



Request to sit the 2024 ATAR course examinations outside of Western Australia

ABN 69 769 481 770

Due date: **Tuesday, 14 May 2024**

Further enquiries can be made by contacting Roslyn Parnham by email

Roslyn.parnham@scsa.wa.edu.au

Use this form if you wish to apply to sit the 2024 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 ATAR course examinations outside of Western Australia will be accepted up until **Friday, 28 June 2024**.

1. Fees (GST exempt)

Non-refundable fee if examination arrangements are cancelled after **Friday, 19 July 2024**.

- 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: _____

Residential address: _____

Suburb/town: _____

State: _____ Country: _____ Postal code: _____

Email address: _____

Telephone number: _____ 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: _____ Mobile 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 will be emailed directly to them regarding the conduct of the examinations and their suitability to act as a supervisor is required,
- 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,
- they 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®

 Bill Code: 394684 Ref: Please enter WA student number

If paying by BPAY please complete the following:

Date of payment: _____

BPAY receipt number: _____

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

2. CREDIT CARD: MasterCard / VISA

Use this link to pay by credit card: <https://www.bpoint.com.au/payments/billpayment/Payment/Index>

Note: Print and attach the receipt generated after payment has been approved.



Bill 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: _____

Please return completed form to: Examcentres@scsa.wa.edu.au