



Final Exam Request Form



Please note this form will not be processed unless:

- **All course requirements have been fulfilled** i.e. all Progress Tests/ Labs/ Assignments have been completed and graded by your teacher.
- **All relevant information is completed**, including (if required) the second page.
- This form is **submitted at least 5 business days prior to the date you wish to sit the Exam.**
- This form is **submitted to unilearn@tafeqld.edu.au**

Proposed Date of Exam:
Unilearn Course and Intake:
Type of Exam being requested:
<p>ProctorU* (Currently only available for Biology, Senior English and Economics students)</p> <p>Online Exam questions appear online and answers are either completed online or in Answer Booklet</p> <p>Paper Both the Exam questions and the Answer Booklet are printed by the Supervisor ("Senior Mathematics excluded")</p> <p>Unilearn Ready Program student (this is our 3 subject, 30-52 week Program)</p>
* If sitting the Exam via ProctorU or in the Unilearn Office, you do not need to complete Page 2 of this Form.

What is the name of the University are you applying to? _____

Documentation Deadline For: QTAC VTAC MELB UNI OTHER _____

Points needed for QCE? Yes No If Yes, provide LUI No: _____

Student Information for Official Statement of Achievement

Student Name for Statement:			
TAFE Student No:	I have an existing AccessAbility Plan	Yes	No
Mobile Number:	Email:		
Postal Address:			
By signing below, I acknowledge that this information is true and correct.			
Student Signature:			

Please tick your supervisor on the following List of Approved Roles for Supervisors:

- | | |
|---|---|
| <input type="checkbox"/> Accountant/Bookkeeper | <input type="checkbox"/> Librarian |
| <input type="checkbox"/> Commissioned Officer currently serving in the regular defence forces | <input type="checkbox"/> Minister of Religion |
| <input type="checkbox"/> Educational Facility Employee | <input type="checkbox"/> Medical Professional |
| <input type="checkbox"/> Engineer | <input type="checkbox"/> Public Servant |
| <input type="checkbox"/> Examination Service | <input type="checkbox"/> Unilearn Office* |
| <input type="checkbox"/> JP/Commissioner for Declarations | <input type="checkbox"/> Other (to be approved by Unilearn) |
| <input type="checkbox"/> Law Professional | _____ |

Please advise the make and model of the calculator you will be using in the Exam:



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Supervisor Details

Supervisor Name:	
Supervisor Occupation:	JP/CDEC Registration/Seal No: Teacher Registration No:
Business Name:	
Exam Location:	
Supervisor Contact Number:	
Supervisor Business Email: (this cannot be @yahoo, @hotmail, @gmail etc.)	

Important Note:

Unilearn will make the final decision regarding the suitability of the nominated supervisor.

Please ensure your supervisor is not a friend or relative, has a business email address and the intended exam location is a place of business and not a residential address.

Examination Conditions and Supervisor's Declaration

- I agree to act as Supervisor for the student listed on Page 1 of this Form.
- I am not a relative or personal friend of the student.
- The proposed location for the exam is not a residential address and is suitable for conducting an examination (quiet and uninterrupted).
- I understand that the exam instructions will be emailed to me 48hrs prior to the date of the exam.
- I understand I will be required to check student's photo ID during set up of exam.
- I understand that the student is not to handle the examination documents once the exam is complete.
- As the nominated supervisor, I agree that I am the only person allowed to handle the examination documents. This includes electronic copies of the exam and the instructions.
- I understand that some exams may take up to 4 hours to complete (check our website for specific durations).
- I have access to a printer, a scanner, and reliable internet access.
- If applicable, I am willing to print 20-50 pages of examination materials.
- I understand I must be in direct line of sight to the student AT ALL TIMES during the exam.
- I will ensure the student's personal items, including mobile and other devices, are away from the testing area.
- I agree to return ALL printed examination materials to Unilearn within 24hrs by both:-
 - Scanning and emailing answers directly to the teacher;
 - Placing the original documents in the post (the student will be asked to supply a prepaid envelope).

Supervisor Signature:	Date:
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OFFICE USE ONLY			
Received in Office		Date details sent	
All Conditions Met		Yet to complete	
Emailed Student		SOS & COS Dates	
Emailed Supervisor		ProctorU Booked	
Exam Released		Notes:	
Teacher Advised		Notes:	

Website: unilearn.net.au
 Monday to Friday 9am to 4pm AEST
 Phone: +617 3826 8392 | EMAIL: unilearn@tafeqld.edu.au
 Privacy Policy <http://tafeqld.edu.au/about-us/privacy.html>