

Supervisor's nomination form

Internal assessment — Years 11 and 12

Student details			
Surname	Given name/s		Year level
Postal address			
City/Town			Postcode
Phone number		Mobile	
Email			

I have advised the supervisor nominated below:

- the number of tests that will require supervision this semester
- that they may receive exams via email OR post.

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

I have been unable to find an eligible supervisor and will sit my exams at BrisbaneSDE

Student signature	Date
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Supervisor's details (please check that you can meet the guidelines on page 2 of this form)			
Surname	Given name/s		
Postal address			
City/Town			Postcode
Phone number		Mobile	
Email (must be completed)			
Current occupation		Category of Supervisor For example, E	

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 am not related to the student.** I have read the statement on the page 2 outlining the supervisor's role and responsibilities.

Supervisor's signature	Date
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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 may receive assessment via post OR via email.
 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, emailed or uploaded to Blackboard immediately** on completion.