



College Operation Guidelines

EXAMINATIONS

College examinations take place for students each Semester for relevant courses in Year 10, 11 and 12. In Year 10 the intent is to prepare students for and give them experience prior to sitting more formal examinations in Year 11 and 12.

Both written and practical examinations take place in Years 11 and 12 for all relevant ATAR courses. Where relevant, any course that does conduct examinations will make this clear on the Assessment schedule of the course provided to students.

The examination timetable is issued to students prior to the start of the examination period. The examination rules are below and are based on those that are used by SCSA for ATAR course examinations and are non negotiable.

- Students will be provided with the cover page, indicating all conditions prior to the examination period. Possession or knowledge of examination questions before an examination will lead to cancellation of the student's practical and/or written examination mark(s).
- Possession of unauthorised materials or technologies during an examination will lead to cancellation of part or all of the student's practical and/or written examination mark(s).
- Markings on authorised materials in the examination room will lead to cancellation of part or all of the practical and/or written examination mark(s).
- Unauthorised removal of examination materials from the examination room will lead to cancellation of part or all of the student's practical and/or written mark(s).

If an examination contains an error, or questions are based on content that is outside the syllabus or there is a breach of security, the College will:

- remove the question containing the error or based on content outside the syllabus, or
- set a new examination if there is a breach of security that affects all students, or
- penalise the students involved if there is a breach of security limited to only them (i.e. a mark of zero).
- Where health issues or personal circumstances prevent a student from completing one or more school examinations, the student must submit a medical certificate to the Deputy Principal Teaching and Learning as soon as possible. Without a medical certificate or a highly valid reason around serious illness and / family trauma the student will be awarded a zero.

At times where viable, an alternate may be set or, where this is not possible but the reason acceptable, the student will not sit the examination. In this case, a predicted examination

score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the examination.

EXAMINATION RULES

1. Uniform: Students can wear either winter or PE uniform to the exam.
2. Commencement of the examination: Students should be at the examination venue 30 minutes prior to the commencement time of an examination.
3. Examination seating: Students are to sit in their allocated seat for the examination. Students who are sitting Examinations under special conditions will be provided a suitable alternative at the time.
4. In the examination room: Silence is to be maintained at all times whilst students are in the Examination room.
5. Leaving the examination early: Students will not be allowed to leave until the conclusion of the examination.
6. Authorised and unauthorised items:
 - a. Stationary equipment: Students must provide their own pens, rulers, erasers and other items specified or recommended for courses. Only clear plastic pencil cases/holders (eg. plastic sleeve) may be brought into the examination room. Only approved calculators may be used.
 - b. Unauthorised materials: No unauthorised notes or other items of a non-personal nature are brought into the examination room. If a student has any unauthorised material with them, they are required to hand this material to the supervisor before commencing the examination. Any writing on your body, for example, on the back of your hand or arm, may be deemed to be unauthorised notes.
 - c. Digital technologies: Mobile technologies and any watches (includes analogue, digital or smart watch), are not permitted to be with the student in the examination room. Mobile phones and other devices should be turned off and placed at the front of the Examination room.
 - d. Food and water: No food may be taken into the examination room. Students may bring water into the examination room but it must be in a clear unlabelled bottle.
7. Completing the examination:
 - a. For those examinations which have a reading time, no writing or use of calculators is permitted during this time.
 - b. At the end of the examination, students must stop writing immediately when they are asked to do so by the supervisor. Students should not leave their desk until all papers in the room have been collected. Students are to leave the examination room only when directed by the supervisor and they are to leave in silence.
 - c. Communication of any form between students is not allowed. Students wishing to communicate with a supervisor should raise their hand to attract attention.
 - d. Collusion between candidates will lead to cancellation of the examination marks for each of the students involved.

- e. Blatant disregard of examination room regulations and/or instructions will result in the removal of the student from the examination room.