

EXAM BLOCK REQUIREMENTS



STUDENT NAME: _____ Year level 11/12

Please find below the exam block commencing Wednesday 12 November.

You will need to have your subject teacher sign below, before permission will be given to leave the College during the exam block.

SUBJECT	ALL OUTSTANDING WORK COMPLETED	Teacher Initials	Teacher comments	SUBJECT	ALL OUTSTANDING WORK COMPLETED	Teacher Initials	Teacher comments
	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>		
Certificate I Work Education	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>		

Please mark the exams you will be sitting in the table below:

SESSION TIME	Wednesday - 12 NOVEMBER				Thursday - 13 NOVEMBER				Friday 14 – G20 Public Holiday	Monday 17 November			
	SUBJECT	STAFF	YR	ROOM	SUBJECT	STAFF	YR	ROOM		SUBJECT	STAFF	YR	ROOM
09:00am – 11:00	Chemistry	WILSPE	12	H3	Math A	WILSPE	12	H3		BIOLOGICAL SCIENCE	BODDSC	12	H12
	Industrial Skills	PADGA	12	E4	Math B	MILLLU	12	R12		LEGAL STUDIES	RIORSE	12	C38
	PED	CRONJO	12	TBA	PVM	PADGE	12	F2					
11:20 – 12:30	Catch Up	TBA	12	G21	Catch Up	TBA	12	G21		CATCH UP	TBA	12	TBA
01:30 – 02:40	Catch up	TBA	12	G21	Catch up	TBA	12	G21		CATCH UP	TBA	11	SENIOR CENTRE

Parent: I give permission for _____ to attend school for exams only. Signed: _____

EXAM INFORMATION FOR ALL STUDENTS

Block exams are conducted under **FORMAL** examination conditions.

Students are expected to follow these guidelines:

1. Normal school rules apply – including formal school uniform.
2. Make a copy of your exam timetable – *carefully* checking that it is correct.
3. It is the responsibility of the student to come to the exam fully prepared as instructed by their class teacher e.g. pens (always have a spare), ruler, calculators. You are not permitted to borrow or lend equipment.
4. Once you enter the room you are in *strict exam conditions*, you must be silent.
5. It is expected that students will have gone to the toilet and had a drink before they enter the exam. You are allowed to bring in a clear water bottle.
6. During your exam you will *not be allowed to communicate* with other students. If a student does communicate during an exam it may be considered cheating and appropriate consequences will follow.
7. Students must remain *quiet* at all times so as not to distract other students.
8. If you finish your exam early you should check your paper - proof read and correct any errors you may have made.
9. You cannot hand your paper in until the end of the session. You are required to sit quietly until the session has finished. (Always proof read all your answers.)
10. Students are required to bring tissues with them into the exam if they have a cold. (Sniffing is very distracting to others.)
11. If you need to ask a question you need to *raise your hand* and *wait for a teacher* to come to you – do not get up and go to the teacher.
12. If your paper requires stapling this will occur at the end of the exam, not during the exam.
13. Make sure you have your *name on every page* of your exam. This is particularly important when writing essay style questions on lined paper.
14. Perusal time is a time for you to look over the exam and gather your thoughts. Your teacher will have instructions on your exam paper outlining what is permitted.
15. Don't let any other students see your exam. Keep your own eyes on your paper or you may be accused of cheating.
16. You are not permitted to have a pencil case on your desk or any other items that you do not require to complete the exam paper.
17. Late papers – If you miss an exam you are required to report to your teacher on the **very next day** to reschedule your exam.