



Clayfield College

Block Examination Procedures Years 7-12

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.
- 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.
- 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 loose.

During the Examination

- Students should arrive in good time so that the examination can commence on time.
- Any student arriving late for an examination will not automatically be granted extra time. Where exceptional circumstances exist, the student can ask the supervisor to apply to the Dean of Curriculum – Secondary for additional time.
- Students are expected to enter and exit the examination room in silence and not to talk during their time in the examination room, including during the collection of papers, unless addressing a supervisor.
- Only one student at a time will be permitted to go to the toilets. They will be accompanied by a supervisor to the door of the toilets.
- All writing implements must be put down immediately on request of the 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 their departure.

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 the College Reception on 3262 0262. Years 10 to 12 students are also required to present a doctor's certificate immediately upon return to school. If a student does not provide a medical certificate on their return, they will not be able to re-sit the examination.
- All students must wear full uniform when in the school and may not sit for examinations in sports clothes or tracksuits.
- Year 7 - 9 students will be required to attend school for normal hours during examination block.
- 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 designated study area.
- 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.

Any breach of examination procedures will be managed as outlined in our Academic Procedures and Policy document.