

MEMORANDUM OF UNDERSTANDING EXAM CENTRE PROCEDURES AND GUIDELINES

TASC manages external assessments for TASC-accredited senior secondary courses at Level 3 and 4. These external assessments are held at approved Exam Centres where a Memorandum of Understanding (MoU) is in place. Under the MoU, the parties (TASC and the school) agree to comply with and direct their staff members to comply with all MoU procedures and guidelines outlined below.

TASC undertakes regular on-site inspections to ensure that the security and safety measures associated with these Guidelines are met.

TASC External Assessment Policy and External Assessment Rules

The conduct of exams at the Exam Centre must be compliant with the TASC *External Assessment Policy* and *External Assessment Rules* (at tasc.tas.gov.au/about/policies), as managed by the Supervisor Coordinator and Exam Supervisors employed by TASC.

Exam Centre – Trunk Storage Room Guidelines

Exam Centres must have a secure Exam Centre Trunk Storage Room designated for the storage of the trunks and associated confidential exam materials. TASC will assess potential storage rooms for new Exam Centres and review existing Centres if relocation is required. The Exam Centre Trunk Storage Room must:

- Have a secure door lock to ensure the security of exam materials.
- Be in an area with low foot traffic. Students and general staff must not be in the vicinity of the room during the delivery of exam materials or when exam papers are removed by TASC supervisors during the exam period.
- Be easily accessible for the delivery of materials via truck and trolleys, with a reasonable and safe route to and from examination rooms.
- Be within a fixed building with solid construction, including a floor, ceiling, and walls made of permanent materials. Temporary walls or ceilings, such as plywood, are not acceptable.
- Have solid, reinforced door with strong hinges. Any glass inserts or ventilation openings must be covered with security mesh or similar reinforcement to prevent unauthorised access.
- Any windows must have security bars or mesh installed to prevent unauthorised access.
- Restrict access once exam materials are delivered. Entry to the storage room is only permitted in an emergency, with the school required to seek approval from or inform TASC if access occurs.

- Limit key access to authorised personnel only:
 - General school staff must not have a copy of the door key during the exam period.
 - TASC-appointed Supervisor Coordinators must have a key to access the room.
 - A maximum of one or two additional copies may be retained for emergency use by senior staff members (e.g. Principal, Assistant Principal, TLO, or Business Manager).
 - Any other copies must be secured in the school safe for the duration of the exam period.
- Utilise appropriate locking methods to maintain security:
 - A lock tumbler system with a limited number of keys may be used to eliminate the need to collect and secure multiple staff keys.
 - Centres using electronic keys, swipe cards, or similar security technologies must implement procedures that enforce the same access restrictions as outlined above.
- Be equipped with appropriate security measures. If an alarm system (such as monitored motion detectors or similar) is not already in place and its installation is not financially feasible or reasonable, alternative security measures may be implemented. Schools must discuss and seek approval from TASC for alternative procedures that ensure the security of exam materials, in addition to the requirements already outlined.

Exam Trunk Guidelines

An acceptable Exam Trunk will be:

- Installed within a TASC-approved Trunk Storage Room (only).
- A metal box (trunk) supplied or approved by TASC. Exam Centres may not make or hold copies of the trunk key. Fixed securely in place by being bolted to the floor in each corner. Should the trunk need to be moved/stored in another location outside the exam period, arrangements for moving it must be negotiated with TASC prior.
- Fitted so that there is sufficient space from any wall to open the trunk lid and ensure that it cannot fall forwards/down once open. The lid will display a TASC-supplied safety warning.

Exam Room Guidelines

The Exam Room/s is/are to:

- Be large enough for the maximum number of students who are scheduled to be completing exams throughout the exam period.
- Be located in an area of the school that is not a common thoroughfare or high traffic for other members of the school.
- Provide every candidate with a separate desk.
- Have desks arranged so that each candidate seat is at least 1.2 metres from the one in front and behind and at least 1.6 metres from the one on either side. Desks and chairs must be consistent in size and sufficient for the maximum number of students who are scheduled to be completing exams throughout the exam period.
- Have clocks positioned to ensure visibility for all candidates.
- Have no diagrams, maps, or learning materials etc. displayed in the room(s) being used.
- Have a noticeboard outside each exam room, where notices for candidates can be displayed.
- Have a main front desk for use by the Exam Supervisors and for the storage of additional exam materials such as surplus stationery, tissues, etc.
- Have Exam Supervisor tables placed in a position as to ensure effective supervision but not so near as to unsettle or distract candidates.
- Have nearby bathroom facilities that are also restricted from access by other members of the school.
- Have restricted access so that no persons other than the TASC appointed Supervisor Coordinators, Exam Supervisors, TASC officers and students are permitted to enter the exam room. No teachers or school staff may enter an exam room without prior approval from TASC.

If any additional procedures and guidelines are required to support the effective delivery of senior secondary external assessments, these must be agreed upon and endorsed by both the Deputy Director of TASC and a person holding a position of senior management in the school (for example; the TASC Liaison Officer or Principal of the Exam Centre). The agreement must be in writing prior to the commencement of the exam period.

Responsibilities

TASC will:

- Undertake recruitment processes to employ the Supervisor Coordinator/s, Exam Supervisors, and Support Supervisors required to facilitate the supervision of students sitting exams and associated duties during the exam period.
- Provide appropriate training to staff undertaking supervision tasks.
- Ensure that appropriate numbers of exam supervision staff are allocated to the Exam Centre to adequately supervise the number of students completing exams throughout the exam period, including those needing additional supervision due to reasonable adjustments.
- Ensure copies of the exam papers are delivered securely to the Exam Centre and into the custody of the Supervisor Coordinator.
- Provide rules for the conduct of exams to the Exam Centre.
- Review compliance with this MoU, including undertaking spot checks to ensure the security of the exams is maintained by the Exam Centre.
- Only use the keys provided by the Exam Centre to access specified areas at the Exam Centre and return the keys upon completion of the exam period.
- Inform students of the emergency/evacuation plan, including lockdown procedure before each exam commences.
- Receive and consider feedback regarding the processes needed to work collaboratively to effectively deliver the exams at the Exam Centre.
- Provide stationery packs for each Exam Centre, replenished annually. Packs are not to be accessed by school staff and are to be stored in the exam trunk at the end of the exam period.

The Exam Centre will:

- Arrange a meeting between the Supervisor Coordinator and the TASC Liaison Officer ahead of the exam period to discuss logistics.
- Provide an Exam Centre Storage Room that meets the Exam Centre Storage Room Guidelines as stated above.
- Provide an Exam Trunk that meets the Exam Trunk Guidelines as stated above.
- Keep exam papers and associated materials secure at all times.
- Ensure no access to the exam papers by any person other than the Supervisor Coordinator or other TASC staff members.
- Ensure exam materials are available to students no earlier than the prescribed date and time of the relevant exam.
- Ensure no unauthorised access to the exam rooms during the exam period.
- Report any suspected breaches of security to TASC as soon as practicable.
- Ensure the TASC Liaison Officer, a senior school staff member, or a delegate is present and available during the exam period to support students as required.
- Provide administrative assistance to Exam Supervisors including the provision of stationery as needed.

- Host students enrolled at other schools who have been scheduled by TASC to undertake an exam at the Exam Centre. This is to be carried out in negotiation with the school Principal and acceptance may be dependent on Exam Centre capacity.
- Provide administrative assistance to students as required, including ad-hoc printing of Notice of External Assessment forms and supplying stationery (pencils, etc).
- Provide the following to Exam Supervisors / TASC staff as required to enable the safe and effective conduct of exam processes:
 - keys/codes to enable TASC access to all areas to be used by TASC staff during the exam period
 - access to a computer, printer and scanner and any necessary IT support and to be able to login into a computer and be linked to printers/scanners
 - suitable rest/break area including tea and coffee facilities
 - safe and secure area out of the weather in which staff can wait for exams to be collected by couriers at the end of each day during the exam period
 - a staff member to stay with the Supervisor Coordinator until the end of each day and to lock premises and set alarms
 - access to stationery packs provided by TASC for each Exam Centre
 - where possible students to complete Late Attendance Statutory Declaration forms by the Exam Supervisors as needed.
- Keep all information gained from supporting the supervision process strictly confidential.
- Participate in a review of compliance with this MoU including spot checks of the Exam Centre.
- Provide feedback, as requested by TASC regarding the processes needed to work collaboratively to effectively deliver the senior secondary external assessments and to work towards continuous improvement.

Related procedures

Memorandum of Understanding – Establishing an Exam Centre

Legislation

Under Section 10(1)(e) of the Act, TASC is to set, to conduct or arrange for the conduct of and to mark examinations and assessments in senior secondary education and other education and to provide for or determine related matters.

The Tasmanian Government is committed to the principle of open access to public sector information under the *Right to Information Act 2009 (No. 70 of 2009)* and to protecting individual privacy under the *Personal Information Protection Act 2004*.

Authorisation

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