



Distance Examination

Candidates may apply as 'distance candidates' if qualified by one of the following:

- 1) Candidates who live more than 100km's from Sydney city;
- 2) Candidates who reside Interstate;
- 3) Candidates who reside Overseas.

Candidates will need to select this preference at time of registration and provide supportive documentation as proof of address in addition to a photo ID. Both distance and Sydney candidates will sit the same day to their local times under the same examination conditions. Distance candidates are required to source their own venue and supervisor prior completing their registration.

Venue Requirements

Distance candidates must arrange for a suitable venue under the same exam conditions to Sydney. The exam room should be in a quiet location with an internet connection. Any fees applicable is the responsibility of the candidate and cannot be reimbursed. It is important for distance candidates to become familiar with these instructions before sitting the exam. Detailed instructions will be provided after registration.

On the day, arrive early to ensure that you have enough time to find your exam room and set up your laptop computer. If you choose to leave your phone in your bag, make sure it is switched off.

Supervisor Requirements

Distance candidates must arrange a supervisor for the examination. A supervisor cannot be a relative or associate of the candidate, nor can they be an examination candidate themselves. We recommend university or TAFE examination officers, solicitors, principals or teachers, librarians and corporate training officers. Your chosen supervisor must speak English and must be available to supervise your exam on the published date and time.

The Association will liaise with the nominated supervisor and provide the examination material to them. Any fees applicable is the responsibility of the candidate and cannot be reimbursed.

Candidates are required to provide their supervisor details at time of registration and no later than 5:00pm on registration close. Failure to do will result in the candidate no longer being eligible to sit as a distance candidate.

Supervisors are required to contact the Professional Standards and Support Department via email (exams@nswbar.asn.au) of their intention to supervise and invigilate on behalf of the NSWBA. This confirmation needs to be received after a candidate's complete registration and no later than 5:00pm on registration close.

Failure to do will result in the candidate no longer being eligible to sit as a distance candidate and will be required to sit in the Sydney office. Supervisors are required to provide the NSWBA with a [signed undertaking](#) and proof of identity (being either driver's licence, passport or another form of photo identification) AND confirmation of position held on letterhead paper. Candidates will also need to provide the NSWBA with a [signed undertaking](#). The absolute deadline of receipt of this documentation is no later than 5:00pm on registration close. We note it is the candidate's responsibility to ensure that this information is provided to the NSWBA in a timely manner.

The nominated supervisor would be required to undertake the following:

1. To administer the examination in accordance with the instructions provided;
2. At the end of each of the two examination sittings verify the candidate has submitted their answers online
3. At the end of the first sitting, candidates should be given a break before the next session;
4. Collect all the examination booklets and include them in the bundle for return to the NSWBA;
5. Candidates and Supervisors are not permitted to keep/make copies of the examination booklets;
6. To arrange for all exam materials returned to the Association as soon as possible after completion of the exam. It is the responsibility of Candidates and Supervisors to ensure that all exam materials are returned with either a tracking number or courier.
7. To receive from candidates an undertaking not to discuss the examinations with any other persons, in person or by telephone or in writing, until after the Sydney sittings have finished. That is, at 4:00 pm on the day of the exam (AEST time).

Details to be provided at time of registration:

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| 1. Venue Name: | 6. Supervisors postal address – exam materials to be posted*: |
| 2. Venue Address: | |
| 3. Supervisors Full Name: | <i>*Please note that supervisor's postal address CANNOT be a home address - exam materials will only be posted out to business addresses.</i> |
| 4. Supervisors Contact Details (email & mobile): | |
| 5. Supervisors Position (if applicable): | |

For further information please contact Celine Tunncliffe 02 9232 4055 or exams@nswbar.asn.au.