



## EXAM EXPECTATIONS FOR STUDENTS SEMESTER 1, 2016

1. Students may take ONLY pens, pencils, erasers and other special requirements for an exam into the exam room. Approved materials and equipment which may be taken into the examination room for a particular subject will be explained in subject classes prior to the examinations. This will involve items such as calculators, dictionaries and formula sheets. ONLY transparent pencil cases are allowed in the examination rooms.
  2. NO ELECTRONIC DEVICES (incl. mobile phones, iPads, notebook computers etc) ARE TO BE BROUGHT INTO THE EXAM ROOM. Novels, newspapers etc ARE NOT to be brought into the exam room.
  3. Ensure that you are punctual to all your examinations, and dressed in correct winter College uniform.
  4. Study your timetable carefully as soon as you have received it. It is your responsibility to know the dates and times of your examinations. If you have found a clash, contact Mr Rhoden, the College Timetabler, immediately.
  5. Years 9-11 should be lined up in subject or homeroom groups at least 20 minutes prior to the exam start time, Year 8 will be escorted to their exam room at the appropriate time. Students will be directed about entry into the exam space by the Director of Students or a Year Level or House Coordinator.
  6. Unless illness or other difficulty arises, no-one is permitted to leave the examination room prior to the scheduled finishing time for the examination.
  7. Absence - if you are unable to present for an exam, you should have a parent contact the office before 8.30am on the day involved. For VCE students, a medical certificate will need to be produced upon return to school.
  8. Complete silence must be maintained at all times, from the time of entry to the time of leaving the examination room.
  9. No communication of any kind with other students is permitted at any time within the examination room.
  10. You are not to pick up a pen until instructed to do so.
  11. All writing must cease when the signal to finish writing is given.
  12. If help is required during the examination, obtain the attention of the supervisor by raising your hand. No questions related to explanation or elaboration of a concept are to be responded to by supervisors. At Years 8-12, at any time, students may query:
    - repeated questions;
    - grammatical, spelling errors etc;
    - unclear marks allocation;
    - missing pages or questions.
- At Year 8, during reading time, students may seek clarification of the meaning of words in questions unless a dictionary is allowed in that exam.
13. Water bottles - water is the only drink able to be taken into the exam room. Water bottles must be made of clear plastic, without attached labels and have a secure lid. They cannot be refilled during the exam and cannot be shared between students.
  14. Students will not be permitted to visit the toilet during the last 30 minutes of an exam, excepting those students with an identified medical issue. Students with specified conditions will be issued a pass by the College Health Centre or Year Level or House Coordinator, allowing them to visit the toilet during this time.