## 2016 Year 12 Half Yearly Examination Timetable (v4 150316)

**Venue:** Br Luke Hall (unless stated otherwise)

*Reading time: 5 minutes* (unless stated otherwise)

Students need to assemble outside the Hall 15 minutes before the examination start time.

<table>
<thead>
<tr>
<th>DATE</th>
<th>FIRST SESSION</th>
<th>START</th>
<th>SECOND SESSION</th>
<th>START</th>
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</thead>
<tbody>
<tr>
<td>Tuesday 29/03/16</td>
<td>Student free day for Year 12 students</td>
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<tr>
<td>Wednesday 30/03/16</td>
<td>Business Studies (35) (2 hours &amp; 15 minutes)</td>
<td>8.45am</td>
<td>Chemistry (9) (2 hours)</td>
<td>12.30pm</td>
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<td></td>
<td>Primary Industries (2 hours for 3 students with clash. Starting at 9.30am. Donovan Room)</td>
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<td>Primary Industries (13) (2 hours) (For students without clash)</td>
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<tr>
<td>Thursday 31/03/16</td>
<td>English Speeches (English Coordinator to schedule individual times)</td>
<td>8.45am</td>
<td>English Speeches (English Coordinator to schedule individual times)</td>
<td>All day</td>
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<td></td>
<td>Venue La Valla Centre, Senior Study, 021</td>
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<td>SPORT for MCS representative players only. All other students may be involved in speeches.</td>
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<tr>
<td>Friday 01/04/16</td>
<td>Economics (9) (2 hours)</td>
<td>8.45am</td>
<td>PDHPE (42) (2 hours)</td>
<td>12.30pm</td>
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<td>Biology (13) (2 hours)</td>
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<td>Physics (11) (2 hours)</td>
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<td>Senior Science (30) (2 hours)</td>
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<tr>
<td>Monday 04/04/16</td>
<td>General Mathematics 2 (91) (2½ hours)</td>
<td>8.45am</td>
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<td>Mathematics (19) (2½ hours)</td>
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<tr>
<td>Tuesday 05/04/16</td>
<td>Agriculture (9) (2 hours)</td>
<td>8.45am</td>
<td>Geography (25) (2 hours)</td>
<td>12.30pm</td>
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<td></td>
<td>Software Design &amp; Development (10) (2 hours)</td>
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<td>Music (14) (1 hour)</td>
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<tr>
<td>Wednesday 06/04/16</td>
<td>Mathematics Extension 1 (8) (2 hours)</td>
<td>8.45am</td>
<td>Information Processes &amp; Technology (9) (2 hours)</td>
<td>12.30pm</td>
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<td>Metals &amp; Engineering (12) (2 hours)</td>
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<td>Thursday 07/04/16</td>
<td>Catholic Studies (56) (45 minutes) (No reading time)</td>
<td>9am</td>
<td>Music Performance (Mr. Malone to advise individual start time) Room 312</td>
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<td>Studies of Religion 1 (64) (45 minutes) (No reading time)</td>
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<tr>
<td></td>
<td>Studies of Religion 2 (15) (45 minutes) (No reading time)</td>
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<tr>
<td>Friday 08/04/16</td>
<td>Student free day for Year 12 students (Boarders travel day)</td>
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The following courses do not have half yearly examinations:

- English Extension 1, English Studies, General Mathematics 1, Ancient History, Modern History, Legal Studies, Computing Applications, Italian Beginners, Italian Continuers, French Extension, Design & Technology, Photography, Sport Fitness & Recreation
General Rules

- During the examination week students are required to be present at the College only when they have an examination.
- Full College uniform must be worn and all College rules regarding shaving, haircuts and grooming will apply. The full College Sports uniform may be worn on Thursdays.
- Students will not be permitted to enter the exam venue if they need a shave.

Equipment

- Students must ensure they bring all necessary equipment in a clear plastic protector, not a pencil case. No written material will be allowed to be taken into the examination venue.
- 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.
- Mobile phones and other electronic communication devices should be left in bags. Students should check that phones are turned off.
- Drinks may be brought into an examination venue as long as they are clear and in a clear bottle. Food cannot be taken into the examination venue unless students have a medical condition which requires it. This needs to be arranged with the Year Coordinator prior to the examination.
- Bags may be brought into the examination venue if the venue has room and left in a secure location under the direction of the supervisor. They are not to be kept with students whilst they are completing examinations.

Before entering the examination venue

- All students must assemble outside the coordinators office at least 15 minutes before the examination begins (unless instructed otherwise by the Year Coordinator).
- Students must enter the examination venue in silence, filing past the supervisor and showing all pens and equipment in a clear plastic sleeve. (Tissues etc. should also be in this bag, not in pockets).

Before examinations commence

- Students will be seated in numerical order according to the place cards set out prior to the start of the examination
- Students will be provided with examination booklets with instructions similar to the HSC
- The KLA Coordinator/Subject Teacher will go through what should be on each desk and ensure that all students have the entire paper 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.
- No questions can be asked about the meaning of questions or procedures/conditions of testing.
- Students must not leave the examination venue under any circumstances unless accompanied by a teacher.
- No student will be allowed to leave an examination until the examination period has elapsed.

At the conclusion of the examination
- Students will be asked to put their pens down immediately. No writing should continue after this time.
- 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, in rows, whilst maintaining absolute silence.

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 awarded.

On the first day you return to school, the student must provide a medical certificate to the KLA Coordinator before 8:30 am and complete a ‘Student Assessment Form’.

It is the student’s responsibility, on the first day you return to school, to make arrangements with the Year Coordinator and KLA Coordinator and to sit the examination(s) missed. The examination will be sat on:
- the first day the student returns to school, OR
- the first gap in the student’s examination timetable, OR
- at a time negotiated with the relevant KLA Coordinator(s).

It may be necessary to sit an alternative or modified examination. This decision will be made by the KLA Coordinator (always ensuring that no student may be advantaged or disadvantaged by the process)

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 Students applying for leave. The Director of Students will consider the application in consultation with the Director of Teaching and Learning and the Year Coordinator.

Should leave be approved, a ‘Work to be Completed – Special Leave’ form will be issued. It is the responsibility of the student to approach the teachers of all examinations effected.

The form is then to be signed off by the Director of Teaching and Learning.

TVET Students/SBA/SBT Students

All students are expected to attend exams as set. Students undertaking a SBA or SBT (School Based Apprenticeship/Traineeships) must consult with their employer and change their day of work. Students must see the TAFE representative (Mrs Dein) if a clash occurs with their TAFE course