



Certified Irrigation Designer Exam

Supervisor Policy

This policy outlines the responsibilities and procedures for individuals supervising the Certified Irrigation Designer (CID) Exam. All supervisors are expected to uphold the integrity, fairness, and smooth operation of the exam process. If you have any questions, please contact the Certification Team at certification@irrigation.org.au or call 07 3517 4000.

Role of the Supervisor

Supervisors are responsible for:

- Ensuring the exam environment is secure, compliant, and free from distractions.
- Monitoring candidates throughout the session.
- Enforcing exam rules and reporting any irregularities.
- Maintaining the integrity and confidentiality of exam materials.

Prohibited Devices

Supervisors must ensure:

- All candidates turn off mobile phones and store them away.
- No electronic devices such as smartphones, tablets, or smartwatches are used during the exam.
- Only standard calculators are permitted.

Candidate Leaving the Room

If a candidate leaves the room for personal reasons:

- No additional time is given.
- Exam materials must be secured immediately.
- No one is to access the exam papers during the candidate's absence.

If a candidate becomes unwell:

- Pause the exam session.
- Reschedule for another date.
- Report the incident and reschedule with Irrigation Australia.

Emergency Situations

In the event of an emergency:

Safety First

- Ensure immediate and safe evacuation of all people.

Exam Security

- If safe, secure all exam materials before evacuation.
- Record the time lost and notify Irrigation Australia.

If Returning Is Possible

- Resume the exam and allow the lost time to be made up.

If Returning Is Not Possible

- Inform Irrigation Australia immediately.
- Await further instructions for rescheduling.

Suspected Cheating

If cheating is suspected:

- Observe discreetly to minimize disruption.
- Do not confront the candidate during the session.
- Record details (time, behavior, evidence) in writing.
- After the exam, advise the candidate privately that a report will be submitted.
- Submit a formal incident report with any supporting evidence to Irrigation Australia.

Do not make any accusations or attempt to determine guilt.

Early Dismissal

Candidates may leave early only for:

- Medical or personal emergencies.
- Completion of the exam before the allocated time ends.

Supervisors must:

- Record the time and reason for early dismissal.
- Ensure the candidate does not re-enter once dismissed.
- Report early dismissals to Irrigation Australia.

Reporting and Contact

All incidents, irregularities, or queries must be reported to:

Email: certification@irrigation.org.au

Phone: 07 3517 4000