

EXAMINATION SPECIFIC RULES and Schedule

Week 8 – Monday 4th September 2023 to Friday 8th of September 2023

Students must be in full school uniform as per the uniform policy.

Students are NOT required to attend normal school lessons during the Assessment Period. Students are not to be on school grounds unless, completing an exam, class assessment which may be due or studying in the Yakka Takka.

Students wishing to study in the Yakka Takka during exam week will still need to sign in with Ms. Young.

Examination attendance rules:

1. You must be at the examination location at least 15 minutes before the start of each examination.
2. If you arrive more than one hour after the commencement of the examination, you will be admitted to the examination room, but you will need to satisfy the school that your responses should be accepted for marking.
3. If you cannot attend an examination because of illness or misadventure, notify the school immediately.
4. If illness or misadventure occurs before the examination and you are still able to attend, notify the staff on supervision when entering the examination. If a problem occurs during an examination, you should notify supervising staff at once.
5. You must notify supervising staff at every examination session in which you consider your performance may have been affected by illness or misadventure.
6. If you are absent from an examination and lodge an illness/misadventure application that is declined by the school, you will not receive a mark for that exam.
7. If you miss an examination simply because you have misread the timetable, you must contact the school immediately. Illness/misadventure applications on these grounds will not be accepted. You will receive an examination mark of zero.

Equipment for the examinations

You may only bring equipment listed below into the examination room:

- black pens (blue is also acceptable, but black is easier for markers to read)
- pencils, erasers, and a sharpener (use pencils where specifically directed)
- a ruler marked in millimetres and centimetres.
- highlighter pens.
- You may also bring a bottle of water in a clear bottle. You can wear your watch into your examinations, but once you sit down you will

have to take it off and place it in clear view on your desk.

- All equipment you bring may be subject to inspection on entry. **Your equipment can only be carried in a clear plastic sleeve or bag.** You will be directed to place any unauthorised equipment or material in a designated area. Examination staff will not be responsible for these items.

It is your responsibility to be aware of, and provide, the equipment you are allowed to bring for each examination. If you are allowed a scientific calculator, check that it is on the Board's approved list (available on Students Online). Make sure any equipment, such as a calculator, is in good working order because an appeal under misadventure provisions for equipment failure will not be upheld.

You must not bring any of the following into the examination room:

- a mobile phone. Mobile phones are not permitted in an examination room under any circumstances.
 - any electronic device (except a calculator where permitted). This includes communication devices, organisers, tablets (eg iPads, etc), music players or electronic dictionaries
 - paper or any printed or written material (including your examination timetable)
 - dictionaries, except where permitted in Language examinations.
 - correction fluid.
- You are not allowed to borrow equipment during examinations.
 - You are expected to provide specific equipment (such as a calculator) for examinations. The list of equipment for specific HSC examinations is available on Students Online.

Examination room procedures:

- You must sit at the desk showing your name and student number.
- It is your responsibility to make sure that the correct examination paper has been provided for the course you have entered. When asked to do so by the supervising staff you must also check your examination papers to make sure that there are no pages missing.
- Reading time for examination papers is as follows: 10 minutes of reading time for Paper 1 of the examination in all 2-unit English courses, 5 minutes of reading time for all other written examinations. During reading time, you must not write, use any equipment including highlighters, or annotate your examination paper in any way. For examinations in which dictionaries are permitted, you may consult your dictionary during reading time.

You must:

- (a) read the instructions on the examination paper, as well as all questions, carefully. Presiding officers and supervisors are not permitted to interpret examination questions or instructions relating to questions
- (b) write your examination centre number and student number on all writing booklets, question and answer booklets and answer sheets, unless that information is pre-printed

- (c) write clearly, preferably with black pen. While blue pen is also acceptable, black pen is easier for markers to read. Pencil may be used only where specifically directed
- (d) make sure that you write your answers in the correct answer booklets. If you write an answer in the wrong booklet, tell the supervisor, and write a note on the front and back of both booklets stating that an answer has been written in the wrong booklet. Do not rewrite your answers, but ensure you label and hand in all parts of your answers
- (e) stop writing immediately when told to do so by the supervisor
- (f) arrange completed answers according to the supervisor's instructions and wait for the supervisor to collect them

You must NOT:

- (a) begin writing until instructed to do so by the supervisor
- (b) write your name or your school's name on writing booklets, answer booklets or sheets, or use any other names, symbols or marks that identify or distinguish you in any way from other students
- (c) **leave the examination room during the exam, except in an emergency. If you have to leave and want to return and resume the examination, you must be supervised while you are absent from the examination room**
- (d) leave (finish) the examination until 1 hour after the start of the examination. Note that some schools do not allow any student to leave the examination early.
- (e) leave (finish) the examination during the last 15 minutes of the examination.
- (f) remove an examination paper from the examination room until the examination is over.

Conduct during the examinations.

- You must follow the day-to-day rules of the school. Failure to observe these rules may result in zero marks for the examination.
- You must always follow the supervisors' instructions, including if there is a disruption such as a blackout.
- You must behave in a polite and courteous manner towards the supervisors and other students.
- You must not speak to any person other than a supervisor during an examination.
- You must not behave in any way likely to disturb the work of any other student or upset the conduct of the examination
- You must not attend an examination while under the influence of alcohol or illegal drugs
- You must not eat in the examination room, except as approved by the presiding officer, e.g. for diabetic students
- Examination question papers may be removed at the end of the examination only if they are not to be used as answer booklets.

- If you do not follow these rules, or if you cheat in the examinations in any way, you may be asked to leave the examination room, and you will be reported to the Board of Studies. The penalty may be cancellation of the course concerned, or of all courses, and therefore you may be ineligible for a Higher School Certificate.
- If you do not make a serious attempt at an examination, you may not receive a result in that course.

Answers not written in English, except where required or permitted by the question paper, will have zero marks awarded.

Illness/misadventure applications

If illness or misadventure prevented you from attending an examination, or affected your performance in the examination, it is your right and responsibility to lodge an illness/misadventure application. The illness/misadventure application process is designed for cases where, because of illness or misadventure, your performance in an examination is not a good measure of your achievement.

It does not cover:

- difficulties in preparation or loss of preparation time
- alleged deficiencies in teaching
- misreading of the timetable
- misreading of examination instructions
- attendance at a sporting or cultural event.

You should consult your school principal before deciding not to attend an examination. Advice from a relevant independent expert, such as a doctor or a police officer, must also be provided with your application, indicating why you were unable to attend the examination.



Alexandria Park Community School

Student Illness/Misadventure Application

Name: _____ Class: _____ Course: _____
Assessment Task: _____ Date of Task: _____

Reasons for Application:

- Absent from assessment task, or absent when an assessment task was due (due to illness or exceptional circumstance)
- Special consideration (due to illness/misadventure/exceptional circumstances leading up to an assessment task, or on the day of an assessment task)

Reasons supporting application (to be completed by the student):

I have attached (please tick and complete relevant information):

- Medical Certificate from Dr. _____ Dated: _____
- Supporting letter from my parent/carer
- Other (please describe) _____

Signature Student: _____ Date: _____

Signature Parent: _____ Date: _____

Please return to the **Head Teacher** no later than 3 days after the scheduled date of the Assessment Task.
*When your absence/late submission is known before the date of the task, the **Extension application (page x)** must be submitted to the Head Teacher **BEFOREHAND***

Endorsement

Class Teacher: Yes No Signature: _____ Date: _____

Head Teacher: Yes No Signature: _____ Date: _____

Signed: _____
Principal/Deputy Principal Head Teacher Teacher



Year 11 Yearly Exams (Week 8B)

Exam	Time (Morning)	Time (Afternoon)	Room
MONDAY 4th September, 2023			
Numeracy	9:30 am to 10:35 am		M3-PRES 3
Mathematics Standard (Mr. Suyasa)	9:30 am to 11:35 am		M3-PRES 3
Mathematics Standard (Mr. Liang)	9:30 am to 11:35 am		M3-PRES 6
Mathematics Advanced	9:30 am to 11:35 am		M3-PRES 5
Business Studies		12:30 pm to 2:35 pm	M3-PRES 6
Community & Family Studies (CAFS)		12:30 pm to 2:35 pm	M3-PRES 5
Engineering		12:30 pm to 2:35 pm	M3-PRES 3
TUESDAY 5th September, 2023			
PDHPE	9:30 am to 11:35 am		M3-PRES 5
Software, Design Development	9:30 am to 11:35 am		M3-PRES 6
Modern History		12:30 pm to 2:35 pm	M3-PRES 5
Society & Culture		12:30 pm to 2:35 pm	M3PRES 6

WEDNESDAY 6th September, 2023

Economics	9:30 am to 11:35 am		M3-PRES 3
Visual Arts	9:30 am to 11:05 am		M3-PRES 5
Physics	9:30 am to 11:35 am		M3-PRES 6
Biology		12:30 pm to 2:35 pm	M3PRES 6

THURSDAY 7th September, 2023

Chemistry	9:30 am to 11:35 pm		M3-PRES 6
Aboriginal Studies	9:30 am to 10:35 am		M3-PRES 3
Mathematics Extension 1		12:30 pm to 2:05 pm	M3-PRES 6

FRIDAY 8th September, 2023

EALD	9:30 am to 11: 35 am		M3-PRES 3
English Extension	9:30 am to 11:40 am		M3-PRES 4