

TERM 2 EXAM SCHEDULE YEAR 11/12

Normal classes will operate during these days. Only those students completing exams will miss scheduled classes. Students who usually have TAFE or SBT MUST attend school for their scheduled exams.

Wednesday 25 and Thursday 26 May					
Time/s	Exam	Room	Type	Length	Cover
P1 Wed P2 Thurs	12 ENE	E05 E06	CIA seen stimulus 2 blue/black pens, highlighter	Planning: 15 minutes Time: 120 min	JENTBR PARRDA WILKIS
Thursday 26 May					
Time/s	Exam	Room	Type	Length	Cover
P3	12 MAE	M02 M03	CIA Part A Simple Part B Complex QCAA Formula Sheet Scientific Calculator	Perusal: 5 min Time: 60 min	SMITMA GIBSNO
Friday 27 May					
Time/s	Exam	Room	Type	Length	Cover
Session 1 8.45 start	11 ACC 12 ACC	P01	Combination response Laptops required	Planning: 15 min Time: 120 min	HUFFKA Form P1 P2
Time/s	Exam	Room	Type	Length	Cover
Session 2 11.45 start	12 JAP	P01	Others: Japanese- English bilingual dictionaries permitted Word processor Japanese audio or audio visual stimulus texts may be heard up to three times.	Planning: 5 min Time: 90-100min	SIMOMA P3 QUANAN P3 HUFFKA L2
	11 MAM	P01	FIA2	Perusal: 5 min Time: 2 x 60 min Calculator Required	TURTKI P4 JENTBR P4
	11 MAG	P01	FIA2	Perusal: 5 min Time: 120 min Calculator Required	
Tuesday 7 June					
Time/s	Exam	Room	Type	Length	Cover
Session 2 11.45 start	11 MAS	Confer ence room	FIA2 1 paper	Perusal: 5 min Time: 120 min Calculator Required	TURTKI P3 SSILO L2 JACKBE P4
Monday 13 June					
Time/s	Exam	Room	Type	Length	Cover
Session 1 8.45 start	11 JAP	P04	Others: Japanese- English bilingual dictionaries permitted Word processor Japanese audio or audio visual stimulus texts may be heard up to three times.	Planning: 5 min Time: 90-100min	SSILO Form HUFFKA P1 COGHME P2

Examination Procedures – Students

- The examination coordinator is the HOD Senior Schooling.
- Each exam is supervised by an exam supervisor, either the HOD or a teacher nominated by the HOD.
- If you are absent for an exam contact needs to be made with the school prior so alternate arrangements can be made.
- QCAA exam guidelines have been included as these are the procedures staff will be operating under.
- You are responsible for ensuring you bring the correct materials to class – your teacher will outline what will be needed eg. coloured pencils, calculator, blue/black pen.
- Your exam supervisor will notify HOD Senior Schooling or Diane **immediately** it becomes apparent that you are absent for an exam so that contact home can be made.
- Students are required to attend exam sessions in full school uniform.
- **All examinations will start at the beginning of the exam session.**
- Students may leave an exam session when they have completed the exam and return to class. Students are not leave the school grounds unless it is the end of the school day.

- If a student asks to leave the room for reasons of illness or to visit the toilet, they are to be accompanied by a staff member.
- Any unacceptable student behaviour during an exam session will be reported to the appropriate Head of Department for action to be taken.
- Any student who behaves unacceptably or talks while the examination is in progress could have his/her paper cancelled.
- Any disability that may affect students' performance in examinations and/or may require specified adjustment as outlined in an AARA must be discussed with the examination coordinator before the exam period.
- Supervisors will check all writing materials brought in by students. Only exam materials are to be brought into the examination rooms.
- Students should be aware of the school's assessment policy.
- Students in Years 11 and 12 will receive a formally constructed examination timetable prior to the commencement of their exam schedule. All other examinations outside of this should be considered to occur within the scope of normal lessons.

Missed Examinations

Prior Notice: Students who usually have TAFE or SBT MUST attend school for their scheduled exams.

Students must complete a **Missed Examination** form to advise the school of an unavoidable impending absence as soon as possible. Documentary evidence must be supplied. **Unforeseen Circumstances:** Should a student be absent on the day of an examination, the school office must be contacted by the student's parent/carer prior to 9.00am. This information will be forwarded to the relevant Head of Department and the student must present them with a completed **Missed Examination** form immediately upon their return to school. **External Suspension** – Students on suspension will have an alternate examination timetable negotiated and arranged by the Deputy Principal.

QCAA requirements

Checking identification: Identification by a supervisor is acceptable if the student is known as they enter the room.

Checking equipment: Students may only bring approved equipment into the room. They may use a clear plastic container or zip lock bag to carry their equipment. All equipment checked as students enter.

Calculators must not be programmable.

Prohibited materials are to be stored at a pre-determined place for students to collect after the assessment. Ensure prohibited materials, such as mobile phones, are switched off.

Approved equipment: Students can bring the following into the assessment room:

Black or blue pens, 2B pencil, sharpener and eraser Note: a 2B pencil is required for responding to multiple-choice questions and drawing graphs or diagrams. Black or blue pen **must** be used for all other written responses. Highlighters, clear plastic ruler, water only in a clear unlabelled bottle. Additional subject-specific approved equipment information provided by class teacher.

Prohibited materials: These items are prohibited in any assessment room, except if specifically approved as an AARA, or listed as approved by QCAA: Mobile phone, Smart watch or fitness tracker, any other electronic device that stores, retrieves, displays or communicates digital information, correction fluid or correction tape, a dictionary (unless for Japanese), erasable pens, blank paper, notes, and any printed/written material, tissues. (Schools to supply tissues in assessment rooms but students cannot bring them in) Students must remove all non-programmable watches and place them on their desks where they can be seen clearly by Supervisors, food or drink (other than water) is not permitted in the room unless through AARA arrangements. Bottled water must be placed on the floor.

Seating plan: Students must sit alphabetically by family name starting from the front to the back — unless varied seating is required.

Perusal time: Perusal time enables students to read assessment materials before working time starts. Students are **not** allowed to write on their assessment materials or use a calculator during perusal time; this is considered misconduct.

Planning time: Planning time enables students to plan and write on the blue planning paper supplied before working time starts. Students may also write on their stimulus book (if supplied) but must not write in the response book or use a calculator during planning time; this is considered misconduct. If there is an incident of misconduct, tell the student to stop the misconduct. Write the details on an Incident record. Do not replace the student's response book if it has been written in. Where possible, indicate the extent of writing that occurred.

Planning paper is collected at the end of the assessment but is not returned and will not be marked.

MISSED EXAMINATION

	STUDENT TO COMPLETE		
	Name:	Date request submitted:	
	Subject:		
	Date of scheduled examination:		
	Reason for missed examination:		
	Documentary Evidence Attached:		YES / NO
	Student Signature:	Parent/Carer Signature:	
STEP TWO Faculty Head of Department <i>(if multiple exams go to step three)</i>	Head of Department TO COMPLETE		
	Exam to be rescheduled:		YES / NO
	Date of rescheduled examination:		
	Time of rescheduled examination:		
	Supervisor of rescheduled examination:		
	Number of lessons missed:		
	Comparable assessment provided:		
	HoD Signature:		Teacher Signature:
STEP THREE Head of Department Junior/Senior Schooling	MULTIPLE EXAMS ONLY – Head of Department TO COMPLETE		
	Exams to be rescheduled:		YES / NO
	Details of rescheduled examinations:		
	Date of Exam	Time of Exam	Exam Supervisor
	Head of Department Signature:		