



Request to sit the 2022 ATAR course examinations outside Western Australia

ABN 69 769 481 770

Closing date **Tuesday, 17 May 2022**

Please complete this form electronically and email the completed form to
Examcentres@scsa.wa.edu.au

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 2022 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 and courier costs relating to your examinations
- pay the registered international courier or express post charges
- return each of your examination scripts to Perth on completion of each examination
- 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.

1. Fees

Non-refundable fee in Australian Dollars:

- sitting overseas \$323 per examination
- sitting interstate \$81 per examination (maximum of \$400).

The fees are GST exempt.

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 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
- the nominated supervisor 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)
- the nominated supervisor must return scripts to Perth via international courier or within Australia via Australia Express Post on completion of each examination, the cost of delivery being paid by the candidate.

4. Payment method

 Biller Code: 758003 Ref: Please enter WA student number	If paying by BPAY please complete the following: Date of payment: _____ BPAY receipt number: _____
--	--

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: www.bpay.com.au

CREDIT CARD: MasterCard / VISA

Use this link to pay by credit card. <https://www.bpoint.com.au/pay/scsa.eforms/53562808069>

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: _____