

**Exams Navigator**

**Semester 1 2019**

**Student Information and Timetable**

This booklet contains information on:

Year 12 exams

Year 11 exams

Year 10 exams

If you have any questions regarding the information contained in this booklet, please contact:

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| Jennii Johnson | Head of Year 12 |
| Jason Albress | Head of Year 11 |
| Liam O’Donnell | Head of Year 10 |
| Rebecca Milesi | Head of Year 9 |
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| Simon Jones | Senior School Assistant Principal |
| Tracey Bastin | Head of Senior School |

Attached is the Year 10, 11 and 12 Semester 1 Exam timetable and examination rules. It is the responsibility for each student to familiarise themselves with all of the information contained in this document.

Exam and Study Locations

* **All Year 10 and 11 exams** will be conducted in the **Library**, with the exception of the Year 10 and 11 exams held on **Wednesday 12th June** which will be in held in the **Design Centre**.
* **All Year 12 exams** will be conducted in the **Design Centre,** with the exception of the GAT, held on **Wednesday 12th June,** and the English exam, held on **Friday 14th June**, which will be in held in the **Library**.
* **Students are only required at school when they have an exam.** However, supervised study rooms will be provided each day for students who remain at school. We expect that students sign into an exam room at the beginning of the lesson and utilise their study time to receive the best exam result possible. Students are asked to complete the acknowledgment form outlining the days they will be studying at home and returned to their Head of Year with parent/ guardian signature.
* Students must use the sign in/out book at the front of the school (Reception) if they arrive at irregular times. If they intend to leave the College after their exam, they will sign out in the Library.
* **Year 11 and Year 12 VCAL students** will not be required to sit exams during this time but will be expected to attend **all classes as normal**.
* Students will be expected to wear **full** school uniform throughout the June exam period and may be excluded from sitting an exam if they uniform policy is not adhered to.
* Students studying a Unit 3/4 subject, please note that Year 12 classes will continue during the first week of the Year 10 and 11 exam period. If you do not have a Year 11 exam scheduled, you will be expected to attend your Year 12 classes. If you have a Unit 3/4 SAC which clashes with a Year 11 exam, please see your Head of Year to organise an exam reschedule.
* Students with three exams in one day or an exam clash will be required to reschedule an exam. Students must reschedule these exams with the Head of Senior School, Ms Bastin, Head of Year, Mrs Johnson (Year 12), Mr Albress (Year 11), Mr O’Donnell (Year 10) or Ms Milesi (Year 9) by **Wednesday 29th May**.
* Other exams will only be rescheduled due to medical reasons and **will require a medical certificate**. Once you produce a medical certificate you will need to negotiate a time to reschedule your exam with the Head of Senior School or Head of Year. An unapproved absence from an exam may result in a zero grade being awarded.
* A seating plan will be made available for each exam and posted in the corridor between the Senior School Office and the library. Students need to make sure that they take note of their row number and seating location for each examination.
* Students are asked to bring ID into the exams and place this identification on the top right-hand corner of their exam table, to assist with roll marking and auditing.

Conduct of Written Examinations

* Supervisors have the right to check materials brought by you into the examination room and remove any non-compliant material for the duration of the examination. It is the student’s responsibility to ensure that they have the correct materials for each examination as detailed in this document.
* You may not leave the examination room before the scheduled examination is finished. You must remain silent and must not leave your place until the exam supervisor gives direction for you to leave the room.
* Any disruptive behaviour by students during the examination will be reported to the Senior School team and may result in a zero grade being awarded.

Bottled Water

You may bring bottled water into an examination room subject to the following conditions:

• The water is in a clear plastic bottle (all labels removed).

• The water bottle has a secure lid.

• The capacity of the bottle is no more than 1500 mL.

• Water bottles **must not be placed on the table at any time**.

• Water bottles must not be refilled during the examination.

• Water bottles must not be shared between students.

Mobile phones and other electronic devices

* Mobile phones and other unauthorised electronic devices are not permitted in the examination room. These items must be kept in lockers or handed in upon entry into the examination room.
* Confiscated electronic devices during examinations may result in a zero grade being awarded and devices held according to the Dromana College Student Mobile Phone Policy.

Watches

* You will not be permitted to wear watches of any type during a written examination. All watches must be removed and placed at the top of your table, where they can be seen clearly and easily by supervisors.
* The commencement of reading and writing times will be based on the clock time displayed in the examination room.

Dictionaries

A suitably qualified member of the school teaching staff will check the appropriateness of dictionaries as you enter the examination room.

• Dictionaries are only allowed in English and Languages written examinations.

• Dictionaries may be consulted during reading time and throughout the examination.

• In the written component of Languages examinations, you may use any printed monolingual and/or bilingual dictionary in one or two separate volumes.

• Dictionaries must not contain any highlighting, annotation or tabs not part of the original publication.

• A thesaurus or a dictionary that contains a thesaurus in the same volume is not permitted in any examination.

• Dictionaries may not be shared between students during an examination.

Calculators

* In examinations where calculators are permitted, it is the student’s responsibility to ensure that they have the correct type of calculator permitted for that examination.
* Calculators must not be used during reading time.
* You will be entirely responsible for ensuring adequate power supply to your calculator. Any technical fault or battery failure that limits the usefulness of a calculator during an examination will not be taken into consideration by the assessors.
* You will also be responsible for ensuring that the calculator is in excellent working order.
* You may not borrow a calculator from another student after entering the examination room
* You may not borrow a calculator from the library after entering the examination room

Summary of examinations with approved calculators:

**Year 10**

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| **Examination** | **Allowed Calculator** |
| Year 10 Astrophysics & Organic ChemistryYear 10 Essential Biology & ChemistryYear 10 Essential Chemistry & PhysicsYear 10 NumeracyYear 10 Engineering Systems | Scientific calculator only |
| Year 10 Extension Maths tech enabledYear 10 General Maths | CAS calculatorA scientific calculator is also permitted |

**Year 11**

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| **Examination** | **Allowed Calculator** |
| Year 11 AccountingYear 11 ChemistryYear 11 Environmental ScienceYear 11 Foundation MathsYear 11 PhysicsYear 11 Systems Engineering | Scientific calculator only |
| Year 11 General MathsYear 11 Maths Methods tech enabledYear 11 Specialist Maths tech enabled | CAS calculatorA scientific calculator is also permitted |

Mathematics Examinations: Use of bound references

You are permitted to take a bound reference into designated Mathematics examinations. This resource is intended to provide you with access to mathematics-related reference material that may be of assistance during the examination. A suitably qualified member of the school teaching staff will check the appropriateness of reference materials as you enter the examination room for Mathematics examinations where these items are permitted.

Your bound reference must not include:

• pages or parts of pages that can be detached from the bound reference during the examination

• fold-outs, maps or brochure-style components

• removable tabs, post-it notes or other pages or material designed to be detached

• forms of collation/binding that are designed to be non-permanent and the content modified by insertion including: ring-binder folders, plastic A4 sleeves (permanent or removable) from which pages may be removed, manila and similar folders with clip, clamp, slide and metal-prong binding of loose-leaf material.

• If any page or part of a page is detached from the rest of the bound reference, the page will be removed by the supervisor for the duration of the examination.

• Bound references must not be shared between students during an examination

Approved Materials and Equipment for Examinations

Supervisors have the right to check material brought by you into the examination room and remove any non-compliant material for the duration of the examination.

Basic stationery

* You are permitted to bring basic stationery items into any written examination. This includes your own pens, pencils, highlighters, erasers, sharpeners and rulers.
* Pencil cases can only be brought into the examination room if they are transparent, i.e. the contents are visible to the supervisor.
* Basic stationery items do not include aids for curve sketching, Mathomat, MathAids or geometrical drawing instruments such as compasses, set squares and protractors.
* Correction fluid/tape and loose sheets of paper are not allowed in any examination.

For some examinations, you are permitted to bring additional specific materials into the examination, as follows.

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| **Examination** | **Additional approved materials** |  | **Examination** | **Additional approved materials** |
| Examinations with a multiple-choice component | • pencil and eraser |  | Geography | • coloured pencils, water-based pens and markers |
| Accounting | • one scientific calculator |  | Languages Examinations: Indonesian and Japanese | • any printed monolingual and/or bilingual dictionary in one or two separate volumes |
| Astrophysics & Organic Chemistry | • one scientific calculator |  | Mathematical Methods (CAS) Tech enabled Examination | • one approved CAS calculator or CAS software and one scientific calculator • one bound reference that may be annotated • protractor, set square and aids for curve sketching |
| Chemistry  | • one scientific calculator |  | Maths Numeracy | • one scientific calculator |
| English | • an English and/or bilingual printed dictionary |  | Music Performance | • pencil (and eraser) should be used for musical notation |
| Environmental Science | • one scientific calculator |  | Physics | • one scientific calculator • one folded A3 sheet or two A4 sheets bound together by tape, single or double-sided. Notes may be typed or handwritten and from any source (including commercially available notes). |
| Essential Biology & Chemistry | • one scientific calculator |  | Product Design and Technology | • coloured pencils, water-based pens and markers |
| Essential Chemistry & Physics | • one scientific calculator |  |  |  |
| Extension Maths Tech enabled Examination | • one approved CAS calculator or CAS software and one scientific calculator • one bound reference that may be annotated • protractor, set square and aids for curve sketching |  | Specialist Mathematics Tech enabled Examination | • one approved CAS calculator or CAS software and one scientific calculator • one bound reference that may be annotated • protractor, set square and aids for curve sketching |
| Foundation Maths | • one scientific calculator |  | Systems Engineering | • one scientific calculator |
| Further Mathematics | • one approved graphics or CAS calculator or CAS software and one scientific calculator • one bound reference that may be annotated |  | Visual Communication Design | • coloured pencils, water-based pens and markers, set squares, protractors, compasses and circle and ellipse templates |
| General Mathematics | • one approved graphics or CAS calculator or CAS software and one scientific calculator • one bound reference that may be annotated |  |  |  |





