Examination Supervision Application Form

Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed by a student when requiring supervision for an examination at the Rockhampton Regional Library. Refer to Council's Fees and Charges Schedule for information on the fee for this service. Contact the Rockhampton Regional Library on 4936 8265 for further information.

P: 07 4932 9000 | **E:** enquiries@rrc.qld.gov.au | **W:** www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | **ABN:** 59 923 523 766

Customer Details

Contact name:

First	Middle	Last

Preferred contact number:

Email:

Examination Details

Date of examination:	Time of examination:	☐ am / ☐ pm

Course being undertaken:

Institution offering course:

Invigilator credentials required: ☐ Yes *(please specify)*:   ☐ No

Does a JP need to sign off on the final paperwork?   ☐ Yes   ☐ No

Specific supervision requirements:

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

☐ Specifications from Educational Institution

Fees and Charges

For a full list of fees and charges please refer to Council's Fees and Charges Schedule.

Additional Information

Please note the following:

- Payment is required prior to date of examination;
- The booking is not confirmed until all required fees are paid in full;
- Approval is subject to availability of staff at the required time;
- Council accepts no responsibility for the non-delivery of examination papers prior to the exam or return postage; and
- Examinations must be undertaken within standard library opening hours.

OFFICE USE ONLY	Approved: Y / N	Staff to supervise:
	Coordinator:	Date:
	Staff advised:	Student advised:
	Exam paper received:	Paper issued to supervisor:
	Location of Exam:	ID checked:
	Completed paper received at Admin:	Posted to institution:
	(Date and staff initials must be included in each section)	