On this page you can find information about examinations conducted at UNSW for students from other institutions.

UNSW offers a full administration and invigilation (exam supervision) service for individual students, or for larger sittings on request.

For further information please contact the UNSW Examinations Team.

Note: This service is currently closed and will re-open on 9 January 2019.

**Commencement times for exams**

Examinations are usually held on the Kensington Campus and commence at either 08:45 or 13:45, Monday to Friday.

If students are unable to attend they must give UNSW at least 24 hours notice, or the full cost of any examination will be levied. Contact the UNSW Examinations Team.

**How to get to UNSW**
Public transport

Kensington campus is located in the eastern suburbs of Sydney. You can get to it easily by public transport from either the city or Bondi Junction Rail Interchange. See information on [public transport to and from UNSW](#).

Parking

Parking is limited, both on-campus and in the adjacent streets. Parking officers regularly patrol residential streets close to UNSW.

Finding your way around

See [maps of Kensington campus](#) with details about building locations.

Supervision of external exams

Arranging for external exams to be held at UNSW often involves organising invigilation - an invigilator is a person hired to keep watch over students at an examination. To apply for invigilation, complete the following online form:

**Application for External Examination Invigilation Form**

Examination materials supplied by the home institution should include any instructions the invigilator is to observe during the exam. UNSW will strive to observe all such instructions, local conditions/regulations and laws permitting.

Costs

UNSW offers examination administration on a fee-for-service basis. A fee of $AUD210 per candidate per session (plus GST where applicable) will be charged.

The fee covers:

- Administration
- Venue (except where a venue has to be hired, in which case any costs incurred by UNSW will be passed on to candidates)
- Examination supervision
- Postage or courier charges for the return of exam scripts
- Fax charges.

Where less than 24 hours notice of a student's non-attendance at an examination is given, the full cost of any examination will be levied.

Examination material

Provision of examination material

The home institution must clearly label examination papers and material sent to the [UNSW Examinations Team](#).

Please include:

- Course (subject) title
- Course number
- Scheduled date, time and length of the examination
- Detailed instructions for the invigilator. UNSW will strive to observe all such instructions, local conditions/regulations and laws permitting.

Return of examination material
The home institution should provide self-addressed envelopes, courier pouches or make other such arrangements for the return of worked scripts, examination papers and/or materials.

Any costs incurred by UNSW in returning worked scripts, examination papers and/or materials to the home institution will be passed on to the home institution or candidate on a cost recovery basis.

UNSW does not photocopy worked scripts.