



Candidate Information

Alternative Education Equivalency (AEE) Assessments

Non-Established Venue

Non-Established Venue Testing

If you live >100 km from an established venue, you may sit your test/s in your local community. You are liable for any costs associated with the test session (e.g. venue hire). VETASSESS can offer suggestions of who you can ask to supervise the test session and provide other assistance through the process, at no cost to candidates.

To proceed with non-established venue testing, you need to complete the following steps:

1. Find a suitable supervisor

- A suitable supervisor may be a member of your local community employed as a:
 - Bank Manager
 - Justice of the Peace / Notary Public
 - Police Officer
 - School Principal or teacher
 - Other professions of authority within the community will also be considered
 - Medical Practitioner / Dentist / Vet
 - Minister of Religion
 - Post Master/Mistress
 - Solicitor / Accountant
- Candidates are encouraged to ask their family and friends if they know someone with one of these professions who may be willing to supervise the test session.
- The supervisor **MUST NOT** have a close relationship with the candidate, which is defined as friend, husband, wife, brother, sister, son, daughter, step-son, step-daughter, parent, grandparent, uncle, aunt, nephew, niece, cousin, similar relationships arising by marriage or by de facto or by living arrangements or relationships.
- The supervisor must be able to read, speak and understand English.
- The supervisor must read the 'Proposed Supervisor Information & Consent' box on the 'Proposal Form' and accept these terms and be willing to sign an agreement to conduct the test session as required by VETASSESS.
- The supervisor must complete the Deed of Confidentiality (provided in the candidate pack) which outlines the confidentiality requirements of the testing materials and data.

2. Find a suitable venue

- Often, the supervisor will be able to provide a suitable venue for the test session. The venue may be a classroom, an office, a suitable room in the supervisor's home, a room at the local library or another room that meets the requirements.
 - * NB * a TAFE Institution is not recommended as a non-established venue.
- The test room must be set up for test conditions to enable you to do your best work and avoid distractions.

3. Make the test session arrangements with the supervisor

- You and the supervisor will decide what date and time the test session will be held. We suggest you meet with the supervisor to complete the 'Proposal Form' together.
- The test date must be within the 92 day Test Attempt period. There must be a **minimum of 3 weeks** from the date the completed 'Proposal Form' is returned to VETASSESS to the date of the test session.
- You and the supervisor will complete the Proposal Form together. The supervisor must also complete the Deed of Confidentiality, agreeing to the confidentiality requirements.



4. Return the completed forms to VETASSESS

- VETASSESS cannot proceed with the nominated arrangements until the following three forms are received by email or fax:
 - Proposal Form
 - Candidate Statutory Declaration
 - Supervisor Deed of Confidentiality

Email: dfr@vetassess.com.au

Fax: 03 9655 4888

Important Information about your Test Attempts

- You have 92 days to complete a Test Attempt. You will be given two Test Attempts per subject.
- If you do not sit the test/s within the 92 day Test Attempt period, you forfeit the Test Attempt and this counts as one of your Test Attempts.
- You will be given a further 92 day period to complete a second Test Attempt.

Please read the steps in the table below carefully and also show the supervisor

Who	Action
VETASSESS	sends the non-established venue Candidate Pack to the candidate
Candidate	meets with the supervisor and completes the Proposal Form with the test session and supervisor details
Supervisor	Arranges the test session details with the candidate and signs the 'Proposed Supervisor Information & Consent' box on the Proposal Form; completes the Deed of Confidentiality
Candidate	returns the completed Proposal Form, Candidate Statutory Declaration and Deed of Confidentiality to VETASSESS by email or fax
VETASSESS	CALLS THE SUPERVISOR TO VERIFY ARRANGEMENTS
VETASSESS	sends a letter to the candidate, approving the test session in writing
VETASSESS	sends a letter to the test venue confirming the details of the test session (if the test venue is a separate party in the arrangements)
VETASSESS	sends a test materials pack to the supervisor (only if the signed Deed of Confidentiality has been received by VETASSESS)
Supervisor	returns the completed Delivery Slip and Supervisor Agreement to VETASSESS
Supervisor	securely stores all test materials prior to the scheduled test session
Supervisor	conducts the test session using the Supervisor Information and Test Session Instructions provided and following the procedures for the conduct of the test session as agreed to in the Supervisor Agreement
Supervisor	returns the test materials to VETASSESS immediately following the test session, using the express post envelope provided
VETASSESS	reports the candidate's results to Defence Force Recruiting