

Elizabeth College 2013 Mid-Year Examination Instructions for Students

Examination clashes

Your teacher should have informed you that you have an examination clash.

- You are to determine which timetabled exam you will sit and then negotiate with the teacher of the clashing exam to establish an alternate time for the exam to be set.
- In this instance your teacher will affirm with you the new time, date and location for your exam and in addition to this organize examination supervision and provision of the examination paper.

Illness and attendance during the mid-year examination period

- You must inform Elizabeth College office staff (6235 6555) prior to the commencement of the examination if you are unable to attend due to illness, a crisis or exceptional family circumstances. You are required to provide a medical certificate to the Elizabeth College Office on the same day as your exam.
- You must immediately *contact your subject teacher* if you miss an exam. If you cannot locate your teacher, the office will provide the extension number for you to leave your name, phone contact number and your message. Forgetting an exam is a serious matter and you must contact your teacher immediately.
- You need to arrive at the examination room at least 10 minutes prior to the advertised starting time.
- If you arrive up to one hour after the scheduled start of writing time for an examination you will be admitted to the examination room, but you must stop work by the scheduled finish of writing time.
- If you are sick during the exam and cannot complete it you must report to the examination supervisor and explain why you are leaving and the supervisor will document this on your examination paper. As soon as possible you should visit your medical practitioner and attain a medical certificate to present to your teacher.
- No allowances are made for a student who is over one hour late for an examination or misses an examination as a result of misreading the timetable.

Examination arrangements for students with Special Considerations

These exams will be held in the library and be coordinated by Di Richards who will confirm the exact arrangements with eligible students.

Examination Regulations:

1. You must obey any instructions or directions given in the examination room by a supervisor.
2. You may not communicate nor help other students during the examination.
3. You must not, during an examination, give assistance to another candidate or, through lack of care, allow another to copy or otherwise use any materials; or accept help from another or, dishonestly or unfairly use any materials or, in any manner whatsoever, act dishonestly or unfairly or cheat or conspire to do so.
4. *If you are found in breach of this rule you will be subject to penalty.*
5. You must not remove any answer booklet, used or unused, from the examination room.
6. Your communications with a supervisor must be only on the basis of addressing the following information. i.e. asking for extra paper, illness or if you need to go to the toilet as you will be accompanied by a supervisor. You must not ask for clarification regarding any aspect of your examination paper.

Materials brought into examinations

You must not bring into the examination room any loose notes, papers, manuscripts, books or notebooks or other materials unless your subject teacher has specified that you do so. Any books or notes that have accidentally been brought into the examination room must be handed to the supervising teacher.

No food or drink (other than water) allowed (unless specific medical condition). You may bring a container of water. This must be in a clear container and no more than 1.5 litres. Mobile Phones are to be turned off and Ipods placed in your bag.

Notes and annotations in reading time

The midyear examinations are designed for you to spend the first 15 minutes reading the paper. We recommend you use this time for reading and planning your approach to the examination. You may write, annotate or highlight during this reading time. You may do this on your rough note paper, on the examination paper or in your answer book.

7. Calculators must not be used during reading time, even if permitted during the examination.
8. You need to write your name, your teacher's name and the subject on each exam booklet.
9. You may not leave the examination room in the first hour or the last 15 minutes of the exam. (This will be 30 minutes in the November exams.)
10. You will be given a warning half an hour, fifteen minutes and five minutes before the scheduled completion of writing time.
11. Write on one side of the examination booklet paper only.
12. You may not remove the exam paper or any answer booklets (used or unused) from the examination room. Please place any rough paper in your exam booklet for collection.
13. At the completion of examinations, you should remain silent in your place until the supervisor asks you to leave the exam room.

Dictionaries

You may use unannotated English and/or English/Foreign Language (paper based) dictionary/thesaurus (single book only) throughout an entire written examination in all subjects, with the exception of English as a Second Language (ESL315109).

Dictionaries CANNOT be annotated or highlighted in any way, including using stickers to mark a particular place.

- Where candidates are permitted to take a dictionary/thesaurus (single book only) into an examination, they must be monolingual and/or bilingual print (paper based).
- Electronic dictionaries, spell checkers and/or translators are NOT permitted.
- Note: Candidates undertaking Japanese in 2012 will be permitted to take two volumes (English/Japanese and Japanese/English)(unannotated) into the examination room, this allowance is made for candidates who do not have a combined dictionary which contains both.

Calculators

Students may take calculators into **SOME** of the external TCE examinations conducted by the TQA.

Calculators are not required for all external examinations. It should be noted that there are restrictions on the types of calculators that can be used and also in which subject they can be used and your subject teacher will inform you of this. The expectation is that calculators shall be used only as calculating devices not as a method of introducing unauthorised information into the examination room.

These rules are based on the official TQA Examination rules which will apply at the end of the year.

Students/classes not sitting exams will be given a major piece of work to complete during the exam period.

Your subject teacher will let you know if you need to attend classes, and the times he/she will be available to assist you with your assignment.