

# Nomination Form – Examination Supervisor

To be completed by student (print in capitals please)

---

Student No

Surname

Given Names

Please ensure your postal address, email address and telephone numbers are correctly updated on MyInfo

Exam/s to be supervised

---

Unit Code

Unit Title

Exam Date

Exam Time

.  
. .  
. .  
. .  
. .

Student's Signature:

... Date:

To be completed by supervising organisation. (print in capitals please)

---

Organisation:

Contact Title:

Given Names:

Surname:

Position Title:

Office Tel No:

Mobile:

Office Email Address:

Street Address: *MUST* be a street address not a Post Office Box. (Materials are delivered by courier and must be signed for)

Payments

---

1) NO payment required

2) Yes payment required. Fee = \$ \_\_\_\_\_ per exam.

- To facilitate payment, please provide together with this form:

✓ bank account details either with a blank deposit slip, statement header or similar bank letter and

✓ a valid public liability insurance certificate.

- Payment will be made upon receipt of invoice. Australian invoices must include a current ABN.

I agree to supervise this candidate's examination/s at the date/s and time/s for each examination as specified by Murdoch University in accordance with the "Condition of External Examination Supervision" which will be received with the examination materials.

Contact Signature:

Date:

Return completed form to: Examinations Office, Murdoch University, 90 South Street, Murdoch WA 6150 or via email to [exams@murdoch.edu.au](mailto:exams@murdoch.edu.au)

Completed Nomination Form must be returned to the Examinations Office before the end of Week 12 for normal semester exams, or at least 10 University working days prior to the start of the exam period for all other exam periods. Forms received after the deadline will not be accepted.