1. SESSIONS

Year 12: Timetabled lessons cease at 3.00pm on Tuesday 11th November, and resume on Monday 17th November.

Block exams run from Wednesday 12th November until Friday 14th June.

There are two (2) exam sessions each day.
- 9.00am – 11.20am
- 12.05pm – 3.00pm

2. ATTENDANCE

Students will attend school only for those sessions in which they have a timetabled exam. Students must sign in and out at Student Reception each day they attend. Students who are at school when they do not have an exam are required to report to the study room. Rooms will be published at time of sign in.

It is the responsibility of students to ensure that they are in attendance at the correct time on the correct date for examinations which involve them, and remain for the duration of the exam.

3. ABSENCE

Students who are absent for an exam in the block exam period are to:
- Provide a medical certificate if they are sick and unable to attend an exam.
- Ensure a parent or caregiver personally contacts the Administration prior to the exam (if possible) to explain the extraordinary circumstances (bereavement, compassionate or exceptional).
- If the reason for absence is acceptable, an extension may be granted. The student then must contact the Administration to arrange a suitable time to sit for the “catch-up” exam.
- If a student knows in advance that they will miss an exam, the parent or caregiver should contact the Administration personally to explain the circumstances and to discuss special consideration arrangements (if applicable). This would only occur in rare cases.

If no explanation is received the prior to the exam, the student will still be required to complete the exam, but the result may be used as a reference grade only.

Detailed attendance rolls will be kept – all absences from exams will be followed up by the teacher/curriculum HOD.

4. LATENESS

Students who are late to an exam, without a valid reason, will be allowed entry but WILL NOT receive extra time. They will still be expected to comply with the scheduled finish time for the exam.

5. DRESS

Students are required to wear full school uniform at all times. Students not in uniform will not be permitted entry to the exam.

6. BLOCK EXAM COORDINATOR

The block exam coordinator is Mr Johnson. The block exam coordinator is responsible for all aspects of the examinations and any queries should be directed to him.

7. REQUIREMENTS

- Please provide your own writing materials (ie. pens, pencils etc…) in a clear plastic sleeve
- Please bring a stapler/paper clips to put all paper together at the end of the exam.
8. GENERAL EXAM RULES

- Once you enter the room you are to be quiet and respectful, ready to observe exam conditions when instructed.

- If you need to ask a question during the exam please sit quietly, raise your hand and wait for a supervisor to attend to you – you are not to leave your seat under any circumstances.

- No school bags are permitted into the exam room.

- Pencil cases are not permitted into the exam room – bring in only what is allowed/required for the exam. Clear plastic envelopes permitted.

9. ACADEMIC ETHICS

Consequences for a breach of academic ethics (eg plagiarism, gaining unfair advantage, cheating, false pretences, fraud, bringing information not allowed into an exam etc) shall be determined in consultation with the Administration.

Consequences will depend on the degree of severity of the breach of academic ethics - consequences for senior students will be severe. Penalties may include:

- Decrease in grades for the assessment piece.
- Failure of the assessment piece or of the unit as a whole.
- LSAP points
- No Credit towards your QCE / OP

If in doubt, please ask!