



## Year 11 Unit 2 Exam

### Important Information & Exam Rules & Processes

#### Important Information

1. Students who arrive late for their exam will be required to complete the exam in the remaining time period, where it is the College's opinion that the lateness is not a result of acceptable extenuating circumstances.
2. Students do not have to be in school unless they have an exam during this period. Any student who is in school during school hours and not in an exam is expected to be in a designated Study Room such as the library or Orchard.
3. Explore will not take place on Wednesday 16<sup>th</sup> November during exams.
4. Attendance will be taken in each exam.
5. Students must know the time and place of their exams and arrive at the exam room at least 20mins minutes before the start. No extra time will be allowed to students who arrive late.
6. Students are not permitted to leave the College grounds between exams but can leave at the completion of an exam if it is their last commitment for the day.
7. An exam day is a normal school day and full College, or PE uniform is to be worn. Any student not wearing correct uniform will be required to obtain a uniform pass. This also applies to students coming to school for study.
8. All students leaving the College to go home early during the exam period must follow the normal signing out procedures at the general office.

#### Exam Rules and Processes

##### ***Before the commencement of the examination:***

- Students must not cheat or assist other students to cheat including taking any action that gives or attempts to give them or another student an unfair advantage in an examination.
- Students attending an examination may bring only the materials and equipment approved for that assessment into the examination room.
- Students must obey and observe all instructions and directions given by their teacher.
- Students must bring their own writing equipment, erasers, ruler, etc
- Pencil cases can only be brought into the examination room if they are transparent, i.e. the contents are visible to the supervisor (clear Ziplock bag / plastic pocket).

- Students **must not** possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches, during an examination.
- Students detected with any device defined above must, upon the direction of a supervisor, surrender that device for inspection. Students must provide reasonable assistance to enable the interrogation of the device if required.
- Students must not bring into or possess in the examination room any drinks or food except under special circumstances as approved and directed by the school. Students may bring one bottle of still water into an examination room that is in a transparent plastic bottle (all labels removed) and must not be placed on the table at any time.
- Bags are not to be brought into the examination room

### **During the Examination:**

- Students must obey and observe all instructions or directions given by their supervisor.
- Students must place all watches at the top of their table where they can be seen clearly and easily by a supervisor. Stopwatches and watches with special functions, such as an alarm or stopwatch, are not permitted in the assessment room.
- Headphones and correction tape are also not permitted in the examination room.
- A student must not begin to write or mark their paper or response material in any way, or use a calculator, during reading time, until advised by the supervising teacher that writing may commence.
- Students must not communicate with any other student while the VCE external assessment is being conducted.
- Students must not cause any nuisance, annoyance or interference to any other student during an exam.
- Students must not remove or tear out any part of a bound reference, answer book, question/task book or question and answer book except where permitted, for example, formula sheets.
- Students must not remove any response material, used or unused, from the examination room.
- Students must not 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.
- Students must raise their hand if they wish to communicate with a supervisor.
- Students must not leave their place until permitted by a supervisor.
- Students must cease writing when instructed to do so by a supervisor.

- Students must remain silent and seated in their place at the end of the assessment until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.
- Students will not be permitted to leave the examination room until the designated finishing time.

### **Breach of Rules:**

- Students must provide reasonable assistance to any investigation by the school in relation to a suspected breach of exam rules.
- Any student breaking the agreed exam protocols will be referred to Senior School and risk disciplinary action.
- Any student found in possession of a mobile phone or electronic device during an examination will:
  - o Have the mobile phone or electronic device confiscated and handed to the Senior School Team
  - o May have to repeat the exam with/without a score
  - o Face further disciplinary measures as determined by the Senior School Team

For VCAA rules and more details refer to the [VCE and VCAL Administrative Handbook 2022](#)

### **Authorised materials and equipment:**

Students sitting written examinations may bring the following basic stationery items into the examination:

- Pens
- Pencils
- Highlighters
- Erasers
- Sharpeners
- Rulers
- Dictionary / calculator is permitted for required examinations
- Pencil cases can only be brought into the examination room if they are transparent, i.e., the contents are visible to the supervisor (clear Ziplock bag / plastic pocket)

### **Students are not permitted to bring into the examination room:**

- Mobile phones
- Any electronic devices including smart watches and fitness trackers
- Correction fluid or correction tape
- Textbooks (unless these are listed as approved materials for a specific examination)
- Notes (unless these are listed as approved materials for a specific examination)
- Blank paper or loose sheets of paper.
- Students must place all watches at the top of their table where they can be seen clearly and easily by a supervisor. Stopwatches and watches with special functions, such as an alarm or stopwatch, are not permitted in the examination room.
- Food or drink unless approved