

# Oral and Practical Examination Location Guide and Examination Procedure

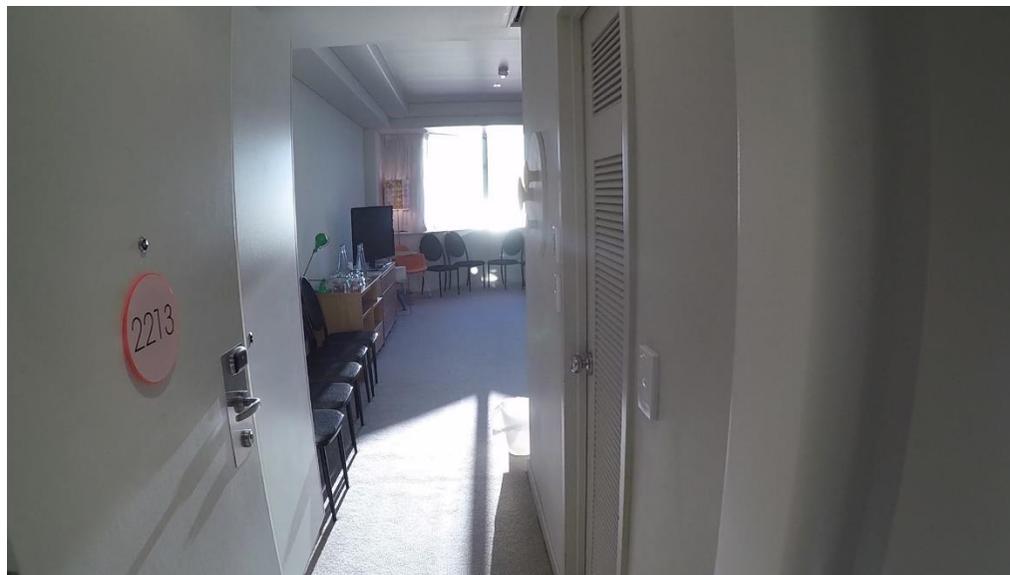


The following guide is a representative example of a standard location setup and examination procedure used for oral and practical examinations. Each exam room may vary dependant on the subject or location. These photographs were taken at the QT Hotel (Surfers Paradise, QLD, Australia) in July 2017.

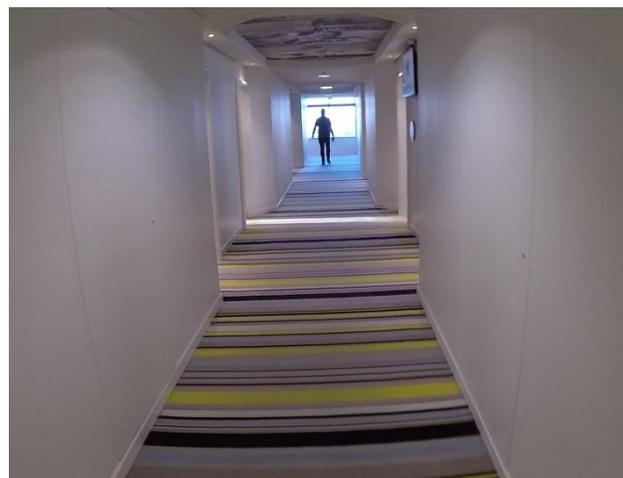
- 1) Upon arrival at the examination location, the candidate will be directed by signage to a **waiting room**. Beyond this point are the examination rooms, so please be considerate regarding the level of conversational noise. Candidates are not to proceed past this point but make themselves comfortable in the waiting room until called by their nominated examination observer.



2) The candidate **waiting room** is for the use of candidates undertaking examinations in all subjects. A bathroom is usually located just inside the entry of the waiting room with water, tea and coffee available.



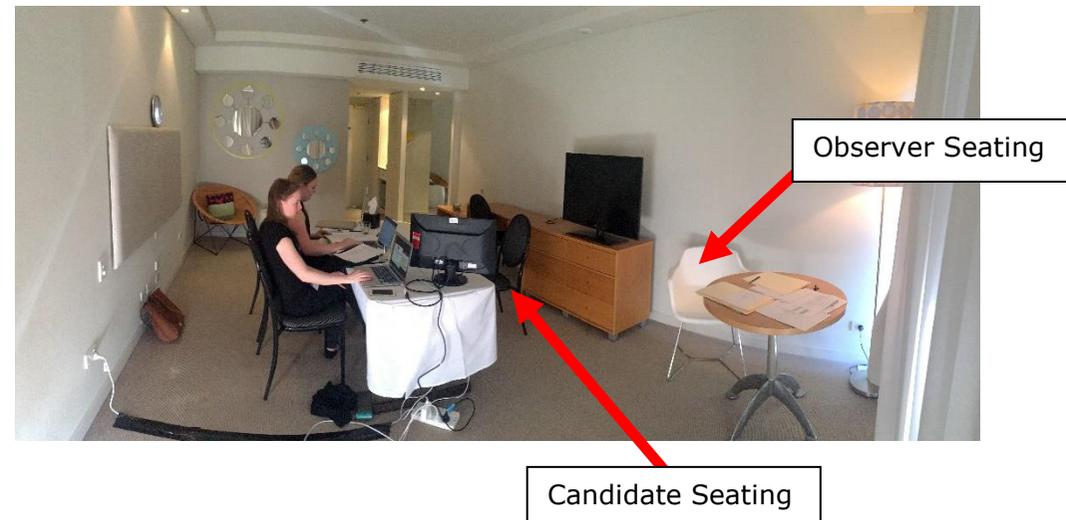
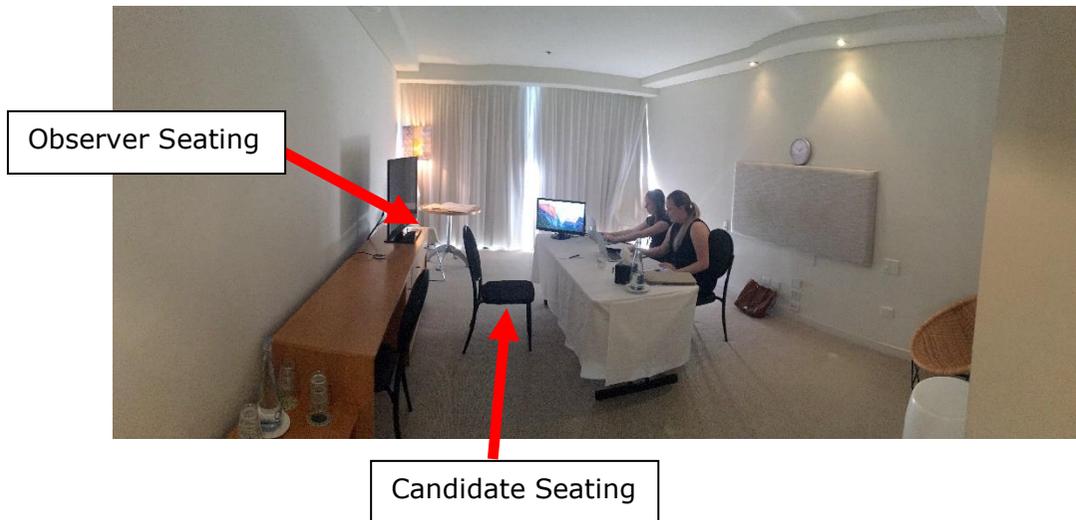
- 3) The candidate's nominated examination **Observer will enter the waiting room to escort the candidate to their examination room**. An Observer plays a very important role in the examination process and makes a significant contribution to the overall conduct of the exam. While the Observer has no influence upon the final examination result, they play a critical role in:
- ensuring that College policies and procedures are followed in the conduct of the examinations;
  - ensuring that the candidate is at ease (as much as possible) and that both the candidate and the examiners can focus on the exam itself without distraction;
  - ensuring that all candidates are treated fairly and equally, and that their exam grade reflects their abilities and knowledge, not their relationship (good/bad) with the examiners;
  - ensuring that the examiners' decision is defensible if challenged by a candidate, in that the candidate was examined and graded in the same way as other candidates, and that there were no extenuating circumstances influencing the candidate's performance;
  - making sure that the examination runs to schedule.



- 4) The **examination room** is a standard hotel room which has been converted by removing the bed and installing tables, chairs and audio-visual/computer equipment. A bathroom is usually located just inside the room entrance. Examiners will have set up any exam materials, including computer screens and documentation, prior to the candidate's arrival. The Observer will direct the candidate to a suitable seating position for the exam. Water, paper and writing materials are often available in the exam rooms or can be requested prior to or during the examination. The Observer will sit in a location outside the candidate's direct line of sight for the duration of the exam.



The panoramic photographs below are of an exam room in use, with seating for candidate and observer indicated.



Exam room setup will vary slightly and for practical examinations, may include multiple work stations for more than one candidate.



- 5) Once the exam has been completed, the **Observer will escort the candidate to an examination exit room**. A bathroom is usually located just inside the room entrance; drinking water generally is also available in the exit room. The Observer will complete with the candidate any final paperwork and discuss procedures for accessing results. The Observer will leave the candidate in this room to complete any remaining paperwork, after which, the candidate is free to leave.

Candidates, please do not enter the examination exit room prior to the exam, instead locate the designated waiting room which should be nearby.

