date for assistance.