

CREATE AN EXAMINATION CENTRE



Nomination form to take effect from term examinations 20

Status of Examination Centre to be created Permanent Temporary (for the above exam period only)

(See notes over page regarding suitable venues to nominate as Examination Centres)

STUDENT SECTION (TO BE COMPLETED IN BLOCK LETTERS)

Family name	
First name/s	
Student number <input type="text"/>	Email <input type="text"/>
Postal address	
Postcode	

Are you going to sit all of your examinations at this Examination Centre? Yes No

If no, which examinations will you sit at this Examination Centre?

Subject area (eg FINC) Catalogue number (eg 20007)

Course name

Student signature

Date

INVIGILATOR SECTION (TO BE COMPLETED IN BLOCK LETTERS)

Institution/company	
Invigilator name	Position held
Postal address	
Postcode	
Physical address (where students should attend the examination)	
Postcode	
Phone	Fax
Email	

Are you prepared to invigilate other CQUniversity students who may live in your area? Yes No

I hereby agree to act as invigilator at this examination centre and administer examinations for CQUniversity, in accordance with their policies and procedures

Invigilator signature

Date

IMPORTANT INFORMATION – PLEASE READ

Instructions for Creating Examination Centre

Contact the Examinations section or check via CQUcentral whether an Examination Centre is already established within 150kms of your location. Complete the student's section of the form.

Temporary Examination Centre

Will be established for nominated examination period only.

Permanent Examination Centre

Will be established permanently and any CQUniversity student may elect to sit their examinations at that centre. Note: permanent changes to examination centres will need to be activated by the student through CQUcentral (change study location).

Australian Examination Centres

Suitable invigilators may include an educational institution (school, TAFE, university), Justice of the Peace, Police Officer, Minister of Religion or employer.

Overseas Examination Centres

The only centres considered suitable for invigilating CQUniversity examinations are British or Australian embassies or consulates, IDP Education Australia, or Universities who are members of the Association of Commonwealth Universities (see www.acu.ac.uk) or in the USA members of Association of American Universities (see www.aau.edu) or institutions with membership to National College Testing Association - NCTA (see www.ncta-testing.org)

The student is to return the completed form either by fax or mail to:

CQUniversity Australia
Examinations
Building 2, Bruce Highway,
ROCKHAMPTON QLD 4702
Australia

Australia International Fax: 61 7 4930 6702

Australian Fax: 07 4930 6702

Information for Students

- Requests for changes to Examination Centres will not be considered within 14 days of the date of commencement of the examination period.
- Failure to complete and return this form will exclude the student from sitting for or gaining a grade for examinations.
- Internal students MUST sit at the campus in which they are enrolled (this includes students with part-time internal enrolment). Changes due to exceptional circumstances must be addressed to the Coordinator, Examinations and Timetabling. If approved a \$30 per examination charge applies to sit at an alternate centre. Proof of payment of this charge must be provided to the Examinations section before this form will be actioned.
- This form will not be processed without the student's and invigilator's signature.

Information for Invigilators

- CQUniversity is responsible for the expenses of the new invigilation arrangement in accordance with the University's Schedule of Payment. Pay claims are made by the invigilator on a form that will be dispatched with the examination materials.
- Examination papers cannot be forwarded until we have the correct name, email address (if applicable), phone number and address of the invigilator.
- CQUniversity will provide an Invigilation Manual that outlines the CQUniversity policies and procedures for the administration of examinations for the University.
- This form will not be processed without the student's and invigilator's signature.