



## Clayfield College

### Block Examination Procedures Years 9 - 12

All examinations are considered formal assessment and, as such, procedures must apply to ensure that examination security is maintained, no student is disadvantaged and processes are consistent. The following procedures will apply at Clayfield College.

#### Equipment

- Mobile phones, smart watches and other BYOT devices must **not** be brought to examination rooms. Any mobile or non-approved electronic device found on a student's person during an examination will be considered a breach of examination procedures.
- The students' examination timetable will include a list of equipment required for each examination. Students may take into an exam **only** the required equipment. Equipment will be checked as students enter. Should a student have additional equipment, it must be deposited at the front of the room/hall and collected after the completion of the examination.
- No equipment may be lent or borrowed, student to student, during an examination. At the discretion of the Head of Department, a supply of such equipment as pens and calculators may be available for students whose equipment fails.
- Students across Years 7-12 who are listed on the AARA Register as being eligible for extra time will receive an extra 10 minutes per hour in examinations.
- Years 7-9 EAL students who are on the AARA Register will be allowed an extra 10 minutes per hour in examinations.
- In keeping with the QCAA policy, Years 11-12 EAL students cannot get extra time on examinations. This will also be applicable to Year 10 EAL students.
- EALD students in Years 7-9 may use a paper bi-lingual dictionary but electronic dictionaries are not allowed. Years 10-12 students must follow AARA procedures of no dictionaries.
- Students must have pens, calculators and any other approved equipment in a clear plastic sleeve or zip lock bag. If the bag is not clear, you will be asked to remove the equipment and carry it in loose.
- Water bottles may be brought into an examination room as long as they are **clear** and have no labels or markings on the bottle. Coloured or opaque bottles are **not** acceptable.

#### During the Examination

- Students should arrive in good time so that they can be admitted to the hall/ room 10 minutes prior to the examination start time so that the examination can commence on time.
- Any student arriving late to an examination will not automatically be granted extra time. Where exceptional circumstances exist, the student can ask the supervisor to apply to the Deputy Principal- Head of Teaching and Learning for additional time.
- Students are expected to enter and exit the examination room/hall in silence and not to talk during their time in the examination room, including during the collection of papers, unless addressing a supervisor, so as not to disturb the students with AARA who may be still working at the back of the hall.
- Only one student at a time will be permitted to go to the toilet. They will be accompanied by a supervisor to the outer door of the toilet block.
- All writing implements must be put down immediately on request of the chief supervisor.

- No student is to leave an examination room before the examination concludes. If a student does leave an examination room prior to the conclusion of their examination, without permission, they will not be permitted to return to the examination room and their paper will be marked based on what was completed prior to departure.
- At the conclusion of an examination, or during extra time, once a student has left the examination room, they are not permitted to re-enter the examination room.

### **Arrangements for Block Examinations**

- Students should check examination timetables carefully. It is the student's responsibility to be on time for examinations and to bring all necessary equipment.
- Students who are ill on the day of an examination are expected to contact student services on 3262 0256. Year 10 to 12 students are also required to present a doctor's certificate immediately upon return to school.
- Years 10, 11 and 12 Boarders may study in the LRC or Boarding House.
- All students must wear full uniform when in the school and may not sit for examinations in sports clothes or tracksuits.
- Year 9 students will be required to attend school for normal hours during examination block. They will not be permitted to leave between examinations. Year 9 students are to be in the LRC during lesson times if they are not in an examination.
- Years 10, 11 and 12 students are required to be at school only for examination sessions. If, however, students have more than one session in one day, they do not leave the school until the final examination has been completed.
- If Years 10 to 12 students wish to stay at school to do private study, they must do so in the LRC. Students are able to speak to their teachers during this time, if they are available, otherwise they will need to be seen during breaks. Students are not permitted to sit around outside or in locker areas during scheduled class time or to interrupt classes to speak with teachers.
- Normal rules apply about visiting shops, eating and drinking in public and wearing school uniform to and from school. If oral presentations require "costume", changes must be made at school.

### **Breach of Examination Procedures**

If a student is discovered to have:

- copied another student's work during an examination or
- brought unauthorised material, such as written notes, into the examination room
- a mobile device in their possession during an examination

the assessment item will not be marked and the student will not receive a standard for the examination.

Please be aware that if you do not receive a standard for an assessment this could impact on the number of semesters credit granted.

Students who allow their work to be copied knowingly or share information/answers during an examination will also not receive a standard for their examination. Parents will be informed of the breach and the student(s) will face disciplinary action.