Exam Block - Term 1, 2013

Exam week - Term 1, for the whole school is from Thursday March 21 to Monday March 25. All students from Year 8 to 12 will be working to their normal timetable for the exam week with minor modifications. Year 11 and 12 only attend the exam sessions.

Year 8, 9 and 10
All Year 8, 9 and 10 students must attend all lessons every day. Some exams will be timetabled during lessons in the exam week and other lessons will be normal teaching lessons. Students’ absences must be explained satisfactorily with documentation and the student must organise catch-up arrangements with the teacher if an exam is missed.

Exam Sessions for Year 11 and 12
The exam block will be made up of two exam sessions per day for Year 11 and 12 students. The exam block is a privilege for Year 11 and 12 students to allow students the opportunity to concentrate on achieving the best results. During the exam block, we expect students to be at school or at home studying when not required for an exam. Students who do not adhere to the expectations of attendance and behaviour will be expected to account for their action.

Exam Attendance Requirements
- Year 11 and 12 students must attend school every time their class is listed on the exam timetable unless it indicates ‘Not Required’. There are 2 exam sessions per day.
- Students are expected to study for exams/complete assignments when not required for an exam session.
- If students use the school bus system as transport, they will be expected to remain at school for the entire day and not leave the school grounds, as full supervision and assistance is available. Students must be in normal classrooms during non-exam times and not be unsupervised under buildings etc.
- If students wish to be at home to study when not required at school, a parent must drop off the student and collect them from school and sign a form indicating that their student will be supervised at home while not at exam sessions.
- Students who arrive for an exam in the second session of the day should be dropped off at school just prior to the exam and go directly to their exam room where a roll will be taken and then collected immediately after the exam.
- Students should not be leaving the grounds unless a parent has collected them and then they should be making good use of their study time at home. The Exam block is not intended to provide students with free time, eg shopping, visiting friends, working extra shifts etc, but to provide them with quality study time.
Assignments
For some subjects, a time is set in the exam timetable for submission of an assignment, rather than completing a test for assessment. Students are able to submit an assignment before that allocated time but the student must submit the assignment personally to his/her teacher and if this is done, the student must confirm with the teacher whether they are required at the allocated submission time on the exam timetable.

VET Student Attendance Requirements
- Students of VET subjects, ie Hospitality, Engineering, Furnishing, Early Childhood Studies and Computer Studies are required to attend at times specified on the exam timetable to ensure completion of competencies.
- Students must attend in the exam block times to complete competencies unless the teacher gives a student a signed note to say he/she has completed all the required competencies and they are not required.
- Hospitality students are timetabled for practical and/or theory written exams which they must attend.

Exam etiquette
- Come prepared for the exam, go to the toilet before you arrive, enter quietly and make sure you have everything you need, you cannot leave to go out to your bag.
- Be prepared to hand in any mobile or electronic devices in the front of the hall. If you are caught with an electronic device on you, you will be deemed to have it for cheating purposes.
- Do not talk in the exam.
- Be prepared to do your very best in the exam and when you are finished sit quietly and wait.

Absence for an Exam
- The school must be notified in advance or on the day of a student's absence from an exam. The absence must be explained satisfactorily with appropriate documentation eg medical certificate.
- Students must organise with the teacher when they next go to school when to catch up exams if one is missed.
- Catching up on a missed exam should be done during a spare session in the exam block week, if possible

Students remaining at school
- If a student needs to be at school during a non-exam time because of travel or other arrangements, he/she must report to their normal class and room timetabled at that time.
- The normal teacher will supervise quiet study in the room. No teaching will take place and students must remain quiet and working.
- The students cannot leave the room until the normal morning tea or lunch break.

Uniform Requirements
- Students are expected to wear their correct school uniform while at school. Same rules apply.