

Examination Policy

General Policy

An exam timetable will be issued to all years as appropriate in a minimum time of two weeks before the commencement of the exams. In cohorts where only some courses are examined in the gym, other class tests and assessment times will be notified and written on the timetable to avoid clashes.

Students will receive a printed exam timetable. Students will also receive a copy of exam rules.

Staff will receive a printed exam timetable with the supervision roster outlined.

Exams need to be typed up and submitted two weeks prior to the beginning of the exam period. These will be checked by the executive of the faculty. It needs to have a cover sheet and be signed by the Head Teacher/class teacher.

Exams will be printed and placed in secure store room.

The supervision timetable will indicate teachers who start and end the exam. Teachers who start the exam need to collect the exam from the store room and organise the exam to start on time. The teacher who finishes the exam organises the collection of papers and distribution of completed papers to appropriate staff.

Examination Rules for Students

1. Read your timetable carefully and arrive ten minutes before the exam is due to begin
2. Listen carefully to instructions. Be prepared.
3. Equipment, pencils, pens etc must be taken in, in a transparent case/envelope.
4. Write with blue or black pen. Pencil may be used where specifically directed.
5. It is your responsibility to check that you have the correct examination paper. You need to check that there are no pages missing.
6. Write your name on every page and clearly number the question you are answering.
7. You must not leave the room until the exam is finished.
8. Always go to the toilet before the exam.
9. If you have a question, put your hand up and wait.
10. Always face the front of the room. Do not turn around.

11. You must make a serious attempt at these exams. A non-serious effort may result in a “0” being awarded.

12. **You must NOT:**

- i. Eat or drink in the exam room except for drinking water supplied in a clear container. Students with special provisions may be the exception to this.
- ii. Speak to any other person besides the supervisors,
- iii. Behave in any way likely to disturb the work of others,
- iv. Be involved in any activity that advantages you in an illegal manner eg cheating.

13. All students are to wear correct school uniform for exams on the school premises.

14. You must sit for all exams. If you cannot through illness or misadventure, you need to notify the Principal or Deputy Principal or Year Advisor immediately and complete an illness/misadventure form. Students in K-6 are expected to notify their class teacher. If a student is attending a school-endorsed event that is beyond our control regarding the date, the student must apply to the Deputy Principal to complete a misadventure form ahead of the exams. **Students in Years 10, 11 and 12 will be required to sit for the exam(s) before the set time.**

15. Student must follow these rules or a penalty will apply. The students will be required to do the exam again in their own time and lose 20% of the total mark awarded for this task per day. A repetitive breach of these rules could result in 0 being awarded. Parents/carers may be notified.