

# EXAM NAVIGATOR

## SEMESTER TWO –YEAR 10, 2018

### STUDENT INFORMATION AND TIMETABLE

#### Year 10 Time table and Exam rules.

It is your responsibility to familiarise yourself with the information.

- A seating plan will be made available for each exam.

Please ensure that you take note of and recall your seat number for each examination.

- If you have a problem with a scheduled examination it is your responsibility to see Mr De Kretser to arrange a solution.

### ATTENDANCE

It is the student's responsibility to ensure that they arrive at the Examination venue at least five minutes prior to the scheduled starting time.

**For each exam students are allocated a seat number for – lists WILL be posted in or around the examination room.**

Any student sick or running late on the day must;

1. Make contact with the College as soon as possible to explain the situation –59760100.
2. Provide a doctor's certificate to qualify for a scored reschedule. ALL students are required to sit ALL exams. An absence without a doctor's certificate will result in a zero grade being awarded on the rescheduled Examination.

### STUDENT IDENTIFICATION

When you present for an examination your identity must be verified. This is done by placing your student identification card on your exam table. During the reading time of each examination, a supervisor will mark rolls according to your student identification card.

## CONDUCT OF WRITTEN EXAMINATIONS

Supervisors have the right to check materials brought by you into the examination room and remove any non-compliant material for the duration of the examination. It is the student's responsibility to ensure that they have the correct materials for each examination as detailed in this document.

You may not leave the examination room before the scheduled examination finish time. You must cease writing when instructed to do so by a supervisor. You must remain silent and must not leave your place until all response materials have been collected and the supervisor gives the direction for you to leave the room. Any disruptive behaviour by students during the examination will be reported to the Learning & Pedagogy Assistant Head of Campus and may result in a zero grade being awarded.

## BOTTLED WATER

You may bring bottled water into an examination room subject to the following:

- The water is in a clear plastic bottle (all labels removed).
- The water bottle has a secure lid.
- The capacity of the bottle is no more than 1500 mL.
- Water bottles **must not be placed on the table at any time**.
- Water bottles must not be refilled during the examination.
- Water bottles must not be shared between students.



## MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Mobile phones and other unauthorised electronic communication devices are not permitted in an examination room.

These items **must be kept in lockers** during the examination.

## WATCHES

You will not be permitted to wear watches of any type during an examination. **All watches must be removed** and placed at the top of your table, where they can be seen clearly and easily by supervisors. Watches that are capable of storing, retrieving or displaying digital information are NOT permitted into the examination room.

## Basic stationery

You must bring basic stationery items into each written examination. This includes your own pens, pencils, highlighters, erasers, sharpeners and rulers.

Pencil cases can only be brought into the examination room if they are transparent, i.e. the contents are visible to the supervisor. (snap lock bag)

Correction liquid/tape and loose sheets of paper are not allowed in any examination.

## **CALCULATORS**

In examinations where calculators are permitted, it is the student's responsibility to ensure that they have the correct type of calculator permitted for that examination.

**Calculators must not be used during reading time.**

Summary of examinations with allowed calculators

<b>Examination</b>	
Advanced Maths	CAS calculator
Middle Maths	A scientific
Foundation Maths	calculator is also permitted

## **MATHEMATICS EXAMINATIONS: USE OF BOUND REFERENCES**

- See your Maths teacher for what you can and cannot take into the exam

Bound references must not be shared between students during an examination.

## **DICTIONARIES**

A suitably qualified member of the school teaching staff will check the appropriateness of dictionaries as you enter the examination room.

- Dictionaries are only allowed in English and Languages written examinations.
- Dictionaries must not contain any highlighting, annotation or tabs not part of the original publication.
- Dictionaries may be consulted during reading time and throughout the examination.
- A thesaurus or a dictionary that contains a thesaurus in the same volume is not permitted in any examination.
- Dictionaries may not be shared between students during an examination.