

LAW ADMISSION TEST



Information booklet 2020

Standard Registration Deadline – Friday 14 August 2020 at 5.00 pm AEST

Late Registration Deadline – Wednesday 9 September 2020 at 5.00 pm AEST

Test date – Tuesday 29 September 2020

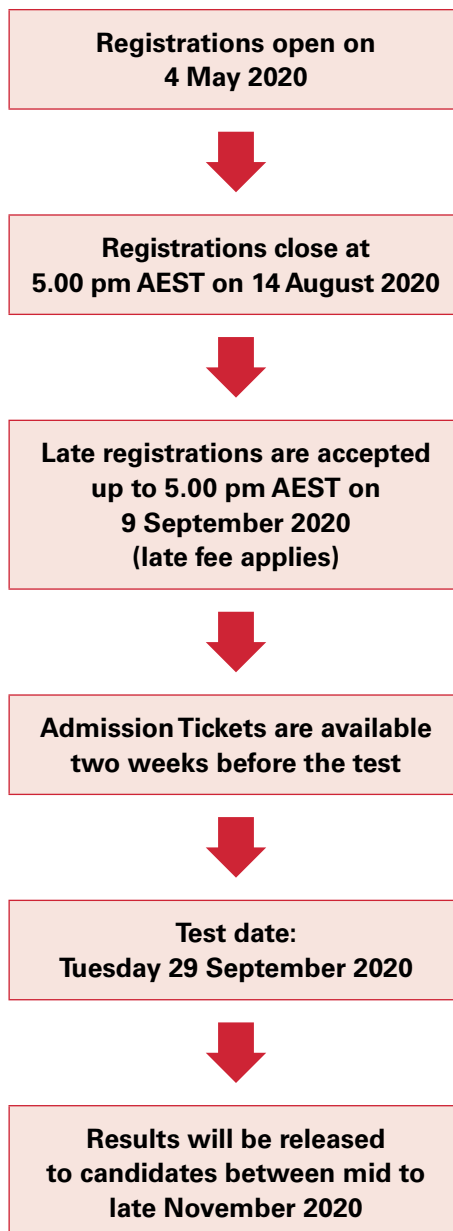
Last updated: 17.03.2020

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 2020 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 2020 test.

Law Admission Test (LAT) 2020 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 Sydney. 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.org>). 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.org) 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.org>

Email: lat@acer.org

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 Sydney 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 Sydney.

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

Task B: 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
A	1	10 minutes	50 minutes
B	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. Candidates are not assessed on the correctness of the ideas or attitudes they display, but the substance and subtlety of their ideas.

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.

Eligibility for the LAT

The LAT is a requirement for domestic applicants* who wish to study an Undergraduate Law Degree program (UAC code 426000 or Music/Law UAC code 426050) at UNSW Sydney. 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 2020 can use their results to apply for Law at UNSW in 2022.

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.

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

- UNSW Sydney students applying for Internal Program Transfer (IPT) to Law. IPT applicants will be assessed on their UNSW Sydney results only.
- Indigenous students undertaking the Pre-Law Program at UNSW Sydney. Pre-Law students are assessed under multiple criteria in the Pre-Law Program.

IMPORTANT NOTE: Do not register for the LAT unless you are planning to apply for admission to UNSW Sydney Law commencing in 2021 or 2022 AND you meet the eligibility criteria.

*Australian citizens and permanent residents and New Zealand citizens.

[^]Applicants who are not an Australian citizen or permanent resident or a New Zealand citizen.

Creating an Online Account

You must create an online account before you can register for the LAT 2020. 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 submit a request to the LAT Office via your online account. You may be asked for proof of name change documentation. 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.org>

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 2020 and submit payment of the test fee.

If you registered to sit for the LAT 2019, you can use the same account to register for the LAT 2020. 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 two available test centres or if eligible, by remote proctoring. Please see the information on page 6 for further details regarding eligibility for remote proctoring.

Before completing your registration you will be asked to confirm that you have read this LAT 2020 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. 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 proctoring applications, registrations are not confirmed until the required documentation is submitted to the LAT Office. You 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 2020 open the morning of 4 May 2020. To attract the standard registration fee, your online registration and payment must be completed by:

5.00 pm AEST Friday 14 August 2020

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 9 September 2020** on payment of a late fee.

No applications for registration will be accepted after 5.00 pm AEST on Wednesday 9 September 2020 under any circumstances.

Fees

The fee to sit the LAT 2020 is \$187 AUD (GST inclusive), or \$100 AUD (GST inclusive) if eligible for the concession fee. Candidates registering to sit the test via remote proctoring will be required to pay an interstate/overseas remote proctoring levy of \$156 AUD (GST inclusive), in addition to the registration fee.

Candidates who reside in RA2 to RA5 locations in NSW and are eligible for the concession fee do not have to pay the remote proctoring levy.

An additional \$50 AUD late fee applies for **all registrations** completed after **5.00 pm AEST**

Friday 14 August 2020 and before **5.00 pm AEST Wednesday 9 September 2020.**

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 prior to the close of the late registration period: 5:00pm AEST Wednesday 9 September 2020. Failure to provide proof of concession on time may result in your LAT registration being cancelled.

Please note that student cards, Medicare cards, transport concession cards, private health insurance membership cards and Community Service cards do **NOT** make you eligible for 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 proctoring, 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 of your concession card is received at the LAT Office by the late registration deadline:

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5:00pm AEST Wednesday 9 September 2020.

Proof of concession documentation can be securely uploaded and submitted to the LAT Office via your online account.

Candidates who do not submit 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 2020 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 2020 test fee. If your registration is marked as incomplete after the close of standard registrations because you have not submitted your proof of concession, or 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 for Remote Proctoring

All required remote proctoring documentation must be submitted to the LAT Office by **5:00pm AEST Friday 14 August 2020**. The LAT Office will then contact and liaise with individual candidates to agree on a suitable time for their test session.

The scheduled test start time for the test session will be strictly prescribed to align with the test start time for LAT on the main test day. The LAT Office will book the test session with ProctorU and send a written confirmation email to the candidate when the remote proctoring test session has been confirmed. Candidates who do not finalise their remote proctoring application and receive written notification of such from the LAT Office will forfeit the test fee submitted **AND** the remote proctoring levy (if applicable), unless a request has been submitted to cancel the LAT 2020 registration by the close of the late registration deadline: 5:00pm AEST Wednesday 9 September 2020. Candidates should refer to the [Apply for Remote Proctoring](#), for a step-by-step guide and the relevant deadlines for applying to sit the LAT 2020 by remote proctoring.

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

Payments

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 2020 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.

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 2020 are non-refundable.

PLEASE NOTE: Registration fees for the LAT 2020 test will be refunded up to **5.00 pm AEST Wednesday 9 September 2020**, 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. The remote proctoring levy and late registration fee are nonrefundable, except as provided at law.

Test Centres

The LAT will be offered in the following locations:

- Canberra
- 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 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 14 August 2020**, subject to availability. If a test centre change is required after this date, please email the LAT Office for advice.

Remote Proctoring

Candidates who reside in NSW in Remoteness Area RA2 to 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 to sit the LAT via remote proctoring.

NSW Remote locations

Eligibility for remote proctoring 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 RA2 to RA5 location prior to submitting an application for remote proctoring. Only candidates who reside in RA2 to RA5 locations in NSW are eligible to apply for remote proctoring.

Interstate locations

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

Overseas locations

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

Questions about eligibility for remote proctoring

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

How remote proctoring works

Remote proctoring involves sitting the test online with ProctorU under live supervision using candidate's own computer in a suitable location with internet connectivity. Candidates will have to sit the test at the agreed date and time for their test session.

Remote proctoring is only available on the main LAT test day: **Tuesday 29 September 2020**.

Registering for Remote Proctoring

Candidates have to undertake the following before registering to sit LAT 2020:

- Carry out an equipment test at their intended test venue to ensure that their equipment meets the ProctorU (the online proctor) minimum technical specifications;
- Connect to a live technician from the intended test venue to ensure that their equipment and venue can support them in sitting the test; and
- Download and install the ACER online test application (secure browser) on the computer/laptop they will be using to sit the test (links will be available on the website).

Candidates must apply for remote proctoring as part of the online application process for the LAT. Candidates will, upon completion of test registrations, receive an email with links to create a ProctorU account. ACER will contact and liaise with individual candidates to agree on a date and time for their test session. ACER will then book the test session with ProctorU. The scheduled test start time for the test session will be strictly prescribed to align with the test start time for LAT on the main test day.

For NSW rural and interstate candidates, the test start time will be a local time that corresponds to 10am AEST on Tuesday 29 September 2020. For overseas candidates, a suitable local time that corresponds to a time between 10am and 6pm AEST on Tuesday 29 September 2020 will be arranged with each candidate.

Candidates will be required to provide a letter from their school (with the official school letterhead) or an identification document containing their residential address to prove their eligibility. This supporting documentation must be provided by the close of standard registrations at **5.00 pm AEST Friday 14 August 2020**.

ACER will only confirm a candidate's registration after receiving the supporting documentation and arranging a suitable test session with the candidate.

Scheduling conditions

Remote proctoring 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.

Candidates are advised to apply for remote proctoring as early as possible in the registration period. In the case that application for remote proctoring is declined, candidates will be required

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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 proctoring early.

All applications for remote proctoring including all required supporting documentation **MUST** be submitted to ACER no later than **5.00 pm AEST Friday 14 August 2020**.

No new applications will be accepted after this date. Remote proctoring applications are **INCOMPLETE** until all required documentation is submitted to the LAT Office.

All remote proctoring applications submitted for the LAT 2020 must be finalised by the close of late registrations **5:00pm AEST Wednesday 9 September 2020**.

Candidates should refer to *Apply for Remote Proctoring* for the Remote Proctoring Guide for Candidates – LAT 2020.

Applying for Reasonable Adjustments

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 reasonable adjustments 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 also submit an application for reasonable adjustments. All requests are assessed on a case-by-case basis and all reasonable efforts will be made to provide the appropriate adjustments for your needs.

Please complete the following steps:

1. Create an online account and register for the LAT (see page 3).
2. Once your registration is complete you can apply for reasonable adjustments through your online account. Please fill in the online form and give details about your condition and requested adjustments. All such requests must be submitted no later than **5.00 pm AEST Wednesday 9 September 2020**. If you require reasonable adjustments 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 (online via your account) 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 the adjustments your health practitioner feels are appropriate for you. 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 of your application in writing from the LAT Office. If approved, you will be able to view and accept your approved adjustments 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 reasonable adjustments will be treated confidentially and will not be forwarded to UNSW Law. Invigilators on the test day will be informed of the adjustments 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 is your permission to attend the test centre or sit the test by remote proctoring. For test centre candidates, it will tell you exactly where and at what time to report on the day of the test. For remote proctoring candidates, it will state your username for your test session.

You must present a printed copy of the Admission Ticket for admission to the test. **Admission Tickets presented on electronic devices will not be accepted.** If you present without a printout of the Admission Ticket and appropriate photo identification on the test day you will be denied access to the test centre or to complete the test by remote proctoring.

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.

If you have issues accessing your Admission Ticket, you should contact the LAT Office by **5.00 pm AEST Friday 18 September 2020.**

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 online registration form.

For test centre candidates, please do not write anything else on your Admission Ticket at any time before or during the test. Remote proctoring candidates can use the reverse side of the printed admission ticket to plan their responses.

Preparing for the LAT

Candidates are advised to attempt the sample test provided for the LAT. An interactive version will also be available online for remote proctoring candidates via their ACER account.

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. (Note: for the interactive version, candidates will have to print out a copy of their responses.)

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?

4 ON TEST DAY

Please note the following:

For test centre candidates, responses to the prompts are to be 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. For remote proctoring candidates, responses to the prompts are to be typed directly on the online response form for each question. Candidates should use the reverse page of the printed admission ticket to plan their responses.

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. 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 conduct LAT preparation courses.

Test Date

The LAT 2020 will be held on **Tuesday 29 September 2020**. This is the only opportunity to sit the LAT in 2020.

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 8). 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 Proctoring

Remote proctoring is only available on the main LAT test day: Tuesday 29 September 2020.

Candidates approved to sit the LAT by remote proctoring must sit the test at a suitable location with good internet connectivity using their own computer. Candidates also need to ensure that their test room is set up to these requirements:

- An appropriate workstation on a stable desk;
- A room that is free from distractions, noise and prohibited materials (no other people including dependent children, or animals (pets) are permitted in the test room). Proctors may require candidates to move their sitting position or change to a different room on the test day if they believe their sitting position or test room is not suitable; and
- Suitable temperature, lighting and ventilation.

Candidates will have to sit their test at the scheduled date and time via their ProctorU account. The test will be administered under secure test conditions. Candidates will be monitored at all times during the test session and must follow the instructions of the online proctor.

ProctorU will provide technical support through online technicians if there are technical issues during the test sessions. If there are significant and/or unforeseeable technical problems that cannot be resolved by the online proctor, the test session may be rescheduled. ACER will investigate each case and determine suitable follow-up action. Candidates have to sit and complete the test during the rescheduled test session. No further extension will be granted. Candidates will not be able to sit the test thereafter and will have their test marked based on the responses that they have provided.

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. **You**

should anticipate being at the test centre for up to 4 hours. For remote proctoring candidates, please allow up to 3 hours or more (in the event of technical issues) for your test session.

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 their LAT scores. Once a candidate has departed the test centre it is not possible to re-enter and continue the test. For remote proctoring candidates, please note that you will not be able to return to the test once you have submitted the test.

You may use the bathroom during testing time, but this will not be permitted in the last ten minutes of the test. 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 including any photo identification in digital format.**

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 proctoring 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. Please note that South Australia and New South Wales digital driver's licence will not be accepted.

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/Have on the Test Day

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

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

You may also bring pencils and an eraser and sharpener to use during the reading and planning time.

Test Centres

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.

Remote Proctoring

Your desk must be clear of all items including mobile phones. You can have your mobile phone in your test room in case your proctor needs to reach you by calling your mobile phone when you experience technical issues such as Internet drop-out during your test session. However, you are not allowed to use your mobile phone in any other circumstances during your test session. This includes making or receiving calls during the test session. You may have a clear bottle or glass of water with you at your desk. No other people, including dependent children, or animals (pets) are permitted in the test room.

Note: All other items, including but not limited to calculators, dictionaries, 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 relevant reasonable adjustments.

Test Day Issues**Test Centre**

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

Remote Proctoring

If you experience any issues (for example, technical or connection problems) during your test session, you should communicate these to your proctor immediately so that they may be resolved. If your proctor cannot resolve your issues, or for any other queries and concerns you may have regarding your test session, please contact the LAT Office by email or phone immediately so

the issue can be addressed without delay. If you need to report an issue to ACER regarding your remote proctoring test session, please provide as much information as possible. Your case will be investigated based on the ProctorU test session records, ACER online test logs, and any information provided by you in writing. ACER will take appropriate actions to rectify the issue and/or reschedule your test session. Candidates will have to sit and complete the test during the rescheduled test session. No further extension will be granted.

Please email the LAT Office if you wish to query a particular test question.

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.
- Attempting to copy or memorise all or part of the test.
- Failure to follow test supervisor's or proctor'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 pen, pencil, eraser and sharpener etc.).
- Copying another candidate's work.
- Continuing to type/write even after the instruction is given to stop.
- Writing on the Admission Ticket during the test (only for test centre candidates).

- Using a web browser to access websites other than the test during the test session (only for remote proctoring candidates).
- Using other software, except those authorised by ACER, during the test (only for remote proctoring candidates).
- Having any other person in the test room including dependent children or animals/pets (only for remote proctoring candidates).
- Talking out loud during the test session unless it is to ask your online proctor a question.
- 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 2020 results will be released to candidates between mid to late November 2020.

LAT 2020 scores can be used for admission to the Undergraduate Law Degree program (UAC code 426000 and also for Music/Law UAC code 426050) at UNSW in 2021 and 2022. **Do not register for the LAT unless you are planning to apply for admission to UNSW Law commencing in 2021 or 2022 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 2020.

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 Sydney. 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 Sydney. **ACER is not involved in the assessment of applications for admission to the Undergraduate Law 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.

Currency of Results

Your LAT result will be valid for two years. For example if you are in Year 11 in 2020 and sit the test, you can use your LAT result for your application to UNSW Law in 2022.

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 Sydney 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 remote proctoring test sitting, including physical discomfort suffered should be reported immediately to the test supervisor/proctor on the day, and in writing to the LAT Office within three 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.

7 LEGAL NOTICE

LAT Declaration

IMPORTANT: Please read the **LEGAL NOTICE** at the end of this LAT 2020 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 2020 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 2020.

When You submit Your registration You AGREE:

1. To the terms and conditions contained in the LAT 2020 Information Booklet applying to Your sitting of the LAT 2020 and all matters consequent thereon;
2. In the event of the LAT 2020 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 2020 on a date and at a testing venue to be specified by ACER;
3. That to sit the LAT 2020 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 2020 Information Booklet;
5. Not to use or divulge to any third party information concerning the test questions in the LAT 2020 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 2020. 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 2020 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; and
8. That You are the person whose name and address appears on this registration form.
9. That if You choose to sit by remote proctoring, You agree to provide Your Personal Information to a third party, ProctorU (ACER's current provider of remote proctoring) which is based in the United States after having viewed ProctorU's privacy policy at <https://www.proctoru.com/privacy-policy>. You acknowledge and consent to having your Personal Information stored outside of Australia.

I confirm that I have read the LAT 2020 Information Booklet and specifically the Legal Notice.

I agree/accept the terms and conditions of participation in the LAT 2020 and specifically the Legal Notice.

1. By completing and submitting the registration form for the LAT 2020 located at <https://lat.acer.org> 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 2020 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 2020 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 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

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.org>
9. 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 2020 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 2020.
 - 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

Any queries about LAT should be directed to:

lat@acer.org

ACER LAT Office

Phone: +61 3 9277 5237

Postal address: ACER LAT Office

Private Bag 55

Camberwell VIC 3124

Australia

UNSW Law LAT Contact Details

W: law.unsw.edu.au/LAT

E: futurestudents.unsw.edu.au/ask-question