Examinations are one strategy used in the assessment process. External testing is used at various times through a student’s education.

- Examination Dates for students are published in the school calendar and students are notified ahead of time.
- Students are not required to attend school on days that they do not have an exam.
- **FULL SCHOOL UNIFORM IS REQUIRED DURING EACH EXAM.**
- When students have an exam that starts later in the day, they are required to arrive at school at least 20 minutes prior to the commencement time.
- Students unable to make their own way home after an early exam finish are to utilise the school library for private study.
- Exams will be conducted in the school Hall and rooms (indicated on the timetable attached).
- All examinations will be supervised by ‘outside’ supervisors under the management of the Presiding Officer (for your HSC exams next year). Exams will be conducted under the same rules that will apply in the HSC. Please note the following:
  1. **No mobile phones** are to be taken into the exam room. Outside the room they must be turned off.
  2. **No paper** is to be brought into the room. All paper is supplied by the school.
  3. **No food.** Water may be brought into the room (minus labelling)
  4. Exam conditions commence on entry into the exam room. No talking will be allowed.

Students who do not follow the *Code of Conduct*, including issues involving the use of electronic devices, writing on body parts, unauthorised material or notes and communicating with others will receive a breach notice and be penalised.

1. All exams have a 5 minute period of time for reading at the start of the exam. During this time, you must not use your pen. (English Paper 1 has a 10 minute reading time).
2. Students are not permitted to leave the exam room prior to the official end of the exam.
3. Students who arrive later than 30 minutes after the commencement of the exam will not be permitted to enter.
Practical exams are involved in this schedule. Students may find that a practical exam is on at the same time as a theory examination. It is up to the student to negotiate with the practical subject teacher to avoid this type of clash. Theory exams take priority.

In the event of sickness or Misadventure

- In the event of sickness or misadventure, students **MUST** contact the school (phone 9602 0083) on the morning of the exam to notify of this absence. The office has been advised to inform Mr Matheson of any absences. If you do not notify the school of your absence, **you will not be able to sit for this exam at any time**. You will receive zero for this task.

- A valid medical certificate will be required explaining any absences. Failure to follow the procedures set out in your assessment booklet regarding absence will result in zero.

- Students who have missed examinations must obtain a **Misadventure Form** from Mr Matheson. This form **must** then be submitted, with the **medical certificate** to the school Principal, who will determine if the reason for absence is acceptable.

- Please note that a medical certificate will need to state that the Doctor considers that you are incapable of sitting an examination on the day/days in question due to **significant** illness.

- Misadventure information needs to be delivered to the Principal on the **NEXT AVAILABLE DAY** during the exam timetable. Misadventure forms will not be accepted after the next day of return.

Please be aware that these exams are a significant component of your school-based assessment. Prepare well in order to achieve a result that reflects your effort in this year.

Any issues or concerns should be directed to Mr Matheson.

Framework Revised July 2014
To be evaluated November 2015