

Supervisor Nomination Information

Nominating an independent supervisor

An independent exam supervisor should be someone in a senior position from you in your workplace (e.g. a manager or direct supervisor). We appreciate that this is not always feasible, especially for students who run their own company or are in the highest position in their office. In such cases we recommend you suggest someone within your workplace who does carry a level of responsibility in their job description (e.g. an assistant manager) OR some other responsible third party (e.g. a solicitor, Justice of the Peace, a doctor, a teacher). Please note that Kaplan does not take liability for any fee incurred in organising your exam invigilator.

Independent exam supervisor may include:

- a suitable person from your workplace such as a supervisor, manager or training officer
- a suitable professional (e.g. lawyer, accountant)
- a suitable person at a government recognised tertiary institution or school
- a Justice of the Peace
- suitable person from your local community where you can sit your exams such as a library
- Minister of Religion or other religious leader.

Independent exam supervisor cannot be:

- a current Kaplan student
- an immediate family member

Important Information

If you are approved to sit your examination with an Independent Supervisor it is recommended NOT to sit an exam in your own home, unless there are extenuating circumstances approved by Kaplan. You are responsible for confirming your independent supervisor has received all necessary information prior to the exam.

All students should bring identification, including a signature and/or photo (e.g. driver's licence or passport)

There are set dates and times for all exams. Please refer to your subject room for specific exam information relevant to your exam.

SUPERVISOR RESPONSIBILITIES

Prior to exam

- It is preferred that supervisors provide a business email address to receive exam details.
- The day preceding the exam, ensure that the exam details have been received and the supervisor has read through the exam instructions.

At the exam

- Ensure that the student has provided appropriate identification and does not have access to unauthorised materials, such as internet access (other than to the KapLearn subject room required for online exams), course material etc.
- Supervise the student for the duration of the exam.

After the exam

- Return the signed Supervisor Declaration form

DISPATCH OF EXAMS

Online exams

Supervisors will receive login details via email within one (1) business day of the exam date.

Students have been advised to contact their exam supervisors 24 hours before the exam to ensure they have received the information and read the Supervisor instructions.

Written exams

Access to exams is provided via a secure link.

Supervisors will receive an email with access details within two (2) business days of the exam.

For written exams, the supervisors will be required to print the exam paper and any supplementary documentation prior to the exam.

Supervision Nomination Form

This Independent Supervisor Nomination Form must be completed by all parties and submitted to Kaplan Professional two (2) weeks prior to your exam date.

Personal Information			
Title: Dr/Mr/Mrs/Ms/Miss/Other		Student ID	
First name		Surname	
Company			
Address			
Email			
Telephone	(W)	(H)	(M)

Please list your subjects and exam date below. Please refer to the information accompanying this form for closing dates for submission and refer to your subject room for examination dates and times.

Subject Code	Subject Name	Examination date
Signature:		Date:

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SUPERVISOR INFORMATION AND CONTACT DETAILS (to be completed by supervisor, please fill in your details)

Supervisor Information and contact details			
Title: Dr/Mr/Mrs/Ms/Miss/Other			
First name		Surname	
Company		Title/Position	
Address			
Email (compulsory)			
Telephone	(W)	(H)	(M)
Examination venue address			
I can confirm I have internet access (compulsory)			
Are you a Justice of Peace? Yes or No			

SUPERVISOR'S COMPULSORY DECLARATION

I agree to supervise the exam for the above student at the venue indicated and will endeavour to ensure that strict examination conditions are met. I confirm that the information provided by me is correct and that I am not related to and do not reside with the examination candidate. I am not a current Kaplan student.

On receipt of the exam I will not discuss the content of the exam with the student or anyone else at any time.

I acknowledge that the exam remains the Intellectual Property of Kaplan and may not be copied, stored or shared without express, explicit and written permission.

Signature:	Date:
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