

FINAL EXAMINATION REQUEST FORM

My chosen method of Exam Completion for the FNS40804 "Cert IV" is (*please tick one*):

Option 1 - Please mail Hard Copy of Exam to my supervisor as below

OR

Option 2 – Please email my Exam Login link to: _____
(insert your email address here)

Trainee First Name _____ Trainee Surname _____

Trainee Postal Address _____

Trainee Daytime Phone numbers _____

If choosing Option 1: When you are ready to complete the Final Examination and have made an arrangement with an Invigilator who has agreed to supervise you, please complete the details below. Once you and your Invigilator have both signed this form, please forward this Request to:

The National Finance Institute, P.O. Box 1354, Capalaba B.C. Qld 4157
or by Fax to 07-38226003 or email/scan to enquiries@financeinstitute.com.au

Name of Supervisor _____

Occupation/Position of Supervisor _____

Full Address of Supervisor _____

Supervisor Daytime Phone Number _____

To be completed by the Supervisor - Statement by Supervisor:

I, _____ (name of supervisor) certify that I have read the NFI examination guidelines on the back of this form and have no conflict of interest in acting in the capacity of Supervisor for:

_____ (name of Trainee)

and agree to observe the supervision instructions as will be forwarded in relation to this examination.

Supervisor Trainee
(signature) (signature)

Date Date.....

[Office Use Only: Date received: Date Examination Kit mailed:]

EXAMINATION GUIDELINES

These guidelines are outlined earlier in this unit. They are repeated here for ease of reference if this sheet is removed from the course manual or printed on its own. The following guidelines should be read carefully by trainees and supervisors prior to completion of the Examination Request form.

For the Trainee

1. You may apply for the Final Examination at any time within six months of your enrolment
2. To sit for the Final Examination a completed Final Examination Request form must be completed by you and your nominated supervisor and this form must be returned to NFI
3. Your supervisor (Invigilator) must be nominated on the Examination Request form, and their occupation should be from one of the occupational areas outlined in this Module
4. You are responsible for any expenses incurred by yourself in association with the completion of your Final Examination
5. The location and timing of your examination is that which is most suitable to you and your supervisor
6. If your supervisor has not received the Final Examination and explanation kit within three weeks of the return of your Final Examination Request form, you should phone NFI on 1300 765 400
7. The supervisor will receive by mail the exam instructions, the sealed exam paper, exam cover sheet, a Certification of Supervision Completion for signing, and a return envelope
8. You should send your Examination Request form to
The National Finance Institute, P.O. Box 1354, Capalaba B.C. Qld 4157
or by Fax to 07-38226003
or by scan/email to enquiries@financeinstitute.com.au

For the Supervisor

1. If you agree to act as an examination supervisor, you should complete the relevant section of this Final Examination Request Form
2. You should have access to a room with a suitable environment for conducting an examination and should have at least 2 hours to commit to the task
3. Once you have received the Final Examination and explanation material from NFI, you should retain this in a secure place until the day you have agreed with the Trainee will be the day of the examination
4. Prior to the examination, you should be willing to carefully read the enclosed explanation material
5. You should note if there are any difficulties encountered with the Final Examination paper or the conduct of the examination on the Certification Report form which will be provided and this should be returned to NFI at the same time as the completed examination material
6. You may be contacted to verify the information provided.