



# Application to sit 2025 ATAR course examinations outside of Western Australia ABN 69 769 481 770

## Due date: Friday, 23 May 2025

Further enquiries can be made by contacting Roslyn Parnham by email <u>Roslyn.parnham@scsa.wa.edu.au</u>

Use this form if you wish to apply to sit the 2025 ATAR course examinations outside Western Australia. To be eligible, you must be:

- a permanent resident of Western Australia,
- enrolled at an approved Western Australian educational institution, and
- unable to sit your examinations in Western Australia for reasons beyond your control.

If your request is approved, you will be required to:

- pay a non-refundable fee to cover the administrative costs relating to your examinations
- pay the registered international courier or express post charges
- return your examination script/s to Perth on completion of examination/s
- locate a suitable venue at a local educational institution or an Australian overseas diplomatic mission to sit your examination/s
- sit the examination at a local time that is as close as possible (but not prior to) the time of the conduct of the examination in Western Australia
- nominate an appropriate person to supervise the conduct of your examinations that is not a close friend, or a family member, and
- pay all costs associated with the conduct of the examinations including venue, supervisor and priority international courier or postage costs for the return of examination scripts.

The School Curriculum and Standards Authority (the Authority) reserves the right to decline your nominated venue or supervisor and request that you nominate another venue or person.

Late applications to sit 2025 ATAR course examinations outside of Western Australia will be accepted up until **Friday, 4 July 2025**.

1. Fees (GST exempt)

Non-refundable fee if examination arrangements are cancelled after Friday, 4 July 2025.

- sitting examination outside Australia \$340 AUD per examination
- sitting examination in Australia but outside the State \$86 AUD per examination (maximum of \$400 AUD).

2. Candidate details WA student number:						
Given name:	Middle initial: Family name	e:				
Residential address:						
Suburb/town:						
State:						
Email address:						
	Mobile number:					
Name of the examination centre requested:						
Location of the examination centre requested:						
Address of the examination centre requested:						
Reason for needing to sit your examinations outside of Western Australia:						

### 3. Nominated supervisor details (all fields to be completed)

The nominated supervisor should be from a local educational institution or from an Australian overseas diplomatic mission. The person must not be a close friend, or related to you, and must be able to give assurances regarding the security and conduct of your examinations.

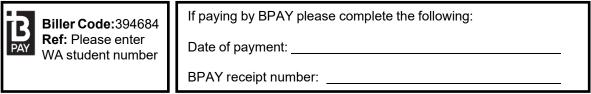
Title:	Given name:		Family name:				
Residential address exactly as required for country of delivery:							
Suburb/town:							
State:		Country:		Postal code:			
Telephone number		Mo	obile number: _				
Email address:							
Occupation:							

The Authority reserves the right to decline your nominated venue or supervisor and request that you find an alternative venue or nominate another person.

Please advise your nominated supervisor that:

- a signed declaration regarding the conduct of the examinations and their suitability to act as a supervisor is required. This declaration will be emailed directly to your nominated supervisor
- they will be required to supervise the ATAR course examinations at the same time as the examinations are being conducted in Perth, Western Australia (or as close as possible to avoid communication with other candidates)
- they must have a computer with access to the internet and access to a scanner and printer to download documents and the examination papers using a secure file transfer process, then scan and upload the completed examination script after the examination has been completed using the same process.
- the nominated supervisor must return scripts to Perth via international courier or within Australia via Australia Express Post on completion of the examination/s, the cost of delivery being paid by the candidate.
- 4. Payment method

#### 1. TELEPHONE AND INTERNET BANKING - BPAY®



Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: <u>www.bpay.com.au</u>

#### 2. CREDIT CARD: MasterCard / VISA

Use this link to pay by credit card: <u>https://www.bpoint.com.au/payments/billpayment/Payment/Index</u> Note: Print and attach the receipt generated after payment has been approved.



Biller Code: 1977784

**Ref:** Please enter your eight digit WA student number.

# 5. Declaration

I certify that:

- I am a permanent resident of Western Australia •
- I am studying my courses through an approved Western Australian educational institution • (name the school:
- I will be outside of Western Australia for reasons beyond my control •
- the person nominated to be my supervisor is not a close friend, or a family member and •
- my examination script/s will be returned on completion of each examination. •

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Please return completed form to: <a href="mailto:Examcentres@scsa.wa.edu.au"><u>Examcentres@scsa.wa.edu.au</u></a>