



MERREDIN COLLEGE

A Wheatbelt Independent Public School

Year 11 and 12 Examination Protocol

1. Examination Locations and Times

- Written examinations will range from between 2 to 3 hours duration, including 5 or 10 minutes reading time.
- School based examinations will be held in Wahlsten Library
- SCSA examinations will be held in Seminar Room 2 at the Rutherford Trade Training Centre.
- Some specialist rooms may also be used. See the exam schedule for details.
- Practical Examinations will be scheduled prior to the examination period.

2. Attendance

- Students enrolled in a full time ATAR Timetable for Year 11 and 12 are not required to attend the College during the examination period when they do not have an examination scheduled.
- Students enrolled in a Part time ATAR Timetable for Year 11 and 12 are not required to attend the College during the examination period when they do not have an examination scheduled. These students will be required to resume normal timetabled classes on the day after their final examination.

3. Visiting the College during the Examination period

- Students who are not scheduled for examinations may come to the College to work with a teacher during an arranged tutorial or study independently.
- Students wishing to study at the College should **report to Student Services Admin and sign in** to ensure that they are listed on our College register in case of an emergency.
- Students visiting the College during the exam period must wear their full school uniform.
- Students are not allowed to "Come and Go" from the College site when on Study Leave.

4. The Examination Room

- Students may bring pens, pencils, erasers, rulers, and approved calculators into the examination room, unless specifically prohibited for a particular examination.
- Students may not bring scrap paper, books, notes, mathematical aids (unless specified), calculator covers, reference material, bags or pencil cases into the examination room. A clear plastic envelope is allowed as a pencil case.
- A list of permitted materials specific to each examination will be provided to students on the ATAR examination timetable.
- NO watches are to be worn in the examination room.
- Mobile technologies (e.g. smart watch, mobile phone, personal music player) must not be brought into the examination room or can be handed to supervisors prior to the exam.
- Candidates may take in up to four pages (two A4 sheets) of notes into WACE Mathematics subjects. The notes may be handwritten or printed. They cannot be folded, have liquid paper or glued pieces.
- A clear water bottle (maximum 1.5 litres, no label) is permitted in the examination room.
- No food can be brought into an examination room.
- Rugs are not allowed.

5. Timing

- The Examination timetable will be posted on CONNECT and hardcopies of the examination schedule will be distributed to students least 3 weeks before their examinations commence.
- Should there be a need to re-schedule an examination due to a valid reason such as surgery, bereavement or unavoidable event, the student must contact the Deputy of Curriculum, who will review the request in consultation with the principal.
- Students should be at the examination location 10 minutes before the scheduled start.
- All examinations will have a set reading time. Students may not write, highlight, underline, use an approved calculator or make notes during this time.
- No student will be admitted late to an examination after one hour has elapsed.
- Students who arrive late (within the first hour) will not be granted extra time and no allowance will be made in marking their paper.
- Students may not leave within the first hour or last half hour of an examination.

6. Conduct in the Examination Room

- The examination room is a place of absolute silence.
- Raise your hand if you wish to ask a question or seek help at any time.
- It is your responsibility to read all instructions on the cover of the examination paper carefully.
- No part of the exam paper will be accepted if it is taken from the exam room or not collected in the normal way.
- Students will normally be warned 10 minutes prior to the conclusion of the exam and must stop writing immediately when they are asked to do so by the supervisor.
- At the end of the exam all students must remain seated and silent until the supervisor dismisses them.

7. Unauthorized items

It is your responsibility to ensure that you do not have any unauthorized material in the examination room. Unauthorized equipment includes, but are not limited to, the following items:

- mobile phone
- any watch – analogue or digital or fitbit or similar device
- mobile device that has wifi and/or Bluetooth capabilities
- mobile storage device
- non-approved calculator
- non-standard ruler (a ruler that has annotations other than length measurements of mm, cm and/or inch increments)
- calculator cover
- non-transparent pencil case
- non-approved notes or any other print material relevant or irrelevant to the examination, (for example, writing on the back of students hand, or blank paper)
- headphones, earplugs, earbuds or any other form of listening device
- wallet, purse or bag
- food, lollies or chewing gum

If you have an unauthorised item in your possession during instruction time prior to the commencement of a written examination, you must raise your hand and the supervisor will collect the unauthorised item and place it at the front of the room. You will be able to collect the unauthorised item when you leave the room on completion of the examination.

Be aware that you may be asked to reveal the contents of your pockets to a supervisor when leaving and re- entering the examination room for a toilet break. Toilet cubicles will be checked before and after a toilet break.

If you are found to be in possession of an unauthorised item after the commencement of reading time, the item will be removed from you. Even if you are not observed accessing the unauthorised item, this could result in a penalty incurring a loss of examination marks, at the discretion of the Deputy Principal - Curriculum

7. Cheating in Examinations

- No student may attempt to gain an unfair advantage by taking an unauthorised item into the examination room or by attempting to exchange information with another student.
- Any communication for whatever reason will be considered an attempt to gain an unfair advantage. In such an instance the supervisor will inform the Deputy Principal - Curriculum.
- The standard action will be suspension of the student and voiding of that examination. The student will receive a mark of zero.

8. Missed Examinations

- Students who miss an examination because of illness (or other genuine emergency) need to contact Merredin College Administration Office **on the day of the examination, prior to the exam commencing**.
- A medical certificate along with a letter or email explaining the absence must be provided to Deputy Principal - Curriculum, covering the absence by the following day. Failure to do so will result in a score of zero for that examination.
- Missed examinations will not automatically be re-scheduled. At the discretion of Deputy Principal - Curriculum, arrangements to sit the examination later may be negotiated if appropriate. In genuine cases the student will not be disadvantaged.
- Students who forget to attend an examination or misread their timetable will not normally be permitted to sit a late examination and will receive a mark of zero for the examination.
- Students will not be allowed to sit examinations prior to the advised date unless negotiated with the Deputy Principal - Curriculum.
- Students who miss examinations due to family holidays will receive zero for the missed examination.

9. Provision for Sickness and Misadventure

- Students who suffer sickness or experience extenuating circumstances at the time of an examination may apply for consideration to re-schedule the examination or receive a moderated examination mark.
- Parents need to contact the Deputy Principal - Curriculum, to request a Sickness / Extenuating Circumstance Application form to submit for consideration, along with supporting documents.

10. Discretionary Power

Notwithstanding any of the above, the Principal/Deputy Principal may, in exceptional circumstances, use discretion in applying the conditions and sanctions as listed above.