

LAW ADMISSION TEST



Information booklet 2017

Registration Deadline – Friday 11 August 2017 at 5.00 pm AEST

Test date – Tuesday 26 September 2017

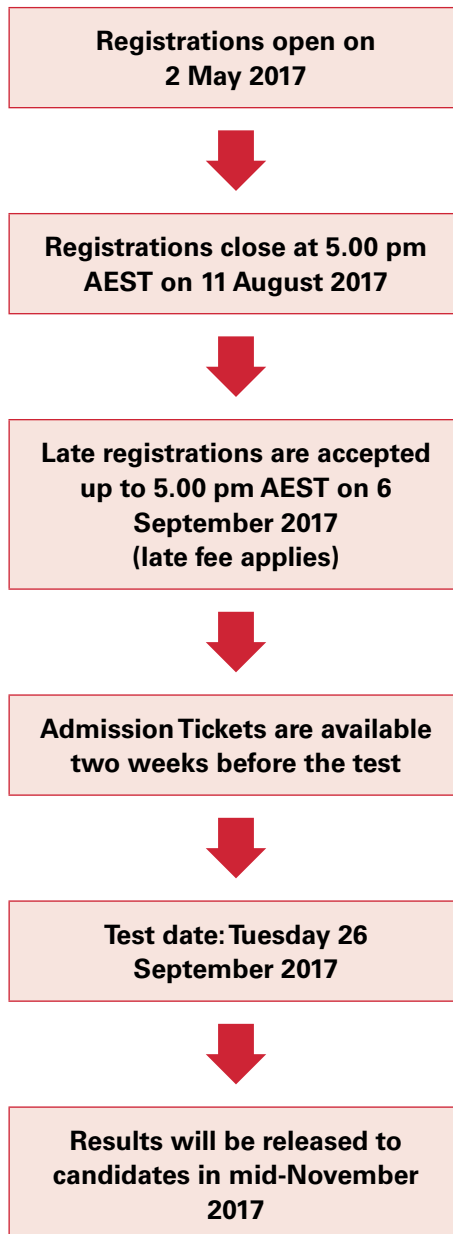
Last updated: 4.05.2017

IMPORTANT: Please read the **LEGAL NOTICE** at the end of this Booklet.

This Booklet, including the Legal Notice will form part of the binding agreement between you and the Australian Council for Educational Research Ltd (ABN 19 004 398 145) ("**ACER**") if you register to take the LAT 2017 test.

You should make sure that you understand fully and are familiar with the contents of this Booklet (including the Legal Notice) before you register for the LAT 2017 test.

Law Admission Test (LAT) 2017 Timeline



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CONTACT US

The Law Admission Test (LAT) is developed and administered by the Australian Council for Educational Research (ACER) on behalf of UNSW Australia. ACER is an independent not-for-profit organisation.

All important information about the LAT can be found in this Information Booklet and on the LAT website (<https://lat.acer.edu.au>). For all other enquiries, please contact the LAT Office at ACER. Please always include your full name and LAT registration number.

Email is the preferred means of communication on matters concerning the LAT. To ensure that your email provider does not flag important communication from the LAT Office as spam, please save the LAT email address (lat@acer.edu.au) to your list of safe senders.

The LAT Office will not answer queries relating to the content of the test. Please note in person responses to enquiries are not provided at ACER offices.

LAT OFFICE

Website: <https://lat.acer.edu.au>

Email: lat@acer.edu.au

Email services are available:

Monday to Friday

All emails will generally be responded to within 24 hours. Please note that response time may be longer in busy periods and after weekends or public holidays.

Phone: +61 (0)3 9277 5237

Mail: LAT Office at
ACER Private Bag 55
Camberwell VIC 3124
AUSTRALIA

Please note the LAT Office will not be held responsible for postal losses or delays.



The Law Admission Test (LAT)

The Law Admission Test (LAT) is a professionally designed and marked selection test developed by the Australian Council for Educational Research (ACER) in conjunction with UNSW Law to assess the types of aptitudes and skills that are critical to success in the undergraduate Law program at UNSW Sydney. These aptitudes and skills include thinking critically, analysing material, and organising and expressing ideas in a clear and fluent way.

Completion of the LAT will enable UNSW to gain a more rounded view of a candidate's capability to study Law; it will also give applicants the opportunity to demonstrate further their suitability for the Law program at UNSW.

The LAT is offered once a year only.

Participating universities

- UNSW Sydney

The LAT is a requirement for domestic applicants* who wish to study an Undergraduate Law Dual Degree program (UAC code 426000 or Music/Law UAC code 426050) at UNSW Sydney.

*Australian citizens and permanent residents and New Zealand citizens.

Structure and content

The LAT is a written test that allows candidates to demonstrate their aptitude and skills for studying Law at UNSW Sydney. LAT results will be considered in addition to your academic results (e.g. ATAR or equivalent) in the UNSW Law selection process to differentiate amongst the many high achieving applicants.

The LAT consists of two writing tasks. The tasks are designed to measure aptitudes and skills in the areas of critical thinking and understanding and the organisation and expression of ideas.

The LAT **does not require** any knowledge specific to Law.

Task 1: The first task is a written response which requires candidates to critically analyse and evaluate the arguments presented in the material provided.

Task 2: The second task is also a written response and requires candidates to process a selection of different types of material (text and graphic)

and provide their own arguments about the issue contained in the material.

The LAT is 2 hours in duration **including** 20 minutes of recommended reading and planning time. It is recommended that candidates spend 10 minutes reviewing each task and planning their response. Pens are allowed to be used during this time.

IMPORTANT NOTE: There is **no break** between the writing tasks.

The following table shows the structure of the LAT by section and time.

Task	Number of questions	Recommended reading and planning time	Recommended Test Writing Time
1	1	10 minutes	50 minutes
2	1	10 minutes	50 minutes
Total test time: 120 minutes			

Assessment focuses on critical thinking and understanding. Each task is scored using a set of specifically designed assessment criteria related to critical thinking and the focus of the particular task. In the criteria, consideration is also given to the way candidates express themselves.

Equity and fairness

The LAT has been developed to assist UNSW Law in ranking applicants in a way that is valid and fair.

ACER tests are developed to rigorous professional and technical standards. Test questions are designed and developed by teams of ACER writers, expert in their subject areas and in test construction. All test questions in development are carefully scrutinised in an ongoing attempt to minimise gender, ethnic or religious bias, and to ensure the test is culturally fair.

Appropriate test centres and secure test conditions are ensured by ACER's standardised test administration guidelines and procedures. ACER controls all aspects of the test development, its administration and reporting.

Use of personal information

Information provided by candidates at the time of registration will be forwarded, with LAT results, to UNSW Sydney.

By completing the LAT registration form you are indicating your acceptance of the processing of your personal and sensitive data for purposes connected to your LAT registration amongst other things. Please see the Legal Notice at the end of this booklet.

ACER will not disclose the personal information of candidates to any third party other than UNSW Sydney.

Candidates, by providing a statement of acknowledgement, agree that their test results may be used by ACER, UNSW Sydney and other bodies connected to the LAT for purposes related to the LAT for research into the LAT programme. Candidates are assured that any use of their registration and test records for research purposes will be treated with the utmost confidentiality. Candidate names will be separated from data in any research undertaken; only de-identified data will be reported.

ACER's policy on the collection, access to, and use of personal information can be found at www.acer.org/privacy.

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Eligibility for the LAT

The LAT is a requirement for domestic applicants* who wish to study an Undergraduate Law Dual Degree program (UAC code 426000 or Music/Law UAC code 426050) at UNSW. This includes:

- Those currently enrolled in their final year of secondary schooling (Year 12 HSC or equivalent).
- Those who have already completed their secondary schooling (e.g. those on a gap year).
- Those who are currently studying at university and wish to apply to transfer to UNSW Law (except UNSW students applying for Internal Program Transfer).
- Year 11 students who wish to sit the LAT prior to their HSC year. LAT results will be valid for two years so those sitting in 2017 can use their results to apply for Law at UNSW in 2019.

PLEASE NOTE:

The following applicants are **not eligible** to sit the LAT:

- International applicants.
- Students in a school year beneath Year 11. This includes students in Year 10 or lower who are studying subjects at Year 11 level or higher.
- UNSW students applying for Internal Program Transfer (IPT) to Law. IPT applicants will be assessed on their UNSW results only.
- Indigenous students undertaking the Pre-Law Program at UNSW. Pre-Law students are assessed under multiple criteria in the Pre-Law Program.

Do not register for the LAT unless you are planning to apply for admission to UNSW Law commencing in 2018 or 2019 AND you meet the eligibility criteria.

*Australian citizens and permanent residents and New Zealand citizens.

Creating an online account

You must create an online account before you can register for the LAT 2017. To create an account you should follow the link on the LAT website and enter your details. When entering your account details you should ensure that your name and date of birth match EXACTLY the identification document that you will present on the test day.

These details will also be printed on your Admission Ticket and Statement of Results. To change the name, date of birth or gender in your account, you need to email the LAT Office. To create your online account you must provide a valid email address which will be maintained during the registration, test and reporting cycle. Once an account has been activated it can be used for any future registrations.

Registering for the LAT

The only way to register for the LAT is online via the website <https://lat.acer.edu.au>

To register you need an online account with a valid email address and a credit or debit card. This email address will be used for all communication from the LAT Office, including information on how to access your Admission Ticket and LAT results. Fill in the online registration form for LAT 2017 and submit payment of the test fee.

If you registered to sit for the LAT 2016, you can use the same account to register for the LAT 2017. If you have forgotten your account details, you can reset your password using the link provided on the registration site.

Details entered in the registration form can be amended through your online account at any time.

Candidates can register to sit the LAT in one of the four available test centres or if eligible, by remote invigilation. Please see the information on page 7 for further details regarding eligibility for remote invigilation.

Before completing your registration you will be asked to confirm that you have read this LAT 2017 Information Booklet and specifically the Legal Notice, and that you agree and accept the terms and conditions of participation in the LAT and specifically the Legal Notice and Privacy provisions. A copy of the information contained in this declaration can be found on page 14.

Upon successful completion of the registration, a registration confirmation and payment receipt will be sent to your registered email address. Please ensure that the spelling of your name and date of birth listed in your confirmation email matches the identification document that you will present on the test day. Please note, for concession and remote invigilation applications, registrations are not confirmed until the required documentation is submitted to the LAT Office. You

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should follow the instructions in the registration email for what to do to complete and confirm your registration. **The status of your registration can always be checked through your online account.**

Your Admission Ticket with details of your reporting time and test centre address will only be available two weeks before the test for security reasons. You will be notified by email when your Admission Ticket is available for download from your online account.

Registration date

Registrations for the LAT 2017 open early on 2 May 2017. Your online registration and payment must be completed by:

5.00 pm AEST Friday 11 August 2017

ACER reserves the right in its absolute discretion to refuse or cancel a registration in any circumstances where ACER considers the application for registration or the registration once completed is not bona fide, or the registration fee as applicable is not received in full and as cleared funds by the payment date above or the late registration date given below.

Late registration date

Late registrations will be accepted up to **5.00 pm AEST on Wednesday 6 September 2017** on payment of a late fee.

No applications for registration will be accepted after 5.00 pm AEST on Wednesday 6 September 2017 under any circumstances.

Payment

For candidates located in NSW and the ACT, the fee to sit the LAT 2017 is \$175 (GST inclusive).

Candidates in all other states and overseas locations will be required to pay an interstate/overseas levy of \$150AUD (GST inclusive), in addition to the registration fee if they cannot attend a test centre and require remote invigilation.

There is no additional fee for sitting the LAT via remote invigilation for eligible NSW candidates.

An additional \$50 late fee applies for **all registrations** completed after **5.00 pm AEST Friday 11 August 2017** and before **5.00 pm AEST Wednesday 6 September 2017**.

Payment can be made by credit or debit card. (MasterCard or Visa Credit/Debit)

Personal cheques and cash will not be accepted.

When you submit payment you will receive a payment confirmation/tax invoice by email once the payment transaction is completed. The online payment option operates through ACER's e-commerce facility via the ACER website. Card details are not recorded or stored by ACER but are encrypted at point of capture and transmitted directly to the bank, without entering ACER information systems. Thus you can be assured this is a safe payment option.

Please note that your card statement may list ACER as the recipient, and a specific reference to the LAT may not be mentioned. If you (as the person registered to sit the LAT 2017 test) or any other person wrongfully dispute the amount charged to the card provided to complete the registration, your registration may be cancelled, your results may be withheld and/or you may be blocked from taking further ACER administered tests.

Eligibility for Concession Fee

A concession registration fee is available to candidates who hold a valid Health Care Card (HCC) or Pensioner Concession Card (PCC), or who are listed as dependants on the current HCC or PCC of a parent or guardian.

If you are eligible for concession, the registration fee is \$100 (GST inclusive).

To be eligible for the concession registration fee:

- Your card must be signed by the cardholder; AND
- Your card must be valid at the time of LAT registration; AND
- Your name must appear on the card and it must match the name on the LAT registration; AND
- You must submit a copy of both sides of the card to the LAT Office within 2 weeks of registration or by the registration deadline (whichever comes first). Failure to provide proof of concession on time may result in your LAT registration being cancelled.

Please note that holders of student cards, Medicare cards, transport concession cards, private health insurance membership cards and Community Service cards are **NOT** eligible for

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concession. Please also note that the concession registration fee is **not available** to overseas candidates.

Only holders of a valid HCC or PCC are eligible for the concession registration fee; claims of financial hardship based on other criteria cannot be considered.

When you finish your online registration, a LAT registration confirmation will be emailed to your registered email address. This will contain your registration details and most importantly it will advise you if your registration is complete or not. If your registration is incomplete, please follow the instructions in the email.

If you are **NOT** claiming the concession registration fee, or applying to sit the LAT by remote invigilation, your registration is complete when you have submitted the online form and payment. Otherwise, your registration is **INCOMPLETE** until:

Claiming the Concession Fee

A copy/photocopy of your concession card is received at the LAT Office within two weeks of registration or by the late registration deadline: 5:00pm AEST Wednesday 6 September 2017 (whichever comes first). Proof of concession can be scanned and emailed, or photocopied and posted to the LAT Office.

Candidates who do not send proof of concession to the LAT Office by the late registration deadline will forfeit the concession fee submitted at the point of registration, unless a request has been made to cancel the LAT 2017 registration.

Candidates can switch to a full fee registration if the concession registration was submitted in error, or if they no longer wish to claim the concession fee due to ineligibility. Candidates can log into their online account and submit a partial payment to make up the difference between the concession fee and the full LAT 2017 test fee. If your request to change from a concession registration to a full fee registration occurs during the late registration period, you will also be required to pay the late fee.

Applying to sit by remote invigilation

All required remote invigilation documentation is submitted to the LAT Office by 5:00pm AEST Wednesday 6 September 2017 **AND** the LAT Office has verified the remote invigilation

arrangements with the nominated invigilator. The LAT Office will send a written confirmation email to the candidate and the nominated invigilator when the remote invigilation session has been confirmed. Candidates who do not finalise their remote invigilation application and receive written notification of such from the LAT Office will forfeit the test fee submitted **AND** the remote invigilation levy (if applicable), unless a request has been submitted to cancel the LAT 2017 registration by the close of the late registration deadline: 5:00pm AEST Wednesday 6 September 2017. Candidates should refer to the *Remote Invigilation Process for Candidates – LAT 2017*, for a step-by-step guide to the application process and the relevant deadlines for applying to sit the LAT 2017 by remote invigilation.

Important: If you are applying for **BOTH** the concession fee, and remote invigilation, please ensure that you submit the required documentation to the LAT Office by the relevant deadlines.

Refund terms

PLEASE NOTE: Except as expressly provided herein, or at law, for example, under Australian Consumer Law, all monies paid as part of a registration to sit the LAT 2017 are non-refundable.

PLEASE NOTE: Registration fees for the LAT 2017 test will be refunded up to **5.00 pm AEST Wednesday 6 September 2017**, however, an administration charge of \$50 will be deducted. Requests must be submitted online through your account and a confirmation email will be sent to your registered email address if your request has been successfully submitted. The fee will be refunded to the card used for payment.

Test Centres

The LAT will be offered in the following locations:

- Armidale
- Canberra
- Dubbo
- Sydney

Additional test centres will not be established.

The test is held on the same date at all test centres. When completing the registration form, select the location which is most convenient to

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you. Places are limited, so you are advised to register early.

You can change your preferred test centre online through your account up to **5.00 pm AEST Friday 11 August 2017**, subject to availability. If a test centre change is required after this date, please email the LAT Office for advice.

Applying for Remote Invigilation

Candidates who reside in rural and remote areas of NSW (RA4 and RA5 as per the ABS rural and remote classification site), and candidates who reside interstate and overseas and are not able to travel to a test venue are eligible to apply for remote invigilation for the LAT.

NSW Remote locations

Eligibility for remote invigilation is as per the ABS rural and remote classification site. Candidates must use the ABS classification site to check that their residential address falls within an RA4 or RA5 location prior to submitting an application for remote invigilation. Only candidates who reside in RA4 (remote) or RA5 (very remote) locations in NSW are eligible to apply for remote invigilation.

Interstate locations

All candidates who reside interstate (outside of NSW and the ACT) and are not able to travel to a test venue are eligible for remote invigilation. Candidates do not need to check the ABS classification site.

Overseas locations

All candidates who reside overseas are eligible for remote invigilation. Candidates do not need to check the ABS classification site.

Questions about eligibility for remote invigilation

Candidates who are unsure about their eligibility for remote invigilation are advised to contact the LAT Office.

How remote invigilation works

Remote invigilation involves sitting the LAT in an appropriate venue under secure testing conditions, with an independent invigilator. ACER will arrange for test papers to be sent to the nominated invigilator and returned to ACER for marking.

Remote invigilation is only available on the main LAT test day: **Tuesday 26 September 2017**.

Nominating an invigilator

Candidates must apply for remote invigilation as part of the online application process for the LAT. Candidates are required to source and nominate an appropriate person to perform the role of invigilator for the LAT sitting. ACER **WILL NOT** source remote invigilators for candidates or provide financial remuneration to the remote invigilators.

ACER will contact the nominated remote invigilation to confirm their suitability to perform the role. Remote invigilators **MUST NOT** be a blood relative, relative by marriage, friend or person who has any vested interest in the candidate's studies. Nominated remote invigilators **MUST** speak English and **MUST** be available to supervise the LAT on the main LAT test day: **Tuesday 26 September 2017**. An appropriate local test time will be negotiated with the candidate and the nominated remote invigilator to coincide with the main LAT test sitting, depending on the proposed test location.

Supporting documentation will be required to confirm the position of the nominated invigilator. Candidates will also be required to agree to the terms and conditions for remote invigilation as part of the online application process. ACER reserves the right to approve or not to approve all remote invigilation arrangements and the suitability of nominated invigilators.

Recommended categories of remote invigilators are as follows:

- University/TAFE Examination Officer
- Corporate Training Officer
- Librarian
- Minister of Religion or other Religious Leader
- School Principal, Deputy Principal or Teacher
- Doctor, Dentist or Allied Health Practitioner
- Justice of the Peace, Police Officer, Legal Practitioner
- Consular staff if overseas

People listed as authorised witnesses for Statutory Declarations may also be considered as remote invigilators.

Scheduling conditions

Remote invigilation is **not available** to candidates who are not able to attend the LAT due to foreseeable scheduling issues or the fact that the candidate missed the test day.

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Candidates are advised to apply for remote invigilation as early as possible in the registration period. In the case that remote invigilation arrangements are declined, candidates will be required to register for a test centre. Test centres are offered on a first come, first serve basis, therefore it is in the candidate's best interest to apply for remote invigilation arrangements early.

All applications for remote invigilation arrangements **MUST** be submitted to ACER no later than **5.00 pm AEST Friday 11 August 2017**.

No new applications will be accepted after this date.

Remote invigilation applications are **INCOMPLETE** until all required documentation is submitted to the LAT Office. Candidates must submit their supporting documentation to confirm the position of the nominated invigilator by **5:00pm AEST Friday 11 August 2017** in order for their remote invigilation application to be processed. Candidates should refer to the *Remote Invigilation Process for Candidates – LAT 2017*.

All remote invigilation applications submitted for the LAT 2017 must be finalised by the close of late registrations for the LAT 2017: **5:00pm AEST Wednesday 6 September 2017**.

Applying for special testing conditions

If you have a disability or other health-related needs which might interfere with your ability to sit the test in the standard manner, you should apply for special testing conditions as soon as possible after registration. Please note if you require access to food, medication, medical equipment or other devices during testing time, due to a medical condition, you must submit a special testing conditions application. All requests are assessed on a case-by-case basis and all reasonable efforts will be made to provide appropriate testing conditions for your needs.

Please complete the following steps:

1. Create an online account and register for the LAT (see page 4)
2. Once your registration is complete you can apply for special testing conditions through your online account. Please fill in the online form and give details about your condition and requested accommodations. All such requests must be submitted no later than **5.00 pm AEST Wednesday 6 September 2017**. If you require special testing accommodations due to

a condition that occurred after the application deadline, please contact the LAT Office for advice.

3. After you have submitted the online form, send the supporting documentation for your request to the LAT Office (via email or post) for review.
4. The supporting documentation provided must be from a registered health practitioner. The documentation must be no more than one year old for health-related needs or disabilities other than learning disabilities, and no more than three years old for learning disabilities. Applicants with learning disabilities should submit a copy of an appropriate educational psychologist's report for consideration. If your report is more than three years old, it will still be accepted, as long as it is accompanied by a recent letter from a psychologist stating that the information in the report is still applicable to you as you are today.
5. The supporting documentation from your health practitioner must give a clear diagnosis and information on your condition, indicate the impact of your disability in testing settings and include a statement as to what accommodations your health practitioner feels are appropriate for you in testing settings. All supporting documentation must be typed on the medical practitioner's official letterhead and include the date and title, name, registration number, contact details, and signature of the medical practitioner.
6. Once your supporting documentation is received, a confirmation email will be sent to your registered email address. The LAT Office will contact you if further documentation or information is required for the assessment of your request.
7. All applications will be processed at least two weeks prior to the test date. You will be informed of the outcome shortly after. If approved, you will be able to view and accept your approved accommodations through your online account and you will be required to bring a printout of this page with you on the test day.

All information regarding special testing conditions will be treated confidentially and will not be forwarded to UNSW Law. Invigilators on the test day will be informed of the accommodations provided to you, but not of your condition. If you wish that invigilators be alerted of the nature

of your condition, please indicate this in the application process.

Note: There is no possibility of special consideration being given to test results. In no circumstances will scores be adjusted to account for any perceived disadvantage.

Admission Ticket

The Admission Ticket will tell you exactly where and at what time to report on the day of the test. It will also contain your personal details. This ticket is your permission to attend the test centre and a printout must be taken with you on the day. **Admission Tickets presented on electronic devices will not be accepted.** If you present without an Admission Ticket you will be refused entry.

Notification will be sent to your registered email address when the Admission Ticket is available through your online account, approximately two weeks before the test date. If your identification document details have not been entered in the registration form you will **NOT** be able to access your Admission Ticket.

Please check your Admission Ticket carefully and contact the LAT Office immediately if there are any errors. The details on your Admission Ticket must match the details on the identification document that you will use on the test day. Only your first and last names are required to match and it is not necessary for your other names (including middle names) to appear on the Admission Ticket. Your other names, if provided when you created your account, will however be printed on the Attendance Rolls given to the test centre supervisors so that they can be checked on the day, should there be any issues matching your Admission Ticket and your identification document.

Before you print the Admission Ticket, check that both sides of the print paper are blank; there should not be any marks on your Admission Ticket. Admission Tickets may be printed in black and white; you do not need to bring a colour printout. Please fill in your identification document number and sign your Admission Ticket beforehand and have it ready with you on the test day.

Do not write anything else on your Admission Ticket at any time before or during the test.

If you have issues accessing your Admission Ticket, you should contact the LAT Office by **5.00 pm AEST Friday 15 September 2017.**

Please do not leave this to the last minute.

Remember that you will only be able to download the Admission Ticket, once you have entered your identification document details in the registration form.

Preparing for the LAT

Candidates are advised to attempt the sample test provided for the LAT.

Candidates should try to complete the writing tasks in two hours under 'test conditions'. Once completed, it is often helpful to ask someone else to read the answers and to suggest improvements or alternative approaches to the prompts. (Note that it is not necessary to agree with the prompts). It can also be useful to put the tasks aside for several days before re-reading them to look for ways to make improvements.

Candidates are often concerned about the expected length of the writing tasks. Within reason, the quality of the writing is much more important than the length. Candidates only have 60 minutes to plan and write each task, and the examiners do not have unrealistic expectations of what can be produced in that time.

The following questions will be considered in assessing the writing of candidates:

- What kinds of ideas has the candidate developed in response to the prompt?
- To what extent and how well has the candidate explored the ideas and issues in the prompt?
- Has the candidate developed a structured and organised piece of writing?
- Has the candidate written clearly and fluently?
- Is the language used by the candidate precise and appropriate?

Please note the following:

On the test day responses to the prompts are written directly into an answer booklet given to candidates. Working space is provided to plan the answers. Candidates should write neatly and legibly in pen. Pencils are not acceptable.

The LAT does not require any knowledge specific to Law. Therefore the HSC or other Legal Studies courses will neither advantage nor disadvantage candidate performance in the LAT.

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ACER and UNSW Law do not recommend or endorse any commercially available courses offering LAT preparation.

The LAT is designed to assess a candidate's ability to generate their own ideas and express themselves through writing. Therefore the most appropriate preparation for the LAT is for candidates to continue with their existing high school or tertiary study and exam preparation which should include practice in formal written expression.

The LAT Office is unable to comment on the relevance or usefulness of commercial preparation courses. It is possible that some commercial preparation courses might provide misleading information or advice to candidates. **Neither ACER nor UNSW Sydney conducts LAT preparation courses.**

Test date

The LAT 2017 test will be held on **Tuesday 26 September 2017**. This is the only opportunity to sit the LAT in 2017.

Test centre and arrival time

You will be assigned to a test centre in your chosen city. The exact test centre address and arrival time will be printed on your Admission Ticket that will be available through your online account approximately two weeks before the test (see page 9). You must report to this centre at the time designated on your Admission Ticket. It is not necessary to arrive before the indicated arrival time. The test itself will start as soon as all pre-testing procedures are completed. If you report to the centre after all candidates have been seated in the testing room, you may not be admitted. **No latecomers can be admitted once the test has started.**

Sitting the LAT by remote invigilation

Candidates approved to sit the LAT by remote invigilation must arrange for a suitable location and invigilator to oversee the test sitting.

Remote invigilation is only available on the main LAT test day: **Tuesday 26 September 2017**.

ACER will contact nominated remote invigilators to ensure that the LAT will be conducted under secure, standardised testing conditions. Please view the *Remote Invigilation Test Room Guidelines*

to assist with sourcing an appropriate test venue. Requirements for test venues for remote invigilation include:

- An appropriate workstation, free from distractions, noise and prohibited materials.
- Consideration of temperature, lighting and ventilation.
- Timekeeping capability (e.g. visible clock).

LAT test papers will be sent to remote invigilators prior to the LAT test day. Invigilators are required to keep these papers secure prior to, during, and after the LAT test sitting. ACER will also arrange for the secure return of papers for marking.

Candidates and remote invigilators are advised that the conditions for sitting the LAT in a test centre are also applicable for remote invigilation. This includes the requirement for candidates to present for the LAT with a valid Admission Ticket and appropriate photo-bearing identification. The LAT misconduct and permitted testing aids procedures also apply for test sessions conducted by remote invigilation.

Candidates and nominated remote invigilators must also agree to ACER terms and conditions for remote invigilation arrangements. Candidates will be required to complete a remote invigilation declaration as part of the LAT application process. Remote invigilators will be required to complete agreements including:

- Suitability to Perform the Role of Remote Invigilator
- Confidentiality and Conflict of Interest Declaration; and
- Remote Test Invigilator Code of Conduct.

Timing and order of the test

The LAT consists of 2 hours testing time. In addition, pre-testing procedures will take some time to complete. Therefore, **it is not possible to guarantee start and finish times**. Care should be taken when making return travel arrangements to allow adequate time at the test centre or the venue selected for remote invigilation (if applicable). **You should anticipate being at the test centre for up to 4 hours.**

The LAT is a high stakes test administered under secure test conditions. **You may not leave the test centre before the full testing time has elapsed.** Candidates leaving early will not receive

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their LAT scores. Once a candidate has departed the test centre it is not possible to re-enter and continue the test.

You may use the bathroom during testing time, but this will not be permitted in the last ten minutes of each section. No additional time will be granted for bathroom breaks.

Identification on the test day

On the test day you will be required to show one form of photo-bearing identification. The only acceptable forms of identification are:

- Current passport
- Current photo-bearing driver licence (learner permit, probationary or full licence)
- Current photo-bearing Australian Keypass
- Current photo-bearing Australian Proof of Age Card
- Current photo-bearing New Zealand 18+ Card

The photograph on your identification document must be recognisable as a likeness to you as you are on the day of the test. **No other form of identification will be accepted.**

If you do not have one of these forms of identification, please allow enough time to organise one before the test date as you will not be able to enter the test centre or sit by remote invigilation without an approved form of identification. Some of these identification documents can take approximately a month to obtain.

Express posting services are available for some of these forms of identification, however, you are strongly advised to arrange your identification well before the test date.

Important note for licences: If you are intending to use your driver's licence as identification and need to renew or update your licence before the test date (for example changing from a learner's permit to a probationary licence or from a probationary licence to a full licence), please ensure that you allow adequate time to receive the new licence. A temporary licence document without a photograph will not be accepted as identification.

Documents that have expired will **NOT** be accepted under any circumstances. Student cards and photocopies of identity documents are also not acceptable forms of identification.

Your date of birth, first and last name on your identification must match your Admission Ticket details.

If you do not present one of the above acceptable identification documents, together with your printed Admission Ticket, you will not be able to sit the LAT and your registration fee will be forfeited.

What to bring on the test day

You need to bring the following with you on the test day:

- Printed LAT Admission Ticket
- Current photo-bearing identification document
- Blue/Black Pens

Candidates may bring a bottle of drinking water into the test room with them.

Clocks are also provided in the test room. Candidates may wear an analogue wristwatch, but any alarm or stopwatch features must be switched off.

Valuables such as wallets, keys and mobile phones may be placed under the desk during the test. Mobile phones must be switched off and placed face up under the desk. Mobile phones must not be worn on the body and must not be accessed during the test.

Candidates are advised to bring only essential items, as neither the test centre nor the LAT Office can be held responsible for the security of their belongings. There will be only limited space to store bags and candidates will not be allowed to access their bags until the end of the test.

Note: All other items, including but not limited to calculators, dictionaries, iPods, iPads, tablets, digital watches, smart watches, smart glasses, note paper, pencil cases, rulers, highlighters, audio or recording electronic devices of any kind, are prohibited and their use will be considered an act of misconduct.

Access to food (including sweets and nuts), earplugs, medication or other medical equipment (e.g. support cushion) during the test will only be permitted due to a medical condition and can only be allowed if candidates have been granted special testing accommodations.

Test day issues

Should you wish to query a particular test question on the day of the test, you should alert the

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supervisor of your concern and submit a written note before you leave the test centre. Your query will be reviewed by the LAT Office and you will be notified of the outcome. Similarly, any complaints relating to the test venue or physical discomfort suffered should be reported immediately to the supervisor on the day so the issue can be addressed without delay.

Security

The LAT is a high stakes test. Therefore ACER, in conjunction with UNSW Sydney, has established security procedures which will be strictly enforced at all times.

Misconduct

Misconduct includes:

- Attempting to take the LAT as an ineligible candidate
- Breach of any of the security arrangements for the LAT
- Impersonation
- Attempting to remove a test book or answer sheet or part thereof, or any notes, from the test room
- Failure to follow test supervisor's instructions at all times
- Giving or receiving assistance during the test
- Creating a disturbance
- Using prohibited aids (including but not limited to: notes, scrap paper, dictionary, calculator, mobile phone, digital watch, smart watch, smart glasses, audio or recording device of any kind, stationery items other than pencil and eraser, etc.)
- Writing on the Admission Ticket during the test
- Copying another candidate's work
- Using the test questions, their content or information about them for purposes other than your sitting of the LAT is prohibited. This includes: publishing the LAT questions or any of their content or information about them on the internet, any digital format or otherwise; and/or passing the LAT questions, any of their content or information about them to third parties
- The giving of false or misleading information at any stage in connection with your participation in the LAT
- Infringement of copyright. Copyright infringement includes: performing those rights or authorising the performance of those rights which are granted at law exclusively to the copyright owner. These rights include the exclusive right to reproduce the copyright work in a material form and to communicate that work to the public
- In any way breaching (as determined by ACER in its absolute discretion) any of the terms and conditions of your registration to participate in the LAT
- Infringement of any rights (including but not limited to intellectual property rights) whatsoever relating to or subsisting in the LAT or any part or element of it, including but not limited to the concept, structure, administration or conduct of the LAT, the LAT trade mark and any LAT preparation materials prepared or published by or on behalf of ACER
- Any negligent, unlawful or wilful act or omission by you which ACER, in its absolute discretion, renders you to be unfit to participate in any LAT test, whether or not you are registered to participate at the time of ACER's determination.

CONSEQUENCES for misconduct include cancelling your registration to sit the LAT without any refund, withholding of your LAT test results or disqualification from sitting any ACER test (whether it is the test for which you have registered or otherwise).

It is also possible that the misconduct will be referred to UNSW Sydney.

YOU ARE PUT ON NOTICE that except as expressly provided at law, there is no right to challenge, appeal or seek review of any determination by ACER that misconduct has occurred or in relation to any consequences imposed by ACER for any misconduct. You should also be aware that your misconduct might also give rise to liability on your part to third parties, including but not limited to UNSW Sydney.

LAT results

LAT 2017 results will be released to candidates in mid-November 2017.

LAT 2017 scores can be used for admission to the Undergraduate Law Dual Degree program (UAC code 426000 and also for Music/Law UAC code 426050) at UNSW in 2018 and 2019. **Do not register for the LAT unless you are planning to apply for admission to UNSW Law commencing in 2018 or 2019 AND you meet the eligibility criteria.**

Candidates will be sent an email notification to inform them that their results are available. Candidates will receive a single score in the range of 0-100, and a percentile band indicating how they have performed relative to all other candidates who sat the LAT in 2017.

An online statement of results will be available to download from your account. There are no pass or fail scores.

Candidates will not be provided with any additional information on the scoring process. All such information remains the property of ACER and UNSW. A candidate has no right to examination of ACER's scoring processes and methodologies.

Under no circumstances will results be released over the phone, by fax or by email. This is to protect candidate confidentiality.

UNSW will consider your LAT results and your academic results (ATAR or equivalent) in the selection process. The ATAR will be combined with the LAT result on a sliding scale so that those with a very high ATAR require a lower LAT score and those with a lower ATAR require a higher LAT score.

All enquiries regarding admissions should be directed to UNSW. **ACER is not involved in the assessment of applications for admission to the Undergraduate Law Dual Degree programs at UNSW Sydney.**

Withholding of results

You will only receive your LAT test score if you have complied with the LAT test policies and procedures. Your score may be withheld or cancelled if ACER learns, either on or after the test day, that you have violated the LAT test policies and procedures. Even if ACER cannot confirm your direct involvement in the breach of policies and procedures your LAT test

score may be withheld or cancelled if ACER has reason to question the validity of your scores.

Examples of when the validity of LAT test scores may be challenged are:

- intended or unintended exposure to LAT content*
- contradictory performance on different parts of the LAT
- atypical performance over different LAT test sittings.

* If you attend a coaching course where you are exposed to questions that appear in the LAT, you risk having your LAT score withheld.

Currency of Results

Your LAT result will be valid for two years. For example if you are in Year 11 in 2017 and sit the test, you can use your LAT result for your application to UNSW Law in 2019.

Should you choose to sit the LAT as a Year 11 student, you are also eligible to sit the LAT when you are in Year 12. UNSW will consider the better of your two results, when making their selection decisions.

Appeals

Unless otherwise required by law or as expressly provided herein, ACER will not entertain any challenges of or requests or demands to review LAT results or any determination by it that any misconduct has occurred or in relation to any consequences imposed by ACER following a determination that misconduct has occurred. Nor is it possible to give special consideration for impaired performance on the day of the test caused by illness or unexpected personal situations.

Any complaints relating to the test venue or physical discomfort suffered should be reported immediately to the supervisor on the day, and in writing to the LAT Office within seven days of the test administration.

You are advised that LAT results are released only after careful calculation and extensive checking. Each LAT writing piece will be examined and marked by two expert assessors. LAT results will be final and no appeals will be allowed.

Re-sit

You can sit the LAT more than once and only your best LAT result will be considered for entry.

Please note the following: The LAT will be offered only once per year and the LAT results are only valid for two years.

LAT Declaration

IMPORTANT: Please read the **LEGAL NOTICE** at the end of the LAT 2017 Information Booklet.

This Booklet, including the Legal Notice will form part of the binding agreement between You and The Australian Council for Educational Research Ltd (ABN 19 004 398 145) ("**ACER**") if You register to take the LAT 2017 test.

You should make sure that You understand fully and are familiar with the contents of this Booklet (including the Legal Notice) before You submit Your registration for the LAT 2017.

When You submit Your registration You AGREE:

1. To the terms and conditions contained in the LAT 2017 Information Booklet applying to Your sitting of the LAT 2017 and all matters consequent thereon;
2. In the event of the LAT 2017 being compromised or having to be cancelled due to circumstances beyond ACER's control it may be necessary for You to re-sit the LAT 2017 on a date and at a testing venue to be specified by ACER;
3. That to sit the LAT 2017 You are a bona fide prospective applicant to a course for which the LAT is a prerequisite;
4. You meet the requirements for eligibility set out in the LAT 2017 Information Booklet;
5. Not to use or divulge to any third party information concerning the test questions in the LAT 2017 for Your own or any third party's personal or commercial gain;
6. Not to post or publish any specific part or aspect of the content of the LAT 2017. This includes publication on the internet, in any digital format or other format;
7. That the information that You give in Your application for registration for the LAT 2017 is true and correct. The giving of false or misleading information constitutes misconduct and may jeopardise Your chances of being admitted to any course for which the LAT is a prerequisite;
8. That any personal information You provide in respect of Your registration for the LAT 2017 may be used by ACER for:
 - a. All purposes connected with administering the LAT 2017;
 - b. Research purposes;
 - c. Provision to UNSW Sydney (The University of New South Wales) for which the LAT is a prerequisite; and
 - d. Identifying any misconduct and candidates who may have engaged in misconduct as specified in the LAT 2017 Information Booklet and for application of penalties in respect to any misconduct.
9. That You are the person whose name and address appears on this registration form.

I confirm that I have read the LAT 2017 Information Booklet and specifically the Legal Notice.

I agree/accept the terms and conditions of participation in the LAT 2017 and specifically the Legal Notice and Privacy provisions.

7 LEGAL NOTICE

1. By completing and submitting the registration form for the LAT 2017 located at <https://lat.acer.edu.au> You are offering to enter into a legal agreement with The Australian Council for Educational Research Ltd (ABN 19 004 398 145) (**ACER**).
2. The **TERMS AND CONDITIONS** which will apply to Your application for registration and to Your registration to participate in the LAT 2017 are contained in this Booklet, including this Legal Notice. The Terms and Conditions cover, amongst other things, Your sitting the LAT, payment of the registration fee, refunds of fees, access to the LAT preparation materials and release of the LAT results.
3. Before lodging Your Registration, You should make sure You understand fully and are familiar with the contents of this Booklet, including this Legal Notice.
4. You may have legal rights and guarantees under the Australian Consumer Law (being Schedule 2 to the *Competition and Consumer Act 2010* (Cth), as amended from time to time). If the publication of this Booklet or Your registration for or participation in the LAT 2017 involves a supply of goods or services to a consumer within the meaning given in the Australian Consumer Law, nothing contained in this Booklet excludes, restricts or modifies the application of any consumer guarantee provided in the Australian Consumer Law, the exercise of any right or remedy in respect of, or the imposition of any liability for the failure to comply with any relevant guarantee.
5. Subject to point 4:
 - a. To the maximum extent permissible by law (and for the avoidance of doubt, subject to any guarantees, rights, remedies or obligations which cannot be excluded, restricted or modified under the Australian Consumer Law), ACER expressly, irrevocably and totally disclaims any liability whatsoever for any loss or damage whatsoever and howsoever arising in connection with or resulting from: Your participation (actual, potential, contemplated or cancelled for any reason whatsoever) in the LAT; and Your test results, including, but not limited to, any representations made by ACER or its personnel (including agents, subcontractors and consultants) in respect of the LAT and the accuracy of any information contained in this Booklet;
 - b. To the fullest extent permitted at law, You acknowledge and accept that the entire risk of Your participation in the LAT is assumed by You and that ACER will have no liability whatsoever to You for any loss, harm, damage, cost or expense (including legal fees) or any direct, special, indirect, incidental, punitive or consequential loss or damage (including, without limitation, economic loss, loss of contract, profit, revenue, income, opportunity, goodwill, information, anticipated savings, business relationships, production or data) whatsoever and howsoever arising;
 - c. You acknowledge and accept that, to the fullest extent permitted at law, ACER gives NO WARRANTY or guarantee and makes no representation whatsoever that: registering for or sitting the LAT will guarantee You or secure for You a placement with an educational institution; or that You will be provided with Your LAT results (other than in strict accord with this Agreement).
6. To the fullest extent permitted at law, You release and fully indemnify ACER, its officers, employees and agents from and against all claims, liabilities, costs, demands and expenses whatsoever and howsoever arising from or in connection with:
 - a. Your registration for or participation (actual, potential, contemplated or cancelled) in the LAT; or
 - b. Any breach by You of the terms and conditions of Your participation (actual, potential, contemplated or cancelled) in the LAT. These releases and indemnities survive Your participation (actual, contemplated, potential or cancelled) in the LAT and whether or not You are offered or accept a placement with any educational institution for any course whatsoever.
7. In the event that any law implies terms or guarantees into the offering or conduct of the LAT which cannot be lawfully excluded, restricted or modified, such terms or guarantees will apply, save that the liability of ACER for breach of any such term or guarantee

7 LEGAL NOTICE

will, to the extent legally permitted, be limited to the refund of the price paid for any relevant goods or services.

8. ACER has made every effort to ensure the accuracy of the information provided in this Booklet. ACER reserves the right to alter or amend any detail contained in the Booklet in its absolute and unqualified discretion. Any alteration or amendment will take effect immediately upon publication of the alteration or amendment on <https://lat.acer.edu.au>
9. PRIVACY, PERSONAL INFORMATION and SENSITIVE DATA: By completing the LAT registration form You agree to be bound by the ACER privacy policy and You consent to:
 - a. ACER collecting Your personal information including any sensitive (such as health) information and other information. The information ACER may collect about You includes Your registration information, Your payment details, Your test answers and results, any application for special testing conditions and any communications You have with the LAT office;
 - b. ACER using and disclosing the personal information and other information it collects about You for purposes connected with Your LAT registration and testing which may include investigating any suspected misconduct and determining and administering any consequences for misconduct. You understand that if You do not provide ACER with all the information requested, ACER may not be able to process Your LAT registration or test or respond to Your communications;
 - c. Your personal (including sensitive) information and other information provided being disclosed by ACER to UNSW Sydney and other persons or bodies connected with the LAT for purposes related to the LAT; and
 - d. ACER using Your personal information for research purposes and disclosing it to relevant research bodies (in a de-identified form). Candidate names will be separated from data in all cases. All information collected will be treated with utmost confidentiality and all reasonable steps will be taken to ensure its security. Any use of

Your registration and test records will be treated with the utmost confidentiality.

In all respects, ACER will comply with all relevant provisions of the *Privacy Act 1988* (Cth) and any other applicable data protection legislation. For a complete copy of ACER's privacy policy and how to access or correct Your information, please see www.acer.org/privacy.

10. By completing and submitting the LAT registration form:
 - a. You confirm that You have read in its entirety and accept the contents of this Booklet, including the Legal Notice.
 - b. You confirm Your agreement with the terms and conditions contained in this Booklet.
 - c. You acknowledge that You have been entitled to obtain legal advice concerning any matter covered in this Booklet, whether or not You have in fact sought any legal advice.
 - d. You acknowledge and accept that this Booklet contains the entire agreement between You and ACER concerning Your participation in the LAT 2017 and that no matter, information or representation not expressly contained in this Booklet has induced You or had any bearing on You to seek registration for the LAT 2017.
 - e. You accept and unconditionally undertake to strictly comply with the terms and conditions contained in this Booklet.
 - f. You acknowledge and accept that Your agreement with ACER will be governed by the laws of the State of Victoria, Australia.
 - g. You submit to the jurisdiction of the Courts chosen by ACER and any of the Courts of Appeal therefrom to determine any dispute (whether as to the interpretation of Your agreement with ACER, or any matter concerning performance or compliance of the agreement or otherwise) or to determine any claims brought or made against You by ACER or its authorised nominee.



Contact

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