

Learner Identification in Final Examinations Policy

1. Objectives – Policy Statement

1.1
Prior to commencing a TAFE NSW Final Examination, a learner is required to present their TAFEcard to the Examination Supervisor as a visual means of identification.
This policy documents the effective and efficient management of this process.

2. Audience and Applicability

2.1
This policy applies to:
All TAFE NSW staff involved in the administration of final exams, including examination supervisors, honorary supervisors, exam controllers and campus managers
Learners attending TAFE NSW Final Examinations.

3. Context

3.1 Policy

3.1.1
In March 2000, as a result of the unanimous endorsement by Institute Directors, the Director-General of Education and Training approved the following:

The TAFEcard as a compulsory form of identification for learners
That learners be required to carry their TAFEcard whilst on college and exhibit it upon request
That learners be required to produce their TAFEcard when sitting Final Examinations.
In compliance with the above approval, all colleges are to issue a TAFEcard to anyone enrolled in a TAFE course and/or requiring access to facilities at TAFE NSW colleges. This requirement includes those enrolled in commercial courses, OTEN and/or other “remotely enrolled” learners.

Existing limitations of the TAFEcard System require a learner to be physically present at their college of enrolment so that a TAFEcard photograph may be processed. Taking this into consideration, TAFE NSW colleges are advised to adhere where technically possible to the mandatory issue of the TAFEcard to all enrolled learners.

3.2 Legislative

3.2.1
Unlike the Education Act which permits the Board of Studies to make arrangements as may be necessary for the conduct of examinations for Primary and Secondary school students under section 102 (Functions of the Board), the Technical and Further Education Commission Act 1990 (‘TAFEC Act’) has no specific section regarding the Commissions ability to make arrangements for the conduct of TAFE examinations. However section 12(1)(a) of the TAFEC Act provides for the general provision of policies related to the technical and further education services provided by the TAFE Commission. It is primarily this section of the Act that provides legislative support for the development of a policy to make mandatory the presentation of learners TAFEcard identification at final exams.

TAFE Commission Act 1990 [↗](#)

Education Act 1990 [↗](#)

3.3 Document History and Details

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Approving officer - Assistant Director-General TAFE Educational Services

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Policy contact - TAFE Customer Services (02) 9244 5281

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SCIS Number

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4. Responsibilities and Delegations

4.1 TAFE Student Services

4.1.1

TAFE Student Services is responsible for:

Providing support on the application of this policy

Maintenance of this policy.

4.2 TAFE Regions

4.2.1

TAFE Regions are responsible for the effective administration of this policy.

4.3 TAFE NSW Learners

4.3.1

TAFE NSW learners are responsible to adhere to directives contained in this policy.

5. Monitoring, Evaluation and Reporting Requirements

6. Contact

TAFE Student Services

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