**YEAR 10 EXAMINATION RULES AND REGULATIONS SEMESTER 2, 2022**

**1. UNIFORM:** Students are permitted to wear either their college summer, or sports uniform if it is a Friday (not a combination!).

**2**. **LEAVING THE EXAMINATION:** Students are not permitted to leave the examination room early unless ill.

**3**. **SEATING:** Most examinations will be held in MLC6/7the old gym and English 9/10/11 with some exams to be held in English 1, 2, 3 and 4. Students will be advised of any changes in advance. Students are allocated a specific seat for each examination. Failure to sit in this allocated seat is a breach of Examination rules and may result in a mark of 0 for the Examination. A seating plan will be displayed outside the Examination room prior to the Examination.

4. **COMMENCEMENT OF THE EXAMINATION:** Students arrive at the examination room **15 minutes** before the start of the examination as supervisors are required to go through a set procedure. Morning examinations commence at 8:45am and afternoon examinations commence at 1.30pm. Students must not speak once in the Examination room unless asking a question of the supervisor.

**5.** **LATENESS:** Students will not be admitted into the examination room after the expiration of half an hour from the scheduled commencement time for the examination. No extra time will be provided for students who arrive to the examination late. If a student is more than 30 minutes late for an examination, he/she should contact Mrs Allsop or Mr Cicchini.

**6.** **MATERIALS:** Students must know the materials they are required to bring with them to the examination, including the specific calculator permitted. All materials for the examination must be either loose or in clear plastic (no pencil cases are allowed). If the examination permits notes these must **not** be folded or have any fold marks on the paper. A student who brings any other unauthorised items with them into an Examination is in breach of the Examination rules and regulations and will be subject to serious penalties imposed (including a mark of zero) by the College Examination Breaches Committee. No food may be taken into the examination room. Water is permitted but must be in a clear bottle that is not labelled. Students are NOT permitted to use erasable or gel pens.

**7.** **SUPERVISORS:** Students are required to interact with external examination supervisors in a respectful manner.

**8.** **COLLEGE GROUNDS:** Students who are present on college grounds during the Examination period must be attired in College uniform and must sign in at PCC. Students must have a specific purpose for attending school and have made an appointment to meet with a teacher or use the library to study. Students who have two examinations in a day are permitted to remain in site and study in the library.

**9.** **MISSING AN EXAMINATION:** Students who miss an examination or misread their examination timetable will not be permitted to sit a late examination and will receive a mark of zero for that examination. Students who miss an examination due to a legitimate reason such as illness (or genuine emergency) must contact Mrs Allsop or Mr Cicchini prior to the commencement of the examination. The parents of sick students are requested to contact Mrs Allsop. In the event of illness, a student must provide a doctor’s Certificate to the College. Students will be required to complete an **Exam Confidentiality Agreement** to be permitted to complete a catch-up exam later. In line with the current Assessment policy of the College, the result achieved by the student for the catch-up assessment will be used in calculating the students final mark and grade. Mrs Allsop, the relevant Head of Learning Area, and Mr Cicchini will investigate each situation and decide actions to be taken.

**10. COMPLETING AN EXAMINTION WHEN SICK:** A studentmust make a judgement of whether they are in a fit condition to complete an examination (in consultation a medical practitioner). If a student a student completes an examination, he/she will receive the mark they achieve for the examination. Illness cannot be considered once an examination has been completed.

**11.** **UNFAIR ADVANTAGE:** Students are not permitted to take any action to gain an unfair advantage. Any breach of examination rules and regulations will be treated seriously and investigated by the College Examination Breaches Committee consisting of the Deputy Principal (Curriculum), the Assistant Deputy Principal, the College Psychologist and staff member considered relevant to the situation. Students deemed to have broken the Examination rules and regulations will receive a penalty such as a loss of marks or a mark of zero depending on the circumstances. It is the responsibility of students to ensure that they do not have any unauthorised notes or other items of a non-personal nature in the examination room. If a student has any unauthorised material with them, they are required to hand this material to the supervisor before commencing the examination. If a student communicates to others or attempts to gain an unfair advantage by taking unauthorised notes into the examination room whilst completing the examination, the supervisor will approach the student, inform them of the concern, note the time and nature of the concern and report the issue to the relevant ADP and the Deputy Principal (Curriculum). The Examination Breaches Committee will decide on an appropriate penalty.

**12. ELECTRONIC DEVICES:** Watches (of any type), mobile phones, tablets, smart watches, and media players must not be taken into the examination room. If, due to a security risk, they cannot be left outside the examination room, then they must be turned off and left at the front of the room. Any student who leaves their mobile phone turned on during an examination will be subject to significant penalties such as **a mark of zero** for the examination.

**13. MULTIPLE CHOICE:** For multiple-choice sections, students must use **blue or black** **pen** to shade the boxes**.**