



## Preliminary COURSE EXAM RULES & INSTRUCTIONS

**THESE RULES AND INSTRUCTIONS MUST BE FOLLOWED TO ENSURE FAIR AND EFFICIENT ASSESSMENT AS PER BOARD OF STUDIES AND SCHOOL HSC ASSESSMENT POLICIES.**

1. **READ YOUR EXAMINATION TIMETABLE CAREFULLY AND ARRIVE AT EACH OF YOUR EXAMINATIONS AT LEAST 20 MINUTES BEFORE THE SCHEDULED START TIME.**
2. **YOU NEED ONLY ATTEND SCHOOL AT THOSE TIMES THAT YOU HAVE AN EXAMINATION.**
3. **YOU MUST BE IN SCHOOL UNIFORM FOR ALL EXAMINATIONS.**
4. **LEAVE BAGS** in an area indicated by the Examination Supervisor.
5. **THE FOLLOWING ITEMS ARE NOT TO BE BROUGHT TO YOUR EXAM DESK:**
  - a. **WRITING PAPER.** Writing and drawing paper will be supplied.
  - b. **MOBILE PHONES.** Phones are to be switched off and left in your bags. (Note: The school accepts no responsibility for the safety of mobile phones left in bags). **Note: If you are found to have your phone on and you are using it during an exam, you will be awarded a mark of zero.**
  - c. **FOOD OR DRINK.**
  - d. **PENCIL CASES.** All necessary equipment is to be contained in a **PLASTIC SLEEVE.**
  - e. **AUDIO DEVICES** e.g. Ipods, mp3's and the like must NOT be brought into the exam room.
6. **IN THE EXAMINATION ROOM:**
  - a. **STUDENTS MUST REMOVE WATCHES** and place them in clear view on your examination table.
  - b. **STUDENT ID CARDS** are to be placed in clear view on your examination table.
  - c. **REMAIN QUIET** at all times while in the examination room.
  - d. **CHEATING AND/OR MALPRACTICE compromises fairness for all students.** Alleged cheating and/or malpractice will be investigated carefully and responded to as per Board of Studies and school assessment policies and penalties. This process involves a consideration of evidence and an interview with the student, his or her parent/s and the Deputy Principal. Cheating and/or malpractice will result in a mark of zero for that examination.
  - e. **DISRUPTION OF THE EXAM ENVIRONMENT** will not be tolerated under any circumstances. Any student found to be disruptive in the exam room will be dealt with under the guidelines of the Suspension and Expulsion Policy.
  - f. **PLASTIC SLEEVES** are to be left on the floor under your examination table. Only equipment necessary for your examination needs to be on your desk. Examination Supervisors may check any equipment brought into the examination room.
  - g. **NO BORROWING** of equipment is permitted.
  - h. **SIT IN THE SEAT ALLOCATED TO YOU.** Do not change places or move furniture.
  - i. **NO ONE MAY LEAVE** an exam once it has started. All students must remain until dismissed by the Examination Supervisor.
  - j. **SUPERVISORS ARE NOT PERMITTED** to explain questions or give advice on answers.
  - k. **IF YOU REQUIRE ASSISTANCE** raise your hand and wait for a Supervisor.
7. **STUDENTS MAY STUDY** in the Annexe on days/mornings/afternoons when they do not have exams. Students will need to sign in/out with **Ms Tierney** to register their presence on the school premises and wear full school uniform.
8. **ALL STUDENTS ARE EXPECTED TO BE AT EACH OF THEIR EXAMS ON TIME.** If a student arrives 15minutes or more after the scheduled start time of the exam, they will not be permitted into the exam room without permission from a Deputy Principal or the Principal. Students who arrive more than 15minutes after the scheduled start time of the exam must report to a Deputy Principal or the Principal.
9. **YOU MUST SIT FOR ALL YOUR EXAMS AT THE SCHEDULED TIME.** If you miss an examination, you or your parent must ring the school on the day of the exam on ph. 9601 3999 and ask to speak with **Mr Horsley** to explain the circumstances. You may then be asked to complete an Illness/Misadventure Form. If you miss an examination, you will be required to complete a supplementary examination (for regular written tests) or the original examination (for oral, performance or aural/listening assessments) at a time to be advised by **Mr Horsley**. Your result for a rescheduled oral, performance of aural/listening component assessment will be used along with results in previous assessments of the same skills to formulate an estimate for the missed examination component of that course. **Failure to contact Mr Horsley on or before the day of the missed examination is very likely to result in a mark of zero for that exam.** An Illness/Misadventure claim must include clear and specific documented evidence for consideration by the Senior Assessment Committee and Deputy Principal. **Illness/Misadventure claims must be lodged to Mr Horsley later on the day of the missed examination, or as soon as possible thereafter.**
10. **NORMAL LESSONS RESUME** at end of exam period.

**QUESTIONS OR ISSUES REGARDING THE EXAMINATION TIMETABLE AND/OR ARISING FROM THESE RULES AND INSTRUCTIONS MUST BE DIRECTED TO Mr Horsley.**

*Mr G. Horsley, Deputy Principal*