

Supervisor's nomination form

Internal assessment — Year 10

The school recommends Year 10 students secure a supervisor in preparation for the requirement in Years 11 and 12.

Note: It is not mandated.

Parent/Guardian nominates to supervise
(please complete Sections 1 and 2)

Exam supervisor nominates to supervise
(please complete Sections 1 and 3)

Section 1: Student details

Student information

Surname

Given name/s

Section 2: Parent / Guardian supervisor's details

Parent / Guardian supervisor's details

Surname

Given name/s

Postal address

City/Town

Postcode

Phone number

Mobile

Email

Parent / Guardian
supervisor's signature

Date

Section 3: Supervisor's details

Supervisor's details

Surname

Given name/s

Postal address

City/Town

Postcode

Phone number

Mobile

Email

Current occupation

Category of Supervisor
For example, **E**

Information regarding test/assessments can be found in the Work Rate Calendars.

I agree to act as Official supervisor for the above student for the tests in this year/semester and accept responsibility for ensuring the test conditions are met. I have read the statement on the page 2 outlining the Supervisor's role and responsibilities.

Supervisor's signature

Date

Address and forward to: Attention: Enrolments
Brisbane School of Distance Education
GPO Box 1308
Brisbane Qld 4001
Email: enrolments@brisbanesde.eq.edu.au

Office use only

Data entered by

Date

Assessment supervisor responsibilities and guidelines

1. A supervisor agrees to supervise a student for one year or in special circumstances, one semester.
2. A supervisor must be eligible according to the list below.

Eligibility list for supervisors

The following people are eligible to be supervisors for the Brisbane School of Distance Education Senior Summative exams. This person must be in no way related to the student and may not reside at the same address as the student. Parents of other BrisbaneSDE students are not able to act as supervisors.

- A. Accountants: Registered members of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants
 - B. Bailiffs
 - C. Bank Managers other than Managers of bank travel centres
 - D. Barristers
 - E. Clerks of Courts
 - F. Clerks of Petty Sessions
 - G. Commissioned Officers currently serving in the regular defence forces
 - H. Dentists
 - I. Elected representatives of Federal, State and Territory Parliaments, Legislative Assembly of Norfolk Island and Municipal or Shire Councils
 - J. Engineers
 - K. Holders of Statutory Offices for which an annual salary is payable
 - L. Judges
 - M. Justices of the Peace
 - N. Lecturers at Tertiary Institutions
 - O. Librarians
 - P. Medical Practitioners (Registered)
 - Q. Ministers of Religion
 - R. Pharmacists
 - S. Police Officers in charge of Police Stations
 - T. Police Officers of the rank of Sergeant and above
 - U. Postal Managers
 - V. Senior Hospital Staff
 - W. Sheriffs
 - X. Shire clerks
 - Y. Solicitors
 - Z. Stipendiary Magistrates
 - AA. Teachers (Registered)
 - BB. Veterinary Surgeons (Registered)
3. Students may be able to approach their nearest school (including primary schools) for test supervision to occur there.
 4. Summative test and declaration forms are sent directly to the nominated supervisor with instructions for administering the test.
 5. Supervisors will receive reply paid envelopes for return of tests to the school at **no cost** to the supervisor.
 6. Supervisors are required to complete a **declaration form** for each test supervised. Failure to complete this form may result in the cancellation of the test result and the need for the student to complete another test.
 7. All tests must be **mailed immediately** on completion.