

## Instructions for Supervisor

### Guidelines for the Conduct of the Listening Examination EAL/D Course

#### General procedures

Supervisors are requested to:

- download and print the assessment papers received via email. The task will be emailed at least one week prior to the date of the assessment
- download the Assessment Listening Audio file sent by email one week prior to the assessment
- test that the audio file works on the computer/device that will be used, prior to the day of the assessment. This device is to be a school-owned and not student-owned device
- delete the audio file as soon as all students have completed the Listening assessment
- operate the audio equipment throughout the Listening task
- supervise the Listening assessment in a quiet room. Students must be actively supervised at all times during the task. Schedule suitable times with your student for the day of the assessment
- ensure that no mobile phones, smart watches or any other electronic devices are accessed by the student(s) during the Listening assessment
- **scan the completed assessment paper** and email it as soon as possible to the relevant course teacher or to [NSWSchoolLang.school@det.nsw.edu.au](mailto:NSWSchoolLang.school@det.nsw.edu.au)
- keep the original assessment paper in a secure location.

#### Further assistance

For further information about assessment procedures, including Change of Date requests and Illness/Misadventure appeals, Supervisors are requested to consult and carefully follow the instructions in the Home School Conduct of Exam Guidelines document available on the [Forms and guidelines](#) page of our website.

Students and Supervisors may contact the relevant course teacher or Head Teacher via [email](#) or on 9381 4800 to discuss any aspect of the assessment.

Thank you for your co-operation in the administration of these examinations.