

Year 10/11 Exam Procedures and Protocols

Information for Students and Teachers

Student Expectations for exam week is as follows:

- Students are expected to attend all examinations as this is a normal school week.
- Students are expected to be punctual to examinations.
- Students will not be allowed to enter the examination room more than half an hour after the starting time for the examination.
- Students are expected to sign in for each examination.
- Students are expected to be in the correct school dress code.
- All Year 10 students attend every lesson of the exam week.
- All Year 11 students only need to attend scheduled exams on Exam Week plus any Research Project lessons.
- All Year 11s will be dismissed at lunchtime on Wednesday of Exam Week (with the exception of identified Research Project students).
- All Year 11s will be dismissed at lunchtime on Thursday of Exam Week (with the exception of identified Research Project students).
- All Year 11s do not need to attend on Friday of Exam Week (with the exception of identified Research Project students).

During Examinations students must not:

- have in their possession any book or notes or blank paper (apart from the materials distributed for that examination) or any other means that would improperly help them in their work. Exceptions applies to subjects where the teacher has specifically allowed a sheet of notes, calculator etc.
- have in their possession any electronic device (including mobile phones and electronic dictionaries) apart from calculators (for those subjects in which they are permitted).
- directly or indirectly help any other student.
- permit any other student to copy from or otherwise use their papers.
- directly or indirectly accept help from any other student.
- use any papers of any other student.
- by any other improper means whatever, obtain or try to obtain, directly or indirectly, help in your work, or help or try to help, directly or indirectly, any other student.
- be guilty of any breach of good order or propriety.
- share any equipment, stationery or papers.

During all exams the following process and procedures will be in place:

- Students are not to bring bags to the examination room. They should be left in lockers.
- Students should only bring the equipment necessary to complete the exam, as instructed by their teacher.
- Students may bring bottled water into the exam.
- Mobile phones should not be brought into the examination room.
- Mobile phones may not be used at any time during an exam, even as a calculator.
- Students wait to be seated (alternate rows where more than one subject is being examined, at single desks where available).
- There will be a 10-minute reading time for examinations where appropriate.
- Students may not write in script books or question booklets or use a calculator during a 10 minute reading period, but may write on the note paper provided.
- Students will be allowed the full period scheduled for the examination after the reading time.
- Students may ask questions by raising their hand and waiting for the supervising teacher to approach them.
- Any disruptive behaviour will result in the student being asked to leave the room immediately and report to student services. They will receive an N for the exam mark.
- Any concerns or suspicions of cheating will be reported to the Year Level Manager or Deputy Principal immediately.
- Students who finish the exam early **MUST** remain in the room until the exam time has finished and exam papers are collected and should not distract others.
- All students must remain in the exam room for the full duration of the exam.
- Papers will be picked up at the end of the exam in class groups and returned to the subject teacher's pigeon hole.

ANY BREACH OF THE RULES COULD AFFECT THE GRANTING OF PRIVILEGES OR RESULT IN DETENTION OR SUSPENSION.

Year 10 and 11 Exam Week Timetable 2019 – Semester 1 Week 8 Term 2

Monday June 17					
Time	Class	Class Teacher ^{No}	Location	Supervising Teacher	
9:00am – 10:40am 1 Hour 40 Minutes Line 4 Normal Single Lesson 2	10 Mathematics 10A Mathematics 10 Italian 10/11 Music SACE Physical Education SACE Drama SACE Visual Art 11 Essential English 11 English 11 Chemistry	Mr Sims Ms Wright Ms Vaudo Mr Pritchard Mr Finos Ms Ralph Ms Connelly Ms Thomas Ms Clarke Mr Wise	Boardroom Boardroom Boardroom Room 23* Gym* PAC* Room 16* Year 12 Study Year 12 Study Year 12 Study	<u>Lesson 1 Boardroom</u> Ms Howlett Ms Fox Ms Swan <u>Lesson 1 Year 12 Study</u> Ms Cullen Ms Potoczky Ms Harvey	<u>Lesson 2 Boardroom</u> Ms Thomas Ms Clarke Mr Wise <u>Lesson 2 Year 12 Study</u> Mr Sims Ms Wright

Tuesday June 18					
Time	Class	Class Teacher	Location	Supervising Teacher	
9:00am – 10:40am 1 Hour 40 Minutes Line 6 Normal Double Lesson	10 Mathematics 10A Mathematics 10 Science 10 Health & Physical Education	Ms Halls Ms Cole Ms Cullen Mr Gladstone	Boardroom Boardroom Year 12 Study Gym	<u>Boardroom</u> Ms Cullen Mr Gladstone <u>Year 12 Study</u> Ms Halls Ms Cole	
11:00am – 12:40pm 1 Hour 40 Minutes Line 2 Normal Double Lesson	10 History 10 Health & Physical Education SACE Tourism SACE Visual Art SACE Photography 11 English 11 French 11 General Mathematics 11 Psychology 11 Food and Hospitality	Ms Clarke Mr Finos Mr Hsu Ms Arnold Ms Ziesing Ms Vaudo Ms Fox Ms Cole Ms Marussinszky Ms Shaw	Boardroom Boardroom Boardroom Room 16* Room 13* Year 12 Study Year 12 Study Year 12 Study Year 12 Study Room 37*	<u>Boardroom</u> Ms Vaudo Ms Cole Ms Marussinszky <u>Year 12 Study</u> Ms Clarke Mr Finos Ms Hsu	

Wednesday June 19					
Time	Class	Class Teacher	Location	Supervising Teacher	
9:00am – 10:40am 1 Hour 40 Minutes Line 5 Normal Double Lesson	10 EAL 10 English 10 History SACE Physical Education SACE Design SACE Drama 11 Biology 11 General Mathematics 11 Physics 11 Dance	Ms Harvey Ms Casey Mr Holderness Mr Gladstone Ms Arnold Ms Ralph Ms Halls Ms Cole Mr Elliott Ms Swan	Board Room Board Room Board Room Gym* Room 16* PAC* Year 12 Study Year 12 Study Year 12 Study Dance Studio*	<u>Boardroom</u> Ms Halls Ms Cole Mr Elliott <u>Year 12 Study</u> Ms Casey Mr Holderness Mr Gladstone	
11:00am – 12:40pm 1 Hour 40 Minutes Line 1 Normal Double Lesson	10 Science 10 Science ^{GIFT} 10 English 10 Dance SACE Digital Media SACE Food and Nutrition 11 Essential Mathematics 11 General Mathematics 11 Mathematical Methods	Ms Halls Mr Elliott Ms Casey Ms Klavekorn Mr Brooks Ms Gray Ms Dodd Mr Pritchard Mr Wise	Board Room Board Room Board Room Room 28* Room 13* Room 38* Year 12 Study Year 12 Study Year 12 Study	<u>Boardroom</u> Ms Dodd Mr Pritchard Mr Wise <u>Year 12 Study</u> Ms Halls Mr Elliott Ms Casey	

Thursday June 20					
Time	Class	Class Teacher	Location	Supervising Teacher	
9:00am – 10:40am 1 Hour 40 Minutes Line 3 Normal Double Lesson	10 English 10 French 10 Health & Physical Education 10 GifT Dance SACE Modern History SACE Design and Technology SACE Ancient Studies 11 English 11 Biology 11 EAL 11 Business and Enterprise	Ms Ralph Ms Fox Mr Finos Ms Swan Ms Tomlian Mr Brooks Ms Howlett Ms Vaudo Ms Cullen Ms Harvey Ms Potoczky	Board Room Board Room Gym* Dance Studio* Boardroom Room 13* Year 12 Study Year 12 Study Year 12 Study Year 12 Study Year 12 Study	<u>Boardroom</u> Ms Howlett Ms Vaudo Ms Cullen <u>Year 12 Study</u> Ms Ralph Ms Fox Mr Finos Ms Tomlian	

Friday June 21					
Time	Class	Class Teacher	Location	Supervising Teacher	
9:00am – 10:40am 1 Hour 40 Minutes Line 7 Normal Double Lesson	10 English ^{GIFT} 10 Science 10 Food Technology	Ms Tomlian Ms Halls Ms Gray	Board Room Board Room Board Room	Ms Tomlian Ms Halls Ms Gray	