

## Remote Invigilation Process for Candidates – LAT 2017

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

Visit the LAT website <https://lat.acer.edu.au> to read about the test and the eligibility requirements for remote invigilation:

<https://lat.acer.edu.au/register/apply-for-remote-invigilation>

Read the information about sitting the test by remote invigilation, including the [downloadable remote invigilation test room guidelines](#):

<https://lat.acer.edu.au/sit/sitting-the-lat-by-remote-invigilation>

If you reside in a remote or very remote location of NSW, check the ABS rural and remote classification site:

<http://www.doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/locator>

You must be located in an RA4 or RA5 location to be eligible for remote invigilation. If you are not eligible, you can register to sit the LAT at a [test centre](#).

If you reside interstate (outside of NSW or the ACT), or internationally, you are eligible for remote invigilation. You do not need to check the ABS classification site.

Note: if you will be overseas on the LAT main test day but normally reside in Australia, please contact the [LAT Office](#) for advice regarding your eligibility to sit via remote invigilation BEFORE you register for the LAT 2017.

Register for the LAT 2017 at <https://latreg.acer.edu.au>. Registrations open on Tuesday 2 May 2017. Standard registrations close at 5:00pm AEST Friday 11 August 2017. You must submit your remote invigilation application during the **standard registration period**. No **new** remote invigilation applications will be accepted during the late registration period: 5:00pm AEST Friday 11 August to 5:00pm AEST Wednesday 6 September 2017.

Select the remote invigilation option and complete the required registration fields. You need to nominate your invigilator, provide the proposed test venue address, and a delivery address for the delivery of test papers. Remember to check the [requirements and recommended professions of remote invigilators](#).

Complete the remote invigilation candidate declaration, the LAT 2017 registration declaration, and submit payment of the LAT 2017 test fee and the remote invigilation levy (payable for candidates outside of NSW, ACT and overseas only).

You should carefully consider the remote invigilation candidate declaration, the LAT 2017 registration declaration, the fees payable and the [refund terms](#) BEFORE you submit your remote invigilation application and submit payment.

At this point, your LAT 2017 registration for remote invigilation is **pending**.

Please check the email that will be sent from the [LAT Office](#) for information about what to do next to confirm your remote invigilation session.

Submit your remote invigilator supporting documentation (such a business card, letterhead or email signature) clearly outlining the name, position and contact details of your nominated invigilator to the [LAT Office](#) as soon as possible after submitting your registration. You must submit this supporting documentation by the close of standard registrations at 5:00pm AEST Friday 11 August 2017 for your remote invigilation application to be processed.

The [LAT Office](#) will contact your nominated invigilator to confirm their position and suitability to supervise the LAT 2017 test sitting by remote invigilation. The [LAT Office](#) will also email your nominated invigilator the following forms to complete to confirm your remote invigilation session:

1. Suitability to Perform the Role of Remote Invigilator for the LAT
2. Remote Invigilator Confidentiality and Conflict of Interest Declaration, and
3. Remote Invigilator Code of Conduct for the LAT.

### **! Important**

If your remote invigilator supporting documentation is not received by the [LAT Office](#) by 5:00pm AEST Friday 11 August 2017, your remote invigilation application will not be processed. You will have the option to switch to a test centre (spaces permitting), or cancel your LAT 2017 registration. Test centre changes and LAT 2017 registration cancellations will be accepted until the close of late registrations: 5:00pm AEST Wednesday 6 September 2017.

Please note that administrative charges apply for all cancellations as per the [refund terms](#).

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If your remote invigilator is deemed unsuitable to supervise the LAT 2017, the LAT Office will contact you and you will have the following options:

1. Nominate another remote invigilator and submit invigilator supporting documentation by 5:00pm AEST Friday 11 August 2017. If you nominate another invigilator, the [LAT Office](#) will contact them to complete the required invigilator forms (as above).  
OR
2. Switch your LAT 2017 registration to a test centre (spaces permitting).

ACER reserves the right to approve or not to approve all remote invigilation arrangements and the suitability of nominated invigilators.

### ! Important

If the [LAT Office](#) is unable to contact your nominated invigilator(s), and you do not communicate with the [LAT Office](#) upon written and or/verbal request, you run the risk of your registration not being processed. If the [LAT Office](#) cannot contact you and/or your nominated remote invigilator(s) using the contact details you provide as part of your registration, your LAT 2017 registration may not be able to be finalised. It is your responsibility to check the reminder email communications sent from the [LAT Office](#), to follow up with your remote invigilator where required, and to provide the information requested by the [LAT Office](#) as and where necessary.



When your remote invigilator is approved by the [LAT Office](#) AND when your remote invigilator returns the required remote invigilation forms (Suitability to Perform the Role of Remote Invigilator for the LAT, Remote Invigilator Confidentiality and Conflict of Interest Declaration, and Remote Invigilator Code of Conduct for the LAT), the [LAT Office](#) will formally write to you and to your remote invigilator (via email) to confirm your remote invigilation test session for the LAT 2017. A local test session time for your proposed test location will also be negotiated and confirmed (to coincide with the main LAT test day schedule).

The [LAT Office](#) will communicate with you and your nominated remote invigilator to confirm the test session arrangements, including the test start time which will be set for a suitable local time to coincide with the main LAT test sitting. The [LAT Office](#) will also confirm the delivery details with your confirmed remote invigilator. Please ensure that you provide accurate delivery information with your online application for remote invigilation. Your invigilator will be required to liaise with the [LAT Office](#) to confirm the delivery and pickup addresses for the test papers in the weeks leading up to the test session.

At this point, your LAT 2017 registration for remote invigilation is **confirmed\***

### ! Important note for concession fee applications only

\* If you have applied for the concession registration fee, you must also ensure that you submit the required proof of concession documentation in order for your LAT 2017 registration to be confirmed. Proof of concession must be submitted to the [LAT Office](#) by the close of late registrations: 5:00pm AEST Wednesday 6 September 2017 (note: a late fee will also apply if you do not send in your proof of concession during the standard registration period: by 5:00pm AEST Friday 11 August 2017). If you do not submit the required supporting documents for the concession fee AND complete the remote invigilation application process by the close of late registrations: 5:00pm AEST Wednesday 6 September 2017, your LAT 2017 registration will not be complete and you will not be registered to sit the test. If you select the concession fee in error and/or cannot provide proof of concession, you can submit a partial payment via your [online account](#) to make up the difference for the full fee.



All remote invigilation forms and test registration fees (full fee or concession fee with proof of concession, and the remote invigilation levy – if applicable) **MUST be finalised, at the latest by the close of late registrations: 5:00pm AEST Wednesday 6 September 2017**. After this time, the [registration system](#) will close and no further registrations or payments will be accepted. Cancellations for the LAT 2017 are not possible after 5:00pm AEST Wednesday 6 September 2017 and refunds will not be processed, except as provided at law.



For candidates with confirmed remote invigilation sessions, the [Admission Ticket](#) for your remote invigilation test session will be released approximately 2 weeks prior to the test date. 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.



The [LAT Office](#) will securely courier the LAT test papers and test supervision guidelines to your remote invigilator. Your remote invigilation test session will take place at the scheduled time (presented on your Admission Ticket) and your remote invigilator will return the completed test papers to ACER for marking. You will receive your LAT result at the same time as candidates who sit the test at a test centre. LAT results will be released to candidates in mid-November 2017.

Please contact the [LAT Office](#) if you have any questions about the remote invigilation registration process, application deadlines or test session requirements: [lat@acer.edu.au](mailto:lat@acer.edu.au)