

Invigilator Services

Features

- Centralised booking facility for any exam we invigilate
- A very competitive and flexible pricing structure
- Payment by cheque, money order or cash
- One common exam time - starting at 6.00 pm local time (university approved)
- Venue Sydney (Hornsby)
- Comfortable, quiet exam locations
- Experienced invigilators
- Computer and Online exams available

Exam booking deadlines and cut-off dates

Universities - refer to your University deadline

The universities all have deadlines by which you must book exams. You need to check with your university for their deadline. Some universities may charge a 'late handling' fee if your invigilation booking is made after their deadline. **(Note: This fee is payable direct to the university - DO NOT SEND IT TO US)**. Other universities may not let you sit the exam at all, or at least, not until a later exam period.

Platinum Education Australia - 14 DAY cut-off - BOOKINGS ARE NOT POSSIBLE ONCE THE EXAM IS CLOSED.

Regardless of the university cut-off date, our system will only accept bookings up to **14 days** before an exam. You must have booked and paid for the exam by this date. Allow 1 week for postage. We will not accept any responsibility for late mail, or for late bookings which incur a late handling fee or prevent you meeting a university deadline or our cut-off date.

Under no circumstances can you 'turn up' for an exam without booking as there will not be a paper provided for you. Universities only provide exam papers for students who have confirmed bookings with us.



Examination Fees

Fees must be paid 14 days before the examination. Failure to pay the fee prior to the exam may result in the examination services being cancelled without notice.

Invigilation rates apply to total exam time (i.e. including reading time). GST is included in all rates

The following table outlines invigilator rates only applies for group exams of 3 or more students

Group Rates

Exam Duration	Inv. Rate
Up to 1 hour 25 minutes	\$40.00
From 1 hour 30 minutes to 2 hours 30 minutes	\$50.00
2 hours 35 minutes to 3 hours 30 minutes	\$60.00
3 hours 35 minutes and above	\$80.00

We can provide an exam which would require us to provide one-on-one invigilation, subject to your institution approving our 6.00 pm time. If the return of the exam requires postage, the additional postage rate will be included in the invigilation rate.

One-on-One Rates

With Australian Universities

- Pen and paper exam (1 to 3 hour duration)	\$165.00 per exam
- Pen and paper exam with less than seven days notice	\$220.00 per exam

With Overseas Universities

- Pen and paper exam	\$330.00 per exam
- Two exams in one day	\$440.00 total

Refund/Cancellation Policy

If a student withdraws from the examination more than 7 working days prior to the examination date and provides a written notification at that time, there will, if requested, be a refund of 50%. Withdrawals 7 working days or less prior to the examination are not eligible for a refund, unless there is medical reason supported by a medical certificate then a 50% refund will be paid. Examination fees are not transferable to any other examination date. Notifications of non-attendance made by phone are not eligible for a refund of examination fees.



Exam commencement time

Universities usually prescribe a time at which exams should be Saturday. Usually these times will be about 9.00am or 2.00pm.

Our 6.00pm starting time

Exams invigilated by Platinum Education Australia are all conducted at one common time of 6.00pm sharp. We are able to provide exam invigilation at an alternative time depending on your university. You must confirm that university can approve our 6.00pm starting time if needed, even though they may have sent you a letter with a different exam time on it. Please check with your university if you are concerned about this.

- You should arrive in plenty of time for your exam. For a 6:00pm we suggest you arrive no later than 5.40pm. You will need to show your booking confirmation email to gain entry into the exam room.

Late Entry

Students will not be admitted into exam rooms after 30 minutes has elapsed following the start time. For 6.00pm exams, no student will be admitted after 6.30pm. Students may not leave the exam room in the final 15 minutes of exam time.

Special Needs

A special need relates to a specific arrangement you have made with a University (e.g. due to a disability or impairment which may affect the conduct of your exam). It does not relate to any other exam need such as a dictionary, text, or similar.

If you have such an arrangement with your University, you should indicate this in the space provided when you book an exam. This advice is sent to the University for approval and we are notified what special conditions apply to your exam. We will not action any special need request without direction from your university.

Note: Each special need request will be assessed by Platinum Education Australia and we will indicate whether we can accommodate your request.

Please do not use the special needs comment box for general comments.



Booking and Payment

1. Fill out an exam booking form that will be sent to you on request
2. Send the “student examination booking form” for the exam, allow 1 week for Postage
3. We will email you a “booking confirmation” to print out and send with payment

NOTE: DO NOT SEND CASH IN THE MAIL, cash payments must be made at our office where you will receive a “booking confirmation”

All payments for exams must be cleared **14 days** before commencement of the exam.

Important exam information

You must be enrolled in a unit with your university in order to book the exam, and you must use the same name, address and ID numbers that you used to enrol.

To gain entry into an exam, you must have:

1. a valid booking confirmation from us (this is sent to you by email when you confirm a booking)
2. your OUA ID card or Distance Education ID
3. a photo ID (drivers license/passport)

