



SENIOR SCHOOL EXAMINATION GUIDELINES - STUDENTS

Arrival time and location: All examinations will be held within the N Block area.

You should be at the exam room at least 20 minutes before the prescribed start time for an examination.

All examinations are in the N Block unless otherwise specified. You must wear FULL SCHOOL UNIFORM during examinations. Please enter and leave from the Ardessie St entrance near the N block for exams.

As you enter the examination room, all conversation must cease. There is to be NO TALKING at any stage during examinations.

Late arrivals:

You will not be admitted after 30 minutes has passed from the start of the working time of an examination, other than under exceptional circumstances. If you miss part one of the Maths exam, you will be entitled to sit the second section. If you are late, you will NOT be given extra time.

What you may take into examinations:

You must provide your own pens, coloured pencils, sharpener, highlighters, ruler, correction fluid/tape and other items specified or recommended for particular courses. Any equipment brought into the examination room will be subject to inspection. Equipment should bear only the original inscribed information. **NO GEL PENS PERMITTED! Do NOT use pencils.**

All items other than those listed on the front cover of each examination paper are therefore classified as unauthorised and **should not be brought into the examination room**. These include amongst other things:

- mobile telephones, MP3/iPods/iPads/laptop computers
- Apple watches or Smart watches
- School bags, pencil cases not made of clear material,
- Calculator cases/covers, calculator instruction booklets
- Map templates of any description
- External storage media. It also includes "Fit bits", Ruby calculators, any calculator case that is not attached to the calculator.

- Spare batteries should be kept in a clear snap lock bag.
- Mobile phones CANNOT be tucked into waistbands or pockets even if turned off.

Small tissues packs, lip gloss or ear plugs of any sort are NOT permitted. Asthma puffers are permitted in a clear snap lock bag

Calculators:

Approved calculators are permitted in **some course examinations**. Check with your teacher prior to the exam. A calculator must be used silently and must not contain a program that transforms it into an unauthorised calculator. If you are found in possession of an unauthorised calculator, you will be in breach of the examination rules.

Dictionaries:

Approved dictionaries are permitted in the written examination of all Language courses (except English).

Notes:

You may take notes into **some examinations**. 2x A4 sheets only – you MUST check with your teachers prior to doing this to ensure you are allowed.

Your notes in these courses are to be flat and contain no folds. They may be written on both sides, but must **not have** other notes attached to them (including sticky notes). The notes on the sheets may come from any source: handwritten, typed or photocopied, and contain any information that the candidate wishes to take into the examination. The font on the sheets may be of any size.

Additional working paper:

Blank working paper cannot be taken into any examination. If you want additional working paper, a standard answer book may be requested.

The answer book must be handed in with the examination paper. Work that is not to be marked should have two lines drawn through it and labelled 'do not mark'.



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Pens or pencils:

For multiple-choice sections, you must use blue or black pen when recording your responses on the recording sheet. Please remember a ruler. Do not use a pencil. Do NOT use a Gel-Pen.

Watches:

Please note that **no candidate will be permitted to wear or take a watch (analogue, digital or smart watch) or similar wireless-enabled technology device (for example, Fitbit) into the examination room in 2021. These items will be considered as unauthorised items.** This is consistent with the current WACE examination requirements.

Water bottles:

You can take water to the examination in a **clear plastic bottle with all labels removed**. Water bottles may not be refilled during the examination.

Food:

Eating is not permitted during an examination **unless** a student has made an application for special medical condition.

Clothing:

You will be expected to wear normal school dress code.

Reading time:

The purpose of reading time is for you to read all instructions on the paper, familiarise yourself with the questions and determine which questions you will attempt. Reading time is for reading only. **No marking** of the paper by pen, pencil, highlighter, fingernail, or other items or use of the calculators, is permitted during this period.

Toilet Breaks:

All student toilet breaks will be recorded by the Chief Supervisor and given to Ms Morrison and Ms Jones. Students will be asked to empty their pockets before and after the toilet break.

Finishing examinations:

You will not be allowed to leave the examination room within the first hour or the last 15 minutes.

You must stop writing immediately if you are asked by the supervisor. You should not leave your desk until all papers in the room have been collected. You should leave the examination room in an orderly fashion when directed by the supervisor.

You must leave the school grounds and go home following the conclusion of your exams. You are not permitted to loiter around the school or Westfield Booragoon Shopping Centre.

If you are unable to attend an examination due to illness, please pick up a school Sickness and Misadventure form and attach all relevant documentation to it for submission and approval. For any reason if you know now you cannot attend an examination, you must apply for prior approval in writing to the Senior School Associate Principal, Ms Toni Jones before the exams commence.

There are clear guidelines for students who are not able to attend an exam through illness or special circumstance. The process for notification of illness or misadventure is as follows:

1. Download an *Applecross Senior High School Sickness and Misadventure* form from SEQTA during the exam week. The final date for these to be submitted is **3 days after the specific exam**.
2. Complete and attach documentation (medical certificate or evidence of special circumstance) from the date of the missed exam and return to front Administration.
3. The Associate Principal, Ms Toni Jones, will approve or deny the request, resulting in a **Not Assessed** Grade (no penalty) or a '0' awarded depending on reason and evidence provided.
4. Many students who have been legitimately ill and approved in this process will still have an opportunity to engage in the exam paper afterwards in order to learn from the experience and facilitate feedback from the teacher.