2022 Year 11 Yearly Examinations
Rules and Procedures

General:

The examinations will run from Monday 12th September (Week 9) to Wednesday 21st September (Week 10).

All examinations will take place in the school hall except for Music which will be held in the Music room.

- It is the responsibility of the student to ensure they receive and follow their exam timetable.
- Students are to check the timetable carefully and note the days and times of exams.
- It is the responsibility of the student to ensure that they attend all required exams.
- Students must be at the school hall 15 minutes prior to the commencement of each exam.
- Students are not required to attend school when they do not have an exam.
- **School uniform is to be worn for all exams.**

Attendance:

- Students are required to sit for all their subjects at the allocated times on the Year 11 Examination Timetable.
- Students who miss an exam for any reason will be required to follow the school procedures relating to illness/misadventure.
- Students may be rescheduled examinations during the examination period. This will be organised by the Deputy Principal and Head Teacher.
- Students who are late for an exam will not be given extra time.

COVID19 Procedures:

- Students who are feeling unwell or displaying symptoms of COVID19 are to stay at home, seek medical attention, obtain a medical certificate, and apply for an illness/misadventure.
- All students and staff entering the school hall will sanitise their hands.
- If a student is displaying symptoms of being unwell during an exam, contact will be made home and students will be asked to seek medical attention, obtain a medical certificate, and apply for an illness/misadventure.
- Masks will be available for students for each examination.

Conduct:

- Students are to attend the examination 15 minutes prior to the commencement of their exam.
- Bags are to be left outside the school hall for all examinations.
- Mobile phones are to be switched off and left in bags (better to not bring them in the first place).
- Under no circumstances are mobile phones or smart watches to be brought into the exam venue for any reason.
- Enter in an orderly fashion and take your seat. There is to be **NO** talking from this time onwards.
- Fill in the attendance slip for each examination. This will be collected by the supervisor.
- Be sure to make effective use of the reading time given at the commencement of each written paper to acquaint yourself with the questions/ requirements.
- Read all instructions carefully. Remember that supervisors are not permitted to interpret questions.
- Write in black pen only. Pencil should only be used for diagrams or if directed.
- A supervisor will accompany students who need to leave the exam room to go to the toilet etc. for the duration of their absence.
- Students are expected to always behave in a polite and courteous manner and must not act in any way that is likely to disturb the work of any other student or upset the conduct of the exam.
- Pencil cases must be clear (see through). A clear plastic bag may be used.
- Only approved calculators may be used. These will be checked at the start of each exam.
- Students must remain in the exam for the first 60 minutes and may not leave in the last 20 minutes.

Mr Taylor – Head Teacher Administration/Examinations Coordinator