

**EXAM SCHEDULE YEAR 11/12
TERM 2 2021**

MONDAY 24 MAY 2021		
Period 3	L2	Period 4
ACC121Y (3) MAM111A (19) P01 HUFFKA/HEINDI	ACC121Y MAM111A P01 MCCAKE/HEINDI	ACC121Y MAM111A P01 MCCAKE
TUESDAY 25 MAY		
Period 1	Normal classes	
ENE121A ENE121B (42) CIA E05/E06 COGHME/PARRDA		
WEDNESDAY 26 MAY		
Period 3	L2	Period 4
ACC111Y (8) MAS111Y (5) P01 HUFFKA/HEINDI	ACC111Y MAS111Y P01 MCCAKE/HEINDI	ACC111Y MAS111Y P01 MCCAKE
JAP121Y (7) P04 MCCOTI	JAP121Y P04 MCCOTI	JAP121Y P04 MCCOTI
THURSDAY 27 MAY		
Period 2	Period 3	
MAE121A MAE121B (41) A13 MCCAKE/DAVIJU	ENE121A ENE121B (42) E05/E06 COGHME/PARRDA	
FRIDAY 28 MAY		
Period 2	Normal classes	
JAP121Y (7) P04 MCCOTI		
TUESDAY 1 JUNE		
Period 3	Normal classes	
HPJ121Y (14) B14 DAVISH		
TUESDAY 8 JUNE		
Period 2	Period 3	Normal classes
HPJ111A (18) B14 DAVISH	HPJ111Y (7) B14 DAVISH	
WEDNESDAY 9 JUNE		
Period 3	L2	Period 4
PED111A (17) B16 INSCKE/HEINDI	PED111A B16 INSCKE/HEINDI	PED111A B16 INSCKE
THURSDAY 10 JUNE		
Period 3	L2	Period 4
MAG111A (24) D02 DAVEKA/HEINDI	MAG111A D02 MCCAKE/HEINDI	MAG111A D02 MCCAKE/HEINDI
WEDNESDAY 16 JUNE		
Period 3	L2	Period 4
JAP111Y (11) P04 MCCOTI/HEINDI	JAP111Y P04 MCCOTI	JAP111Y P04 MCCOTI
FRIDAY 18 JUNE		
Period 2	L1	Normal classes
JAP111Y (11) P04 MCCOTI	JAP111Y P04 MCCOTI	

Examination Procedures – Students

1. The examination coordinator is the HOD Senior Schooling.
2. Each exam is supervised by an exam supervisor, either the HOD or a teacher nominated by the HOD.
3. The role of each exam supervisor is to oversee the running of the exam session, including organising the distribution and collection of the exam and ensuring rolls are marked accurately and returned to the office as soon as possible after the commencement of exams.
4. Exam supervisor is to notify exam coordinator **immediately** it becomes apparent that a student is absent for an exam so that contact home can be made.
5. **Normal** classes **will** be operating during these exams students are to be at school for each day.
6. Students are required to attend exam sessions in full school uniform.
7. **All examinations will start at the beginning of the exam session.**
8. Students may leave an exam session when they have completed the exam. If an exam finishes in period 4 students may leave the school.
9. 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.
10. Any unacceptable student behaviour during an exam session will be reported to the appropriate Head of Department for action to be taken.
11. Any student who behaves unacceptably or talks while the examination is in progress could have his/her paper cancelled.
12. 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. (Check that you are aware of students in your class who may have an approved AARA).
13. Supervisors will check all writing materials brought in by students. Only exam materials are to be brought into the examination rooms.
14. Students should be aware of the school's assessment policy.
15. 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 must complete a **Missed Examination** form (*page 8 of assessment policy and below*) 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 Senior Schooling Deputy Principal.