Use of a personal computer to read and respond to examinations

1. The use of a personal computer to read and respond to an external examination *must be approved b*y the SACE Board of South Australia before the examination. Schools submit ‘Request for External Assessment Adjustments’ (Form 31) when an eligible student requires a USB for reading purposes and/or the provision of an examination in an electronic format.

2. The invigilator(s) and the students should be given a copy of these instructions before the examination.

3. Students should be familiar with the computer and the software to be used and should use the same computer in each examination. It is preferred that the computer used by students is provided by the school.

4. Students should have practice, before the examination, in using the computer and software under examination conditions.

5. The following instructions apply to student use of a personal computer under examination conditions:

5.1 If the computer is to be used in a room with other students, the screen must not be visible to other students and the use of the computer must not interfere with the other students.

5.2 The computer to be used must contain the program Adobe Acrobat Pro (version 7 or later) to run the interactive PDF, and allow documents to be saved to the computer. Note that Adobe Reader does *not* allow interactive forms to be saved.

5.3 The computer must be checked by the invigilator before the examination begins to ensure that nothing related to the examination is stored in the computer’s memory.

5.4 The invigilator should have sufficient computer knowledge to ensure that the student uses only those facilities that have been approved by the SACE Board of South Australia.

5.5 The examination files supplied by the SACE Board on USB should be downloaded to the computer enabling the students to access and enter their responses. Please check that the files have the correct student's name and SACE registration number set in the footer of each page. The USB should be used only for the examination.

5.6 A USB (used to save the student’s responses) must be supplied by the school. The USB should be initialised and labelled with the student’s name and SACE registration number.

5.7 After the examination has concluded, the student’s responses should be printed and the printed copy checked by the student and invigilator. The student and the invigilator should initial each page.

5.8 Any USB used to save the student’s responses, the USB supplied by the SACE Board, and the printout must be returned to the SACE Board of South Australia with all other students’ scripts.

6. Schools should initiate discussion with the SACE Board of South Australia before the examination if they believe there is a need to vary these instructions.