

Exam Guidelines for Year 10, 11 and 12 Students



Before the Exam Block begins:

1. Look carefully at the **exam timetable** and note the day, time and room for each of your exams in your diary. Ensure you know your subject group number e.g. 11MME-1. Check to see if there are any exams for which your class has been divided and allocated to different rooms. Please note that your timetable syncs to Compass.
2. Take note of the room which will be set aside for study during Exam Block. (This room is usually Library.)
3. Ask your subject teacher before Exam Block what **equipment** you will need for the exam and note this in your diary. Never bring in a smart watch/fit bit, or mobile phone. Never bring in notes or papers. This will be Academic Misconduct.
4. If you have special circumstances that mean you are unable to be present for an exam or exams, please see Mrs Hunter in advance to discuss whether or not you are eligible for **Special Provisions**.
5. During an exam block, students are permitted to be studying at school (in the study room) or at home. Students are not permitted to be at shops etc during school hours. **Students are not permitted to be in paid employment during school hours.**

On the Exam Day:

1. If you are absent for your exam because of illness, remember that you will require a **medical certificate**. (This is a requirement of QCAA.). Please note that you will be asked to sit the exam at the next available opportunity as advised to you by the school.
2. You are required to be in **correct school uniform**. With the exception of PE practical exams or performances that require costumes, **this is your academic uniform**. If any part of your uniform does not meet the school's uniform guidelines, you will be issued with a detention slip by the exam supervisor at the end of the exam session.
3. If you are at school but do not have an exam, you must be in the library. (This is required because of the school's "duty of care".)
4. English Oral Exams: Each student is allocated to a particular exam session and you are expected to be in attendance for the whole session to which you have been allocated.
5. **Wait quietly** outside the exam room until the supervisor is ready to admit you to the room. Being quiet is particularly important if there are other exams already underway. **If going to A11/12/13, please wait downstairs outside D02. Leave your bag on the back rack there.**
6. Ensure you have the **correct equipment** for your exam. If you are using a graphics calculator, ensure that the memory is cleared. (Supervisors may do spot checks on calculator memory before an exam session.)
7. **Do not talk** to other students once you have entered the exam room. Any attempts to communicate (verbally or non-verbally) with another student during an exam session may be regarded as Academic Misconduct and therefore affect the result you are given for your exam. Teachers will report these incidents to the Deputy Principal - Learning and teaching..
8. You must not have a mobile phone, smart watch or Fitbit
9. If you bring a **transparent water bottle** into the exam room, it should be placed on the floor.
10. You are **not permitted** to borrow material / equipment from other students during the exam. If you are missing essential equipment, please ask the supervising teacher if they can assist you.
11. If you need to use the toilet during an exam, the supervisor will contact the Office and arrange for an office staff member or teacher aide to escort you.
12. Please read the exam instructions and questions carefully. If you finish early, please check your work. Finishing early does **not** mean that you will be permitted to leave the exam room early.
13. Remember when you leave the exam room that other exams may still be in progress. Please be considerate of others and move away quietly