

## Instructions for Supervisor

### Guidelines for the conduct of NSW School of Languages Assessment Tasks and Examinations at the home school

The dates of NSW School of Languages assessments tasks and examinations are set one year in advance and published on our [website](#) in Term 4 of the previous year.

Homeschools are requested to adhere to these dates to ensure:

- integrity of the assessment process (confidentiality of the contents)
- equity for all students
- consistency in the marking process
- efficiency in returning assessment tasks/examinations promptly to the students.

#### What to do if the assessment/examination date needs to be changed?

It is the responsibility of the home school Supervisor to:

- **Contact** the Head Teacher to discuss the matter and set a new date for the examination. At least two weeks prior to the assessment task.
- **Note:** Students will be asked to sit for the assessment task/examination as close to the original date as possible (i.e., the day before the set date).
- **Download** the NSW School of Languages Change of Date or Venue of Examination / Assessment Task Policy and Form from the school [website](#). They can be located by clicking on *Assessment & Reporting*, then *Guidelines & Forms*.
- The form must state the reason for the change, the new date and/or venue and **must** be signed by the home school Principal and the student.
- **Scan and email** this form to [nwschoollang.school@det.nsw.edu.au](mailto:nwschoollang.school@det.nsw.edu.au) at least two weeks before the assessment date.

#### Importance of checking the materials prior to assessment/examination date

Assessment or examinations are sent electronically to the home school one week before the examination date. Supervisors are requested to check the assessment/examination materials on receipt and contact the relevant Head Teacher if it is incomplete or if the audio file has not been received electronically.

For some tasks the assessment will be conducted via the student learning management system, for example Canvas. This will be explained in the Assessment Notification for the student and supervisor.

## Conduct of the assessment task/examination

- Assessments/examinations should be held in a suitable, quiet room.
- Students are to be supervised at all times, in the case of online tasks, supervisor should be able to see the student screens.
- Check the duration of the examination.
- Check the instructions on the use of dictionaries on the Assessment Notice and/or Assessment Task.
- Dictionaries taken into the examination room **must not be annotated**.
- No electronic devices, for example, phones, watches etc. should be available to the student during the assessment/examination.
- Students found to have breached the integrity of the task will be given an automatic mark of zero for the task. This includes sharing information about the task/examination with others.
- Tasks with a hand in element must be submitted by the student on the due date. Late submissions will be penalised.

## Dealing with problems occurring during the assessment task/examination

Should there be any problem or misadventure during the assessment task/examination. Supervisors are requested to contact the NSW School of Languages Head Teacher **immediately**.

## Return of the completed assessment task/examination

Supervisors are requested to:

- **Scan the completed paper and email** to the teacher designated on the assessment notification.
- **Keep the original** question papers and completed answers **in a safe place** at the home school in case they are required for later reference.
- **If the task is online via learning management system this is not required.** The task notification will stipulate if it is a printed task or an online task.

Please do not hesitate to contact the relevant Head Teacher regarding any of the above matters.

Thank you for your continued support.