



ST GREGORY'S COLLEGE CAMPBELLTOWN

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Dear Year 11 Parents and Carers,

I write to you at this important stage of the Preliminary Course year to highlight the rules and procedures for the Preliminary Course Examinations commencing on 16 September. There are only 11 school days before the final examinations commence. Much of the content of this letter will only be used if there are unexpected events or illness during the exam period but it is important to be familiar with the rules and procedures. Students have been emailed the same details with the examination timetable. Exams conclude on Thursday 26 September and all students are expected to attend school on Friday 27 September.

Early next term, Year 11 students will be making decisions about their pattern of study for the Higher School Certificate. Over the next two weeks, students will be asked to reflect on their pattern of study and submit a draft *2020 HSC Pattern of Study Plan*. One goal in asking students to reflect on their pattern of study at this stage is to help motivate them for the examinations.

For information on the NESA rules and processes for Year 11 / Year 12, please go to:

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes>

RULES, PROCESSES AND GUIDELINES

General examination rules and processes for examination blocks:

- Examinations are compulsory for all students.
- Students are required to attend the College only when they have a scheduled examination.
- The full College uniform must be worn. The sports uniform may be worn on Thursdays. Combinations of winter/summer and sport uniforms are not permitted.
- Normal rules regarding shaving, haircuts and grooming will apply. Students will be asked to address any grooming matters immediately, before or after, the examination.
- Normal student rules and procedures apply regarding behaviour.
- Normal driving rules and procedures apply.
- No student will be allowed to leave an examination before the scheduled finishing time.

EQUIPMENT

What items are permitted in examination venues?

Students should bring the equipment they need and know what equipment is allowed for each exam. It is each student's responsibility to supply equipment that is in good working order. (This includes calculators). Equipment failure is not grounds for an appeal. No borrowing of equipment is allowed. The following items can be taken into exams:

- black pens
- pencils (must be at least grading 2B), erasers and a sharpener
- a ruler marked in millimetres and centimetres
- highlighter pens
- a clear bottle of water
- a non-programmable watch, which must be taken off, placed on the desk in clear view and not touched during the exam
- NESA approved calculators.

What items are not permitted in examination venues?

- Mobile phones, smart watches and other electronic devices are not permitted in the examination venues, they should be left in bags and turned off. Students bringing devices into the examination venue may receive a zero for malpractice. Students will be asked to remain behind after the examination has finished to collect their devices.
- No written material is permitted to be taken into the examination venue. Students need to check all pockets before entering the venue.
- Only water is permitted. Other types of drinks and water in containers with labels will not be permitted.
- Food cannot be taken into the examination venue unless students have a medical condition. This needs to be arranged with the Year Coordinator prior to the examination.
- School bags are not permitted inside the examination venue.

EXAMINATION CONDUCT

Prior to the examination commencing

- Students are responsible for checking their examination timetable. Misreading the examination timetable is NOT grounds for misadventure or appeal.
- All students must assemble outside the venue at least 15 minutes before the examination begins (unless instructed otherwise by the Year Coordinator).
- Students must enter the examination venue in silence, presenting all the necessary equipment to the supervisor in a clear plastic sleeve.
- Students will be provided with examination booklets with instructions.
- The KLA Coordinator/Subject Teacher will go through what should be on each desk and ensure that all students have the entire and the correct paper.
- The Year Coordinator will instruct students:
 - to fill in cover sheets,
 - to remove their watches and place them in clear view on the examination table,
 - of the starting and finishing times for each examination which will be indicated on the whiteboard at the front of the venue,
 - of the beginning and end of reading time and the commencement of the examination,
 - that students cannot go to the toilet in first half hour or the last half-hour of the examination.

At the beginning of the examination

- No extra time will be given to students who are late. Students who are late must fill in a misadventure form.
- No questions can be asked about the meaning of questions during the examination.

During the examination students must

- Behave politely and take exams seriously.
- Follow the day-to-day rules of the College, if not they may be awarded zero marks for the exam or no result for the course.
- Always follow the supervisor's instructions.
- Make a serious attempt at the exam by answering a range of question types (answering only multiple-choice questions is not considered a serious attempt and the student may have the course cancelled).
- Answer in English, unless the question paper directs otherwise. If students don't write in English, they will get zero marks for their answer.
- Behave politely and courteously towards the supervisors and other students.

During each exam students must not

- Cheat.
- Include frivolous or objectionable material.
- Take any of the items prohibited into the room.

- Speak to anyone other than a supervisor.
- Behave in any way likely to disturb another student or upset the exam's running.
- Be affected by alcohol or illegal drugs.
- Eat unless approved by NESAs (for example, if you have diabetes).
- Take any writing booklets or exam paper, whether used or not, out of the room.
- Write on their body (for example arms), tissues or material that is not exam material.
- Leave the room until the scheduled finishing time.

At the conclusion of the examination

- Students will be asked to put their pens down immediately. No writing is permitted after the finishing time.
- All examination papers and writing booklets will be collected.
- Students must submit a booklet for each question / section even if no attempt has been made.
- Students will be asked to leave the venue under examination conditions.

ABSENCES

What procedures are to be followed if a student is absent from an examination?

- The student must ring the Year Coordinator before 8:30am on the day of the examination or sooner if he knows he will miss an examination. Failure to do so could result in a zero mark for the task.
- The student must seek medical treatment from a GP, so medical documentation can be collected. Documentation for scheduled appointments with physiotherapists, dentists and other similar specialists, that are not emergency related will not be accepted. Appointments need to be rescheduled. Failure to do so could result in a zero mark for the examination.
- On the first day that a student returns to school, the student must contact either the Director of Studies, KLA Coordinator or Year Coordinator before period 1.

What procedures are to be followed if Student Leave is required during an Examination Period?

The parent/carer of the student must write a letter to the Director of Studies applying for leave. The Director of Studies will consider the application in consultation with the Director of Teaching and Learning and the Year Coordinator. Should leave be approved, a 'Special Leave Form' will be issued. It is the responsibility of the student to approach the teachers of all examinations affected. The form is then to be signed by the Director of Studies.

TVET Students/SBA/SBT Students

All students are expected to attend exams as scheduled. Students undertaking an SBA or SBT (School Based Apprenticeship/Traineeship) must consult with their employer and change their day of work. Students must see the VET Coordinator, Mr Morrissey, if a clash occurs with their TAFE course or work day when the notification is first sent to students.

Absence Due To Severe Personal or Family Hardship

On the first day that a student returns to school, the student must:

1. Contact either the Director of Studies, KLA Coordinator or Year Coordinator before period 1.
2. The Director of Studies will review the situation and decide on an outcome. The Director of Studies will communicate the details of the decision to the student and family.

APPLYING FOR ILLNESS/MISADVENTURE

If illness or misadventure stops a student from attending a school formal exam or affects his performance in the exam or in preparation for a formal assessment task, it is the student's right and responsibility to make an illness/misadventure application. To do this, the student must contact the Director of Studies and Year Coordinator. The student will need to complete the Student Assessment Form as soon as possible or supply documentation that covers the same information.

Illness/misadventure applications are for where an illness or mishap affected the student's performance so that his result does not properly measure his achievement. These applications don't cover:

- difficulty preparing or lost preparation time
- alleged deficiencies in teaching
- misreading exam timetables
- misreading exam instructions
- entering or sitting for the wrong exam
- long-term illness (for example, glandular fever, asthma or epilepsy) unless it can be shown it recurred suddenly and unexpectedly during the exam period
- conditions for which disability provisions have been granted, unless have further difficulties have occurred
- conditions for which the student should have applied for disability provisions
- courses where the student is a self-tuition student
- attending sporting or cultural events or for unapproved leave or other school-based events.

Students should always attend exams if they can, even if they have had an illness or misadventure. They should contact the College and speak to the Year Coordinator, Director of Studies or another member of the Leadership Team before they decide not to attend an exam. They should not attend if a doctor advises not to and the student has a medical certificate from the doctor covering the date and time of the exam.

If a student applies for illness/misadventure, he will need to include advice from a relevant independent expert, like a doctor or police officer, to show why he couldn't attend the exam. NESAs won't uphold an illness/misadventure application if they don't consider that the reason for the absence is serious.

MALPRACTICE

Cheating of any kind is unacceptable

Behaving dishonestly to gain unfair advantage in assessments is malpractice or cheating. Any form of malpractice, including plagiarism, is unacceptable, and we treat these allegations very seriously.

Malpractice is dishonest behaviour by a student that gives them an unfair advantage over others. It includes, but is not limited to:

- plagiarism, such as presenting work as his own,
- breaching school examination rules
- cheating in an in-class assessment/examination, including having access to mobile devices
- using non-approved aids during an assessment task
- assisting another student to engage in malpractice.

Please contact me if you wish to discuss or have any questions.

Yours sincerely,



Barry Graham
Director of Studies