

## STUDENT PROTOCOLS FOR YEAR 11 SENIOR SCHOOL WRITTEN EXAMINATIONS 2020

<b>Written Examination Dates</b>			
<b>Semester One – Term 2</b>		<b>Semester Two – Term 4</b>	
Week 5	Thursday 28 May, Friday 29 May	Week 5	Thursday 12 November-Friday 13 November
Week 6	Monday (Public Holiday) Tuesday 02 June-Friday 05 June	Week 6	Monday 16 November-Thursday 19 November

**Please note: Students completing Practical Exams will be notified by their class teacher when these are to occur.**

### Important Examination Information

1. Exam Invigilators are the staff rostered on for each examination in order to ensure the smooth running of each examination and enforce the examination protocols. They are also responsible for ensuring that cheating and/or collusion does not occur and will be actively moving up and down aisles as part of their role.
2. Students must attend all their Written Examinations in College uniform. Students not appropriately dressed run the risk of being sent home to change, and thus will miss out on some of their Examination time – this is for all Examinations – including the External Year 12 ATAR Examinations held at the end of the next year.
3. Students must not wear caps or hats in the Examination Room. Veils or headwear worn for cultural, medical or religious reasons as part of the student’s normal attire when attending school, can be worn during an Examination.
4. All mobile devices must be switched off and left in your bag. If you do not bring a bag to store your mobile device, then you must switch off your device and hand your device to the Examination Invigilation. This may be collected at the end of the Examination.
5. Students should be outside the Examination Room at least 30 minutes before the commencement time of their Examination.
6. Students will not be admitted to the Examination Room if they are 30 minutes after the start time for Examination. If a student fails to get to their Examination on time and cannot prove extenuating circumstances they will receive a zero as their Examination score.
7. Students who come late to the Examination will not be given extra time to make up the time missed.
8. Students should make sure that they have been to the toilet before entering the Examination Room.
9. Students are not allowed to enter the Examination Room until requested by the Examination Invigilator.
10. Students are to place bags where directed by the Examination Invigilator.
11. Students are to place at the top of their desk their **individual exam timetable** and make it available for the Examination Invigilator to see – this is to verify your identification.

**12. What TO bring to your Examination** (*Your teacher will let you know if additional material other than listed below is permitted for the completion of your Examination.*):

- \* Pens (*do not use erasable or gel pens – black or blue ink is preferred*), pencils (*coloured is acceptable when applicable*), highlighters, eraser, ruler, compass, protractor and other items specified by particular subjects, eg string for Geography.  
**Note:** Black or Blue pens are to be used to shade your answer for Multiple Choice Questions – if you change your response – please place a clear X through your answer.
- \* Approved calculator (*this will vary for different subjects. Please make sure you are aware of the type of calculator you may use for a particular subject*).
- \* If sitting a Mathematics Examination, you may take up to two (2) A4 sheets (*both sides of each page – font any size*) of notes which may only be used in the calculator-assumed section. These notes may be handwritten, typed, photocopied or commercially produced. They must be flat, contain no folds, not be pages joined by glue or tape and are not to contain sticky notes as additional information.
- \* Only clear pencil cases may be left on the desk; other pencil cases should be left on the floor during your Exam or in your bag.
- \* Students may bring water into the Examination Room providing that the water is in a clear plastic bottle (*please remove all labels and be no more than 1500ml*). No other drink is permitted. Refilling of water bottles during the Examination is not permitted.

**13. What NOT to bring to the Examinations:**

- \* Mobile phones
- \* iPods/MP3 players
- \* Food (*including chewing gum*), except in special circumstances, eg medical which is authorised by the Senior School Student Services Manager before the Examination Period commences (*please ensure you have make contact with the Senior School Student Services Manager – Mr Green – well before entering the Examination Room if you require the need to consume food during your examination*)
- \* Calculator instruction booklets
- \* Paper for 'working out' (*this will be provided by the Examination Invigilator – ask for more if you run out*). Work that you do not want the marker of your exam to 'mark' should have two lines drawn through it and be labelled 'do not mark'.
- \* Map templates
- \* External storage media

**14.** Any student who has any of these items will have them confiscated and risks having their Examination Paper cancelled and achieve a zero result.

**15.** No books or notes may be taken into the Examination Room other than what has been mentioned above.

## EXAM ROOM REGULATIONS

1. When you enter the Examination Room all talking is to cease – this continues throughout the examination period and whilst leaving the room.
2. When students wish to contact the Examination Invigilator they must raise their hands and wait until the Invigilator is able to attend.
3. Students must not move out of their seats without the permission of the Invigilator.

4. Students are required to observe any general instructions which may be given by an Invigilator and to note carefully any instructions that appear on the front of the Examination Paper.
5. Each exam will normally have 5—10 minutes Reading Time. Reading Time is for reading only. No writing, highlighting, underlining or use of calculators is permitted during this period. The purpose of this time is for you to read all instructions on the paper, familiarise yourself with the questions and determine which questions you will do first.
6. Students are not allowed to leave the Examination Room during the first hour of the 'working period' of the exam or during the final 15 minutes of the Examination.
7. Each Mathematics ATAR course examination consists of two sections, Section One: Calculator-free and Section Two: Calculator-assumed. Formula sheets are provided for use in both sections of the Examination. Notes may be used only in the calculator-assumed section.
8. No student may contact any other student to borrow equipment—even through the Invigilator. If you have forgotten to bring something you need, you will have to do without it.
9. Students should write clearly with pen (preferably blue or black) or pencil.
10. During an Examination no communication between students is allowed, any communication will result in the immediate cancellation of all communicating students' papers.
11. Students will be warned fifteen minutes prior to the time the examination is due to finish and must stop writing immediately they are asked to do so by the Invigilator. Students should not leave their desks until papers in the room have been collected. They may leave the examination room in an orderly fashion when directed by the Invigilator. Students may not remove any examination materials from the Examination Room unless directed by the Examination Invigilator.

### **BREACHES OF EXAMINATION RULES**

1. Students who break any rules of the Examination—especially if the Examination Invigilator is of the opinion that cheating may have occurred or was about to occur—will have their examination papers confiscated immediately and may receive a mark of 0.
2. Possession of unauthorised materials: cancellation of whole parts of a student's paper where unauthorised materials are considered to be relevant to the subject being examined (*whether or not actual use is established*).
3. Removal of examination materials from the Examination Room: unauthorised removal of examination materials will result in cancellation of parts removed.
4. Examination Room behaviour: blatant disregard of the Examination Room regulations will result in the removal of the student from the Examination Room. The student will be escorted to Student Services and normal College discipline will apply (*parents will be rung and asked to collect their child from school*).

### **ABSENCE FROM EXAMS**

1. Students who do not attend due to sickness must have a medical certificate issued on that day and present this to the College or the exam will be marked as a zero score.
2. Students who do not attend due to extenuating circumstances must have evidence and see Mr Green or Mrs Coates who will consider the reason and evidence and make a determination as to whether it is a valid excuse. Only serious reasons will be considered. **A family holiday is not a valid excuse.**