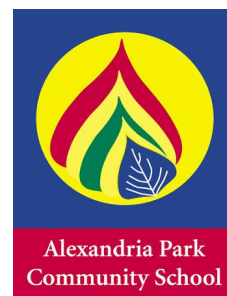


HSC Trials Exams 2020

Exam Procedures



Attending your exams

Arrive early and be prepared for each exam.

If you arrive more than an hour after an exam has started, you can enter the exam, but you will need to explain why your responses should be accepted for marking.

If you miss an exam because you misread the timetable, contact the Deputy Principal or Head Teacher of the subject immediately. You can't apply for illness/misadventure on these grounds, but you still need to do the assessment.

Illness or misadventure

If you have an illness or misadventure:

- and can't attend an exam, inform the Deputy or Head Teacher of the subject immediately
- before the exam but you can still attend the exam, tell the Head Teacher or supervisor when you arrive
- during an exam and it may have affected your performance, tell the supervisor immediately.

If illness or misadventure stops you from attending an exam or affects your performance in the exam, it is your right and responsibility to make an illness/misadventure application.

To do this, ask the Head Teacher of the subject for an application form and check the assessment booklet, which explains how to apply.

Illness/misadventure applications are for cases where an illness or mishap affected your performance so that your result does not properly measure your achievement.

These applications don't cover:

- difficulty preparing or lost preparation time
- alleged deficiencies in teaching
- lost time or facilities for study before the formal study vacation
- misreading exam timetables

- misreading exam instructions
- entering or sitting for the wrong exam
- long-term illness (for example, glandular fever, asthma or epilepsy) unless you can show it recurred suddenly and unexpectedly during the exam period
- conditions for which you have been granted disability provisions, unless you have further difficulties
- conditions for which you should have applied for disability provisions
- courses where you are a self-tuition student
- attending sporting or cultural events.

Always attend exams if you can, even if you have had an illness or misadventure. Speak to your principal before you decide not to attend an exam, and don't attend if a doctor advises you not to.

If you miss an entire exam and your illness/misadventure application is not accepted, you will receive zero for that exam.

Bringing the right equipment

You should bring the equipment you need and know what equipment is allowed for each exam. Make sure that your equipment is in good working order, because we won't uphold misadventure applications for equipment failure.

You can bring the following items into your exams:

- black pens
- pencils, erasers and a sharpener (use pencils only when instructed to)
- a ruler marked in millimetres and centimetres
- highlighter pens
- a clear bottle of water
- a non-programmable watch, which you must take off, place on your desk in clear view and not touch during the exam.

You need to bring certain equipment (like a calculator) for some exams. Check the list of equipment for specific exams on *Students Online* or speak to your teacher. If you are allowed a scientific calculator, make sure you have an approved model.

When equipment is listed for an exam, it means that you might need it to answer some questions. If equipment is listed as optional, it is not essential for answering any questions, but you can bring and use it if you wish.

Leave other items outside the exam room

You can't bring any of the following items into your exams (leave these items in your bag):

- mobile phones
- programmable watches, like smart watches
- any electronic devices (except a calculator, if allowed), including communication devices, organisers, tablets, music players or electronic dictionaries
- paper or any printed or written material (including your exam timetable)
- dictionaries (except in language exams, if allowed)
- correction fluid or correction tape.

You can't borrow equipment during exams. Exam staff may inspect your equipment when you enter the room, and will tell you where to place any unauthorised items. They are not responsible for these items.

Exam room procedures

Check your desk and papers carefully

Before starting each exam, you must sit at the desk indicated by the supervisor. Desks may be set up differently at each exam.

Make sure that you have the correct exam paper for the course you have entered. When the supervisor asks, you must also check that no pages are missing from your exam papers.

You will have set reading time for each paper. During this time, you must not write, use any equipment, including highlighters, or mark your paper in any way. If you are allowed a dictionary, you can read it but you can't write on or mark it during reading time.

Follow all written and verbal instructions

During each exam, you must:

- read the instructions and all questions carefully. Presiding officers and supervisors can't interpret or give instructions about exam questions
- write your student number on all writing booklets, question and answer booklets and answer sheets (unless that information is already printed on them)
- write clearly with black pen (only use pencil if instructed to)
- write your answers in the correct answer booklets. Tell the supervisor if you use the wrong booklet, and write a note on the front and back of both booklets stating that

you wrote an answer in the wrong place. Don't rewrite your answers, but make sure you label and hand in all parts of your answers

- stop writing immediately when the supervisor tells you to
- follow the supervisor's instructions for arranging completed answers, and wait for the supervisor to collect them
- Make sure your student number is on each booklet you used, and wait for the supervisor to dismiss you.

Take care with identifying information and avoid leaving early

During each exam, you must not:

- start writing until the supervisor tells you to
- leave the room, except in an emergency. If you have to leave and want to come back to continue the exam, you must be supervised while you are out of the room
- take an exam paper out of the room. Speak to your teacher if you want to see a paper afterwards.

Conducting yourself during exams

Behave politely and take exams seriously

During each exam, you must:

- always follow the supervisors' instructions
- make a serious attempt at the exam by answering a range of question types. Answering only multiple-choice questions is not considered a serious attempt.
- It is important that you use all exam time available. If you leave the exam early your attempt may not be considered to be a serious attempt.
- answer in English, unless the question paper directs otherwise. If you don't write in English, you will get zero marks for your answer
- behave politely and courteously towards the supervisors and other students.

During each exam, you must not:

- cheat
- include frivolous or objectionable material
- take any of the items prohibited into the room
- speak to anyone other than a supervisor
- behave in any way likely to disturb another student or upset the exam's running
- be affected by alcohol or illegal drugs
- eat unless approved by NESAs (for example, if you have diabetes)
- take any writing booklets, whether used or not, out of the room
- leave the room if your principal requires all students to stay until each exam ends.

Supervisors can ask you to leave the exam if you don't follow these rules.