

# MISSED EXAMINATION

## QCAA Requirements

### Checking identification

Students' identification (ID) will be checked as they enter the room:

- Identification by a supervisor is acceptable if the student is known

### 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.

See also Section 2.5

### Calculators.

- Depending on local needs, store any prohibited materials 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 any assessment:
  - 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
- A clear plastic ruler
- Water only in a clear unlabelled bottle.
- Additional subject-specific approved equipment information provided by class teacher

### Prohibited materials

- The items below are prohibited in any assessment room, except if specifically approved as an AARA, or listed as approved equipment for an assessment, i.e. a subject that requires students to use a device or permits the use of a dictionary:

## Prohibited materials continued

- 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
- 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.

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