



Dear Test/Exam Supervisor,

Supervised tasks are specified in some SAC E subjects for school assessment, primarily to verify the authenticity of work submitted by the student for assessment.

Students therefore are required to nominate an age appropriate (over the age of 18 years) person to supervise these tasks.

The supervisor agrees to:

Receive in advance the assessment materials to be undertaken at or by a certain time.

Supervise the assessment to ensure the work is completed independently under the conditions prescribed by the teacher. This may include a specified time, or open book.

Ensure the coversheet is signed by the student to verify that their work has been completed according to the specified conditions.

Ensure the completed assessment is submitted according to the teacher's direction.

Thank you for your cooperation.

Jeane Schocroft, Director of the Curriculum and Assessment Unit, Department of Education, Western Australia

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of

Suburb..... Postcode.....

Telephone Mobile phone

Email

undertake to strictly supervise and return all tests and examinations completed by:

(Student's full name)

and to verify that the tasks have been completed independently by the student within the prescribed time and under the conditions specified eg whether or not reference to other materials is allowed.

Signature _____ Date _____