



Information for Remote Students - Special Exam Location Request

Never Stand Still

Business School

Taxation and Business Law

Please read the following information prior to submitting your 'Special Exam Location Request' for Remote Students'. For any enquiries, please contact the School of Taxation and Business Law (TBL) on +612 9385 9534 or email tbl@unsw.edu.au.

1. As a Remote Student, you may nominate to travel to one of the Atax Examination Venues and sit your exam with all the other students taking exams in that location, on that day. In this case you **do not** bear the invigilator and courier costs. Please nominate your exam location by completing the section 'Nominate your exam location' on the Examinations [TBL website](#).

2. If this is not a realistic option (you may not be within reasonable travelling distance of the regular Atax Examination venues) you can make your own arrangements for your examination(s). In this instance complete the 'Special Exam Location Request' form via the Examinations [TBL website](#). Please be advised that **you are liable for all costs incurred** in making the arrangements for your examination at your nominated venue ie, room hire, invigilators (exam supervisors) and courier charges where applicable. It is your responsibility to make direct payment arrangements with your nominated exam venue. TBL is not involved or responsible in these arrangements. Organising your own exam location involves:

(a) **Finding a venue.**

- i) This will need to be at an educational institution (ie. a local university, college of TAFE or school) or public institution (ie. Local Chamber of Commerce or Magistrates Chambers or the Australian Embassy) who can provide a suitable room. *Please note that you are not permitted to sit your examination(s) at your own place of work.*
- ii) Please arrange to sit your exam(s) in the *morning/afternoon of the exam date* at a similar time as UNSW (i.e. as scheduled as per the UNSW Exam Timetable). This must be communicated to your contact at your chosen exam venue.
- iii) Payment arrangements must be made directly with your nominated exam venue for invoices to be sent to you, not to TBL. Please convey this instruction to your contact at the exam venue that you are paying for the service provided.

(b) **Finding an Examination Supervisor/Invigilator** who would be prepared to:

- i) receive the examination papers prior to the exam date;
- ii) store them securely until the morning of the exam;
- iii) supervise the opening and handing over of the papers to you as the candidate;
- iv) invigilate the examination throughout its duration (including reading time) in accordance with UNSW rules (and required to sign a declaration form to be returned to TBL);
- v) collect the completed papers; and
- vi) package up and supervise the secure collection of the completed papers by courier.
- vii) *This person must be a professional, responsible and reliable, over 18 years of age and must not be related to you or associated with you on a personal/professional basis.*

(c) **For students within Australia**, TBL will provide a preaddressed TNT courier satchel and prepaid pre-printed consignment note so your exam paper can be securely returned by your supervisor on the 'next day' service to TBL.

(d) **For students based overseas**, you must arrange at your own cost for an international courier to collect the exam paper upon completion and deliver 'next day' or as soon as possible to:

**Examinations Officer
School of Taxation and Business Law
UNSW Business School
Level 2 South Wing, Quadrangle Building E15,
The University of New South Wales
SYDNEY NSW 2052 AUSTRALIA**

DO NOT POST YOUR EXAM PAPER. No responsibility is taken for exam papers posted in the normal mail system that are not received by TBL

business.unsw.edu.au

Last Updated 29 July 2014 CRICOS Code 00098G

