



ST JOSEPH'S
COLLEGE MILDURA

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3 June 2024

Dear St Joseph's College families

Year 10 & 11 Exams

Your child will be undertaking exams the week commencing Monday June 24, 2024. The exam process is important in your child's educational journey and we would like you to find time to discuss some of the expectations below. Each student has been emailed their individual exam timetable. I **strongly suggest that your child print a copy of their exam timetable, for your own reference during this week.**

Students in Year 10 and VCE Unit 1 subjects are required to attend exams for all subjects that they are enrolled in, except Religious Education. **Students are expected to be at school (a roll will be taken inside the exam) while they have exams.** Students are required to sign in (if they arrive more than 15 minutes before an exam) and out of the Student Office. Any student absent from an exam will require a medical certificate or parental note outlining reason for non-attendance. Students do not need to attend Homeroom. **Students are expected to be in full Winter school uniform.**

After exams, students are expected to sign out and go directly home to study. Any students who break this rule will be brought back to the college by a House Leader, their parents will be contacted and advised that their child has not followed this condition and has lost the privilege of home study for the week.

If students have important appointments during school hours, they may change out of their uniform to attend providing they have parental permission. Students are not permitted to be in uniform socialising or congregating in public places during school time, as while in uniform, students are representing the college in the community.

Students are welcome to attend school at other times to study or meet teachers but must sign in at the Student Office. Year 10 and VCE Unit 1 Students who are at school, but not in an exam will be allocated to one of the staffed study rooms in the Library Seminar Room (Year 10) and the Study Room (Year 11).

Exam Absence

As a rule, if a student is unable to attend a scheduled exam, alternative arrangements will not be made. If you require an exam to be changed for medical reasons, an Exam Variation form (available from the Library or on SIMON – Students on SJC Hub) needs to be completed by the student and signed by their parents.

Exam Rules/Procedures

Students should check the time and venue of the exam one day prior to it taking place. If there are any special requirements for the exam (e.g. calculator, dictionary, atlas, protractor, compass, coloured pencils, etc.) these should be organised and ready for the student to take with them on the scheduled day.

Teachers have been asked to ensure that all exams provide a level of challenge that will mean students will need to use the entire time allocated to complete the exam to a satisfactory standard. However, students may take reading material with them in case they finish their exam early. Water bottles are allowed, but only clear bottles with no labels are permitted. Pencil cases are not allowed in the Exam Hall, students must carry their stationery or bring it in a clear plastic pocket. Students are expected to arrive at the college approximately 15 minutes prior to the scheduled start time and be at the exam location 10 minutes prior to the start time.

No student is permitted to leave the examination early. If you finish early, and you have checked through your answers, you must remain in your seat, facing the front, and must continue to avoid communication with other students. When given the signal, you may begin to read through your examination booklet. Please carefully read all instructions and follow them precisely.

Mobile phones and other electronic devices, capable of being programmed with text, are not permitted in the examination room. Students must leave these items in their locker with their bag.

Calculators are permitted in Maths, Physics, Accounting, and any other exams that require the use of a calculator. **It is your responsibility to check with your teacher what materials/calculators are allowed and to have calculators fully charged.**

At no time during the examination session is any student permitted to communicate in any way, with any other student. If you have a problem and you need to speak to a supervisor, please raise your hand, if the supervisors do not notice your hand up you may stand next to your chair.

At the completion of reading time you will receive the following instructions:

You have 75 minutes in which to complete your examination, 5 minutes reading time, 70 minutes writing time, **except for Year 11 English** which is 5 minutes reading time and 120 minutes writing time. Please fill in the necessary details on the front of your answer booklet, and loose-leaf paper, and you may start writing.

If you permit your child to leave the college grounds at the completion of their exams, please indicate your consent via PAM by Friday June 16.

Should you have any further queries, please contact Mr Marcus Parker at the college on 5018 8000 or email mparker@sjcmda.vic.edu.au.

Yours sincerely



Mr Emmet Brown

Director of Learning and Teaching

Exam Permission Form

Please complete and return to Mr Emmet Brown via Student Office by Friday June 16.

Student name: _____

Year level: _____ Homeroom: _____

I _____ (parent/guardian) give permission for _____
(student name) to leave the college grounds at the end of their exams.

I understand that the student is expected to be at home studying and will not be in public while in uniform (other than going to and from exams).

Signed: _____ Date: _____