



THE TAX INSTITUTE

Remote Examination Policy

V1 2017

Date of issue: June 2017

1 Remote examination procedure

1.1 Does the remote examination procedure apply to me?

You will need to arrange for a remote examination if:

- You are located outside the city metropolitan area (outside a 50 km radius of the CBD) and cannot travel to the States CBD venue booked by The Tax Institute

Candidates located with the 50 km radius will **NOT** be eligible to sit the exam remotely.

1.2 What is a suitable venue for the examination?

Suitable venues for conduct of examinations include:

- A recognised education institution (TAFE, University, School, RTO)
- Library
- Workplace boardroom or meeting room (must supply an independent exam supervisor)
- Candidates are not permitted to sit an examination in their own home, unless the candidate has special needs, and they apply in advance for approval from The Tax Institute.

1.3 Exam room and technical requirements to sit a remote exam

Technical requirements	Exam venue requirements
<ol style="list-style-type: none">1. Computer PC2. Mouse3. Keyboard4. Monitor5. High speed reliable internet6. Internet explorer: version of internet explorer to have plugin that defaults to Acrobat reader that has a search/ find function for PDF that are downloaded/ opened7. Microsoft office (word, excel)	<ol style="list-style-type: none">1. Either one candidate per desk or two candidates per desk with divider between candidates2. Suitable exam room- well lit, suitable temperature, well ventilated, quiet and free from being interrupted, away from loud noises, telephones etc.3. Desk- enough space for computer and any printed documents4. Chair-adjustable height
Candidates must be able to access the following websites:	
<p>http://connect.taxinstitute.com.au (platform will require the candidates own login details to view materials)</p> <p>https://tti.wheelers.co (platform will require the candidates own login details to view materials)</p> <p>http://www.thomsonreuters.com.au (platform will require the candidates own login details to view materials)</p> <p>http://www.austlii.edu.au</p> <p>http://www.iknow.cch.com.au</p> <p>https://www.ato.gov.au</p> <p>http://www.legislation.gov.au</p> <p>http://www.taxinstitute.com.au</p>	

1.5 Who can supervise an examination?

The independent supervisor nominated by the candidate to supervise an examination at a non-CBD venue must be:

- a suitable person at a government recognised tertiary institution or school (e.g. Teacher, Senior Administrator, Librarian)
- a suitable person at the Australian Consulate (e.g. a Training or Education Officer), a Minister of Religion, Justice of the Peace, Doctor, Lawyer, Accountant, Police Officer, Human Resources Manager
- a Compliance Officer
- a current CTA member of The Tax Institute.

The supervisor must not be related to, reside with be a work colleague or friend of the examination candidate.

1.6 How do I nominate an exam supervisor?

- To nominate an exam supervisor, the 'remote examination request' form must be completed by both the **candidate** and the exam **supervisor** and be submitted to The Tax Institute **four (4) weeks PRIOR** to the examination date [refer to form below].
- Completed forms received after the Due Date may not be processed by The Tax Institute.
- The Tax Institute will notify the outcome of the application upon receipt of requested documentation from the nominated Supervisor within five (5) business days.
- The Tax Institute reserves the right to decline the remote examination request at any time if the Remote Examination Policy and Procedures are not followed and will notify the Candidate in writing.
- Examination documents will not be released if the supervisor fails to return the signed Non- Disclosure Agreement to the education department of The Tax Institute or if the remote examination request is declined, The Tax Institute will notify the Candidate in writing if examination documents are to be withheld.

2 Supervisor responsibilities

The exam supervisor's responsibilities include:

PRIOR to examination:

- read The Tax Institute's policy and procedures for the conduct of examinations document
- ensure that examination instructions and resources have been received and checked
- sign and return the non-disclosure document to The Tax Institute
- Set up the computer with the technical requirements as listed above (table on page 2)

AT the examination:

- ensure that the candidate has provided appropriate identification and does not have access to unauthorised materials
- be present in the examination room during the conduct of the exam
- Provide or have access to technical computer/ internet support in the event of an issue

AFTER the examination:

- Securely destroy any used resources such as exam question booklets, notes by the candidates etc., and delete any examination documentation sent or received via email as per instructions received from the Education Department of The Tax Institute. Confirm in writing to the education department this step has been completed.

3 Candidate responsibilities

It is the candidate's responsibility to confirm that the independent supervisor returns any examination documents as instructed by the education team within 24 hours of exam conclusion.

Note: The candidate is responsible for any costs incurred in the conduct of the examination (i.e. supervision fee, room hire, postage or courier fees of completed examination booklet).

4 Appointment of exam supervisor

The nominated exam supervisor is appointed and approved for one (1) examination period only, to supervise the course examination listed by the candidate on the request form. Once The Tax Institute has approved the supervisor and venue nominated by the candidate, the supervisor will be notified of the examination arrangements. If the approved supervisor is unable to attend the examination, a substitute supervisor must be approved by The Tax Institute before the examination date.

5 Date and time of the examination

Examinations must be sat on the scheduled date and scheduled time. All examinations are held simultaneously around the country to ensure the secure nature of the examination process. Under no circumstances can the candidate sit their exam before or after the scheduled time. If the advertised examination dates are unsuitable, candidates should defer their examination to a future examination date.

6 Exam instructions

Exam instructions and resources are emailed directly to the exam supervisor.

A copy of The Tax Institute's policy and procedures for the conduct of examinations will be emailed to the supervisor along with the exam booklet. All supervisors must read the procedures before the examination date. If supervisors have any questions regarding the conduct of examinations they should contact the Education Department of The Tax Institute. Candidates are required to take identification, including a signature and/or photo (e.g. Driver's licence or passport) to the examination.

Candidates should advise the Education Department of The Tax Institute at the time of initial enrolment, if they have special needs with regards to their examination.



THE TAX INSTITUTE

REMOTE EXAMINATION APPLICATION FORM

REMOTE EXAMINATION REQUEST FORM | V1 2017 | WD

Date of issue: June 2017

1 Candidate information

Member no.:

Title: Mr Mrs Miss Ms Other (please specify) Date of birth:

First name: Last name:

Address:

Suburb: State: Postcode:

Email:

Telephone: Mobile:

2 Subject and candidate declaration

Subject: Examination date:

COMPULSORY CANDIDATE DECLARATION

I agree I have read the remote examination procedures and agree to abide by the policy. I confirm I am responsible for all associated costs with conducting the examination in a remote location. I confirm that the information provided by me in this form is correct.

Signature: Date of signature:

3 Exam supervisor details and declaration (to be completed by nominated supervisor)

First name: Last name:

Title:

Employer:

Email:

Telephone: Mobile:

Examination venue:

Examination venue address:

Suburb: State: Postcode:

Registration number: (please attach copy of secondary verification document if registration number is not available)

Are you a justice of the peace? Yes No

How do you know the candidate? (application will not be accepted if this question remains unanswered)

COMPULSORY SUPERVISOR DECLARATION

I agree to act as supervisor for the above mentioned candidate's examination during the examination dates nominated. I understand that The Tax Institute will send me the confirmed arrangements once this nomination has been approved and that the candidate is responsible for all associated costs. I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief and that I am not related to, reside with or work with the examination candidate.

Signature: Date of signature:

Please read overleaf

PRIVACY: The Tax Institute takes your privacy seriously and is bound by the Federal Privacy Act and the National Privacy Principles. All information provided by you is required to process your nomination to be an examination supervisor. If you do not provide all the relevant information, we may not be able to accept your nomination. The Tax Institute may provide your personal information to third-party service providers in order to facilitate the delivery of examination materials to you. If you have any queries please contact The Tax Institute

Collection notice

The Tax Institute (TTI) complies with its obligations under the Privacy Act 1988 (Cth) with respect to how it handles personal information. TTI collects, uses, holds and discloses your personal information (including sensitive information, such as health information) for a range of purposes, such as administrative purposes relating to membership of TTI and TTI's courses (including assessment of eligibility and providing courses), compliance with Government and statutory requirements, provision of information relating to TTI's services and member benefits and to conduct market research. If you do not provide the personal information requested by TTI, it may not be able to provide its services to you, such as assessment of your course enrolment application. TTI does not disclose criminal record information to third parties. TTI usually discloses your personal information to entities such as your sponsoring employer (with respect to your course records and results), The Tax Practitioners Board, TTI's business partners for marketing purposes, IT companies and other companies who provide administrative and other services to TTI and government bodies, such as the Tertiary Education and Quality Standards Agency. TTI may disclose personal information to overseas recipients in countries such as the United States of America and India. For further information on how TTI collects, uses, holds and discloses personal information, please see its privacy policy at www.taxinstitute.com.au. The Privacy Policy also contains information on how to request access to or correction of your personal information and how to make a complaint about a breach of privacy. By submitting your application to TTI, you confirm that you have read TTI's Privacy Policy and you consent to your personal information being collected, used and held by TTI and disclosed to third parties as set out in this notice and in accordance with TTI's Privacy Policy. If you do not want your personal information to be used by TTI or disclosed to third parties, for the purpose of direct marketing, please contact us in writing at membership@taxinstitute.com.au.

TO APPLY

✉ Mail GPO Box 1694 Sydney, NSW 2001

@ Email taxeducation@taxinstitute.com.au

☎ Call 1300 TAX EDU (1300 829 338)

☎ Fax 02 8223 0077