

## **TAFE SA Online Supervised Assessment Terms and Conditions**

1. The Candidate is obliged to provide valid photographic proof of identification (ID). This will be obtained by webcam just prior to the start of the assessment session. Proof of ID may include Australian Driver's License, valid passport, TAFE SA student ID card, valid Australian university student ID.
2. The Candidate is obliged to show a 360° view of the assessment environment by webcam at the time of providing ID.
3. The Candidate should download and install "Skype" to their computer before the assessment session date.

### **4. The Candidate is obliged to meet the following assessment requirements:**

#### **I. Assessment Environment Requirements during assessment:**

- a. The Candidate's assessment environment must be quiet with a clear and empty workspace;
- b. No other people in the room;
- c. Only computer and external web cameras on the desk;
- d. Removal of all written or printed materials unless permitted by TAFE SA;
- e. No music playing or television on or other disturbing sound;
- f. No headphones or ear buds allowed;
- g. No other computers , tablets or other devices running in the assessment room;
- h. Lighting must be sufficient "daylight" quality and overhead is preferred if possible. If overhead is not possible, the source should not be behind the Candidate;

#### **II. Behavioural Requirements during the assessment:**

- a. No talking or communicating with others except assessment administrator or in case of an emergency;
- b. No leaving the room after starting the assessment;
- c. The Candidate's face must point at the computer screen during the assessment;
- d. The Candidate is not allowed to take screen shots during the assessment;

- e. The use of other computer applications is not allowed other than Learn(m2) and Skype during the assessment;
- f. The Candidate is not allowed to surf the Internet during the assessment and must close any website which is not explicitly permitted;
- g. Online assessment questions must be answered by clicking the mouse or using the keyboard;
- h. The Candidate must be appropriately dressed and behave decently at all times.

### **III. Computer/Webcam setup requirements during assessment:**

- a. The Candidate should be ready and seated at their computer 15 minutes prior the assessment session and ensure their computer is switched on and ready;
- b. TAFE SA will contact the candidate via phone 15 minutes before the assessment to provide the Skype username and password and ask them to login;
- c. Candidate must be logged into their TAFE SA Learn(m2) account;
- d. The Candidate is not allowed to have desktop sharing software running on the computer;
- e. Video and audio devices must be enabled and running;
- f. Web-cam must be focused on the candidate taking the assessment at all times;
- g. The Candidate's face must be positioned in the centre of the webcam view;
- h. External cameras, where possible, must be placed on the lid of the laptop or where it will have a constant, uninterrupted view of the Candidate;
- i. Nothing may cover the lens of the webcam at any time during the assessment;
- j. For calculation based assessments, additional equipment (printer or scanner) **approved by the assessor** must be set ready if necessary.

5. The Candidate must apply ethical standards at all times during assessment. This includes plagiarism, cheating, or any fraudulent activity which may partly or fully impair capacity to form an accurate judgment as to the knowledge, understanding, skills and/or the identity of the Candidate.

6. In the event that TAFE SA discovers a violation of Online Assessment Terms and Conditions before the assessment session takes place, TAFE SA shall, at its own discretion, decide whether the Candidate will be disqualified from and therefore not be admitted to the assessment.

7. In the event that TAFE SA discovers a violation of Online Assessment Terms and Conditions during the assessment session , the result will not be announced to the Candidate. TAFE SA will notify the candidate by email or in writing for the reason.
8. In the event that TAFE SA discovers a violation of the Online Assessment Terms and Conditions after a result has already been issued to the Candidate, TAFE SA may withdraw the result at their discretion.
9. If for any unforeseen reason, such as power interruptions or system failures, an assessment session is terminated prematurely and the online assessment could not take place during the scheduled session time, TAFE SA is not liable for any costs incurred by the Candidate or third parties resulting from it, unless any of this is caused by wilful intent or gross negligence on the part of TAFE SA.
10. TAFE SA's maximum aggregate liability whether in contract, in tort (including negligence) or otherwise in respect of any loss or damage suffered by the Candidate or third parties in connection with the Online Assessments shall in no circumstances exceed the actual cost of the assessment fees paid to TAFE SA by Candidate.
11. TAFE SA will not be liable for any loss of income, loss of profits, loss of contracts, loss of data or for any indirect, special, punitive or consequential loss or damage of any kind howsoever arising and whether based in tort (including negligence), breach of contract, warranty or otherwise.

I have read and agreed to the TAFE SA Online Assessment Terms and Conditions in this document.

Student signature:

Student full name:

Student ID number:

Supervised assessment course name:

Date: