
Supervised Assessment Guidelines Online Studies

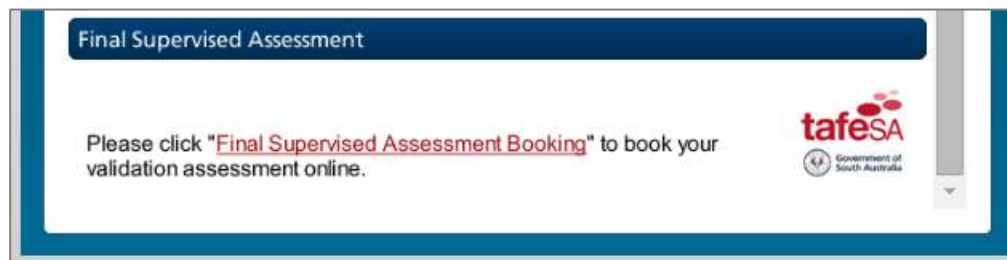


Assessment Bookings

Online students who are required to sit supervised assessments will need to book a time using the online assessment booking link.

Bookings will need to be made prior to the course finish date and at least 14 days prior to assessment sitting date.

A final assessment booking link is located within the Learn (m2) online course sites under **"Final Supervised Assessment"** or via the faculty portal by clicking on **["Assessment Booking"](#)**.



Booking confirmation

A Learn (m2) team member will be responsible for coordinating all assessment bookings. Confirmation and relevant information will be emailed to the student and the invigilator within 3 working days of the assessment booking request.

Assessment location options

Depending on where the student will be sitting the assessment, there will be four different options available:

Option 1: TAFE SA Financial Services Campuses

Adelaide City Campus, Tea Tree Gully Campus, Noarlunga Campus, Victor Harbor Campus, Whyalla Campus, Mt Barker, Mt Gambier Campus & Gawler Campus

To accommodate most student requirements, there will be a number of scheduled dates throughout the semester at TAFE SA Financial Services Campuses. There is no additional fee to sit a supervised assessment at the "Financial Services Campuses" listed above.

If students contact lecturer to book an assessment outside of campus schedule date and time, it is at the lecturer's discretion to accept their request. If the lecturer is unable to assist with student request please direct them to **finance.assessments@tafesa.edu.au**

Option 2: Other TAFE SA Campuses

If a student wishes to sit a supervised assessment at another TAFE SA Campus, it is the **student's responsibility** to arrange the time and date by contacting the respective TAFE SA campus or relevant TAFE SA library. Click on the following link for [TAFE SA contact details](#)

Option 3: TAFE SA approved interstate locations

If a student wishes to sit the supervised assessment at a TAFESA approved institution, it is the **student's responsibility** to arrange the time and date with one of the approved assessment centres throughout Australia (see link below).

Note: These institutions may charge the student a fee to sit a supervised assessment. Click on the following link for [Approved Assessment Centres](#)

Option 4: TAFE SA non approved institutions or private invigilators

If students are unable to sit the supervised assessment at either of the above 3 options, there may be an option to sit the assessments through a TAFE SA non-approved invigilator.

Students should request this option for approval for TAFE SA non-approved invigilation via finance.assessments@tafesa.edu.au

The approval will be granted based on **valid reason and unavoidable circumstances only**. Before booking their supervised assessment at TAFE SA non approved institutions or private invigilators they should obtain the above approval.

A private invigilator cannot be a person related to the student by blood or marriage, or a close friend of the family.

Please note that invigilation at a students' workplace **will be approved in very limited circumstances only**.

Examples of suitable people for non-approved institutions or private invigilators: Doctor, Dentist, Lawyer, Staff Development Officer, Director of Nursing (DON), Justice of the Peace (JP), Police Officer, School Principal or Assistant Principal, Librarian, an Examination Officer from any TAFE, University or similar Educational Institution or Examination Centre.

Sending and Receiving Assessments

Access to and submission of completed supervised assessments will occur through our staff shared drive **(S:) > BJIT_JusFin_FinAss**

TAFE SA Financial Services Campuses

Secured assessment folders will be housed in BJIT _Jus_Fin Team folder, which can ONLY be accessed by financial services lecturers (not HPIs).

Assessment schedule folders

When a student makes an assessment booking at one of the financial services campuses, the assessment schedule will be uploaded to the respective campus share drive folder prior to the assessment date. The assessment schedule includes the student's name, unit name, time allowed, computer requirements and other assessment conditions.

Assessment folders

All financial services supervised assessments can be accessed by financial services lecturers from the share drive Assessment folder in alphabetical order.

Financial services lecturer invigilators can print the supervised assessments ready for the student based on the assessment booking details.

Completed Assessments folders

Completed paper-based assessments should be scanned and uploaded to the unit lecturer's folder along with the student's name and ID number and the unit name.

Electronic files should be saved by the student to a USB and uploaded to the respective lecturer's folder along with the student's name and ID number and unit name.

This will enable the responsible unit lecturer to locate and mark the completed assessments.

Each semester all assessments will be backed-up at Tea Tree Gully campus to an external hard drive for auditing purposes.

Original paper-based assessment documents will need to be stored appropriately by the invigilating lecturer and sent to the Tea Tree Gully campus at the end of the semester in line with assessment storage policy.

Non TAFE SA Financial Services Campuses

Sending assessments

Supervised assessments will be sent by registered post with a prepaid addressed envelope and USB (if required). Exam conditions will be sent to invigilators with a separate letter.

Receiving assessments

The invigilator should send the completed assessments and USB (if applicable) with their declaration by prepaid envelope mailed to:

Attention: Assessment Coordinator
Financial Services Tea Tree Gully Campus
100 Smart Road, MODBURY, SA 5092

Uploading Completed Assessments

A Tea Tree Gully campus team member will scan and upload completed assessments to the shared drive completed assessment folder according to the respective lecturer's name, and the invigilating lecturer will be notified by email.

Filing and Archiving

All scanned assessment documents, electronic files and hard-copy assessments will be saved to external hard disk or placed in storage at the Tea Tree for auditing purposes.

In line with ASQA requirements assessments will be stored for a 6 month period.