

STAGE 6 EXAMINATION RULES & PROCEDURES

Supervision

- 1) No student is to sit a Formal Assessment task without supervision.

Examination dates and times

- 2) OneSchool NSW publishes the examination timetable which is issued to students at least two weeks before the examination period commences. It is the student's responsibility to obtain a timetable and read it carefully.
- 3) If a student misses an examination simply because they have misread the timetable, they must contact their Campus Principal immediately.
- 4) Students must be at the examination location at least 10 minutes before the start of each examination.
- 5) If a student arrives more than 30 minutes after the commencement of the examination, they will not normally be admitted to the examination room. No extra time will be given to students who arrive up to 30 minutes late for an examination.
- 6) Students are not allowed to leave an examination early.

Examination attendance rules

- 7) Students are to wear full school uniform while sitting for examinations.
- 8) Between examinations, students may study in the Learning Centre. (Year 11 & Senior Year 2 only)
- 9) Teachers may meet with students in scheduled class time if they are not on exam supervision, it is not compulsory for students to attend. (Year 11 & Senior Year 2 only)
- 10) Students must sit for all examinations for which they have entered, unless prevented by illness or misadventure. If they cannot attend an examination because of illness or misadventure, students must notify their Campus Principal immediately.
- 11) If illness or misadventure occurs before the examination and a student is still able to attend, the student must notify the Campus Principal or Examination Supervisor when entering the examination. If a problem occurs during an examination, students should notify the Examination Supervisor at once.

Equipment for the examinations

- 12) Before the examination begins, the Examination Supervisor will inspect any equipment brought into the examination room.
- 13) Equipment should bear only the original inscribed information. Students must supply materials that are in working order (this includes calculators). Students cannot lodge an *Illness/Misadventure/Special Consideration* form appeal on the grounds that their examination equipment did not work correctly.
- 14) For the examinations in which scientific calculators are permitted, students may only use those calculators that appear on the NESA list of approved scientific calculators. Well before the examination, students should check that their calculator is approved.
- 15) The list of approved scientific calculators, as well as the separate criteria for calculators in the General Mathematics examination, can be found on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/approved-calculators>
- 16) Where students are permitted to take dictionaries into a language examination, they must be monolingual and/or bilingual print dictionaries. Dictionaries cannot be annotated or highlighted in any way, including using stickers to mark a particular place. Electronic dictionaries are not permitted.
- 17) Students are not permitted to borrow equipment during examinations.
- 18) Examination Supervisors will not be responsible for the safekeeping of any unauthorised material and equipment that has been confiscated, including mobile telephones or other electronic devices.

Examination room procedures

- 19) Students must remove their watch and place it in clear view on the examination desk.
- 20) It is the student's responsibility to make sure that the correct examination paper has been provided for the course they have entered. When asked to do so by the Examination Supervisor, students must also check examination papers to make sure that there are no pages missing.

- 21) During reading time, students must not write, use any equipment including highlighters, or annotate their examination paper in any way.
- 22) During written examinations, students must:
- (a) Read the instructions on the examination paper carefully as well as all questions. Examination Supervisors are not permitted to interpret examination questions or instructions relating to questions.
 - (b) Write their name or student number as requested on all writing booklets, special answer books and answer sheets.
 - (c) Write preferably with black pen, but blue pen is also acceptable. Pencil may be used only where specifically directed.
 - (d) Make sure that they write their answers in the correct answer booklets. If they write an answer in the wrong booklet, tell the Examination Supervisor, and write a note on the front and back of both booklets that an answer has been written in the wrong booklet. Students do not rewrite their answers, but ensure they label and hand in all parts of their answers.
 - (e) Stop writing immediately when told to do so by the Examination Supervisor.
 - (f) Arrange completed answers according to the Examination Supervisor's instructions and wait for the supervisor to collect them.
- 23) Students must not:
- (a) Begin writing until instructed to do so by the Examination Supervisor.
 - (b) Leave the examination room except in an emergency or to go to the toilet. Students needing to go to the toilet must raise their hand and first seek permission from the Examination Supervisor to leave the room. Only one student at a time can leave to go to the toilet. Schools will have their own procedures for supervising students who need to leave the examination room to go to the toilet.
 - (c) Leave the examination room during the last 15 minutes of the examination. If students have completed the examination, they must remain seated and quiet.
 - (d) Remove an examination paper from the examination room until the examination is over.

Conduct during the examinations

- 24) Students must always follow the Examination Supervisors' instructions and must behave in a polite and courteous manner towards the supervisors and other students.
- 25) Students must not:
- a) take a mobile phone or programmable watch or device into the examination room
 - b) take any electronic device including a digital media player into the examination room, unless approved by the Campus Principal
 - c) speak to any person other than a supervisor during an examination
 - d) behave in any way likely to disturb the work of any other student or upset the conduct of the examination
 - e) take into the examination room, or refer to during the examination, any books or notes, any paper, or any equipment other than the equipment listed in the examination timetable
 - f) eat in the examination room
 - g) take any writing booklets, whether used or not, from the examination room. Examination question papers may be removed at the end of the examination only if they are not to be used as answer booklets. All external papers will be collected at the end of examinations.
- 26) If students do not follow these rules, or if they cheat in the examinations in any way, they may be asked to leave the examination room and will be reported to the Campus Principal and the Principal. The penalty may a ZERO mark awarded for the examination.
- 27) If students do not make a serious attempt at an examination, they will be reported to the Campus Principal and the Principal. Students are required to attempt a range of question types throughout the examination paper. Simply attempting multiple choice questions is not sufficient for an attempt to be considered serious. Examination Markers will bring to the Campus Principal's attention examination answers that contain frivolous or objectionable material.