



When 30/5/21 to 3/6/21
Where B1- Exam Room or F05

How do I know when my exams are on and where they are located?

Each student will be provided with an individual Student Exam Timetable. You need to bring this to every exam and place it on your desk. This is a means of proving your identity and is good practice for the WACE exams at the end of Year 12.

What time should I arrive for my examination?

The exam reading time starts at 9:20am. It is good practice to arrive at the examination venue at least 15 minutes before the scheduled time.

What if the bus, car or train I'm in breaks down and I'm late for an examination?

The best advice is to plan ahead as you will not be admitted after the first 30 minutes of an exam. If you are late, you should report to the examination venue no matter how late you are and ask the exam supervisor to note the time of your arrival.

If you are admitted late to an exam, and if you think your lateness has affected your exam performance, please speak to one of the Deputy Principals at the end of the exam to discuss your options.

What happens if I misread the examination timetable and miss an examination?

If you miss an exam because you misread your examination timetable, you are not entitled to any special consideration. Make a copy of your personal examination timetable and stick it to the fridge. Put the exam dates into your phone calendar with reminders set. Check your information with your friends and then get someone else (like your parents) to check it again.

What happens if I am unable to sit my examinations?

If you suffer an illness or disability just before the exams you should telephone a Deputy Principal to determine if special arrangements can be made. If you injure your writing arm, for example, you could be provided with a scribe. The best strategy in these circumstances is to seek advice.

What should I take into an examination?

You are responsible for taking the correct equipment into an examination and must provide your own pens, pencils, ruler, eraser and correction fluid. These items should be stored in a clear plastic bag or A4 sized document holder. Approved dictionaries are permitted in all language exams (written), except for English. Approved calculators and/or notes are allowed for some exams. It's also a good idea to take a clear plastic bottle of water (with the label removed) with a capacity of no more than 1500ml.

What can I do during reading time?

All written exams have 10 minutes of reading time. The purpose of reading time is to give you time to read all of the instructions on the paper, familiarise yourself with the questions and determine which questions you will answer. Reading time is for reading only. No marking of the paper is allowed and you are not allowed to use a calculator. Approved dictionaries can be consulted for all language exams in which a dictionary is permitted.

Can I take my mobile phone or iPod or watch into the examination room?

No, and if you do, you will have breached the examination rules and could lose some of your exam marks. This is one of the main reasons students lose marks for breaching examination

rules. **Turn off your device, or place it in silent mode, and place it in your bag BEFORE YOU ENTER THE EXAM ROOM.**

Can I wear or take a watch into the examination room? No. With the increased use of smart watches all wrist watches are now unauthorised and cannot be brought into an examination room. Penalties will apply to any student found in breach of this rule.

Turn your phone off BEFORE you enter the exam room. Place the switched off phone in your bag and place your bag in the designated holding area, normally at the front or to the side of the exam room.

Can I eat during an examination?

Under normal circumstances, you cannot eat during an exam. This includes lollies, gum and any kind of drink, except for water, which must be in a clear plastic bottle. In special circumstances, for example, if you have diabetes, you may apply to the SCSA for permission to eat during the exam.

Can I leave an examination?

Under normal circumstances, once you leave an examination you cannot return. To minimise disruption, students are not permitted to leave in the first 60 minutes or last 15 minutes of any examination.

The exam venue

All but a small number of exams are in B01- the Exam Room. Please make sure you wear appropriate clothing to the exam to ensure you are warm and comfortable.

Practical exams

Practical exams take place the week before the written exams. All practical exams are organised by your classroom teacher. You should make sure that you have received information about your practical exam by the time you receive this information sheet.

Do I have to attend classes that don't have exams?

If you are enrolled in **three or more ATAR courses**, you are not required to attend your non-ATAR classes for the duration of the exam week.

If you are enrolled in two, or fewer than two, ATAR courses you must attend school on the days you do not have an exam.

Please note that regular school rules apply to exams.

School Contacts

If, for whatever reason, you can't attend an exam or are running late for an exam, you need to contact the school on 9314-0444. Your call will be directed to a Deputy Principal, who will help you to arrive at a solution.