

A GUIDE TO EAST DONCASTER EXAMINATIONS

Examinations are a very important part of your schooling. In fact, for many Year 12 subjects an examination may contribute to 50% of your end of year result. This document details the procedures that a year 10 and 11 student must adhere to when sitting examinations at East Doncaster Secondary College.

1. Students MUST:

- a. wear full uniform for all VCAA and EDSC examinations.
- b. **check the exam timetable** and determine the location of your exam. Exams will also be listed on Compass.
- c. produce **photographic identification (your EDSC Library card will do)**. This needs to be placed on your desk so that a roll can be marked.
- d. be waiting outside the exam room no later than 15 minutes prior to the **start time** of the exam.
- e. know the specific subject rules for the examination, the question book and a dictionary or bound reference if these are permitted in the examination.
- f. bring basic stationery items into any written examination.
- g. bring in pencil cases into the examination room if they are **transparent**, i.e. the contents are visible to the supervisor.
- h. enter responses on the response material as instructed. Notes and other markings made elsewhere on the response materials will not be assessed.
- i. use a blue or black pen in your responses, unless otherwise instructed. Some examinations require you to complete a multiple-choice answer sheet. You should ensure that you use the multiple-choice answer sheet provided and follow the instructions printed on the sheet.
- j. raise their hand if they wish to communicate with an exam supervisor.
- k. immediately notify the supervisor if the incorrect examination paper has been provided or if your examination paper has missing pages.
- l. stop writing when instructed to do so by a supervisor.
- m. remain silent and must not leave your place until all response materials have been collected. When all response materials have been collected, the supervisor will give the direction for you to leave the room.

2. Students MUST NOT:

- a. enter the examination room after 30 minutes of the official exam starting time
- b. write or mark your paper or response material in any way, or use a calculator if one is permitted, until the announcement that writing time has commenced.
- c. bring into or possess in the examination room any drinks or food except under special circumstances as approved by the Year Level Coordinator. Bottled water is permitted in the examination room under approved conditions.
- d. bring correction liquid/tape and loose sheets of paper into any examination.

- e. bring aids for curve sketching, Mathomat, MathAids or geometrical drawing instruments such as compasses, set squares and protractors unless authorised by the teacher/Subject Domain leader.
- f. communicate with any other student while the examination is being conducted.
- g. cause any nuisance, annoyance or interference to any other student while in an examination.
- h. remove, tear out or damage any part of a bound reference, script book, question and answer book or answer book, except formula sheets or similar permitted examination materials.
- i. remove any response material, used or unused, from the examination room.
- j. begin to write or mark their paper or response material in any way, or use a calculator, until advised by a supervisor that writing may commence.
- k. leave their place until directed by a supervisor.

3. 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.
- 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.



4. Mobile Phones and other electronic devices:

Mobile phones and other unauthorised electronic communication devices, such as organisers, iPods, MP3 players, electronic dictionaries and computerised pens, stopwatches and watches that are capable of storing, receiving or transmitting information or electronic signals are not permitted in an examination room under normal written examination conditions.

Confiscated mobile phones and other devices may be collected from the Senior School office at the end of the day OR at an arranged time with a parent or carer.

5. Watches:

You will not be permitted to wear watches of any type during an examination. All watches must be removed and placed at the top of your table, where they can be seen clearly and easily by supervisors. If there is any doubt about the functions of your watch, supervisors are authorised to direct you to remove the watch from the table for the duration of the examination.

Stopwatches or watches with special functions, such as an alarm or stopwatch, are not permitted in the examination room.

6. EAL students:

All EAL students are entitled to bring with them and use an approved PAPER bi-lingual dictionary for ALL year 10 and 11 examinations. Electronic dictionaries are NOT PERMITTED.

7. Finally:

Always be responsible for your own behaviour and actions during the exams, any upsetting or disruptive behaviour will have an impact on your fellow students. We all want the exams to run smoothly.

Good luck in the upcoming exams!

The Senior School Team