



Sacred Heart College

"50 years Sharing the Spirit" 2016

Year 11 & 12 Examination Rules and Regulations

1. Students must be attired in full College uniform for all Examinations.
2. Students are not permitted to leave the examination room early.
3. Students are to sit in their allocated seat for the examination. The seating code will be displayed in the Undercover Area and outside the Examination Room. **Students who are sitting Examinations under special conditions will sit their examinations in a separate room.**
4. Students will enter the Examination Room approximately 10 minutes prior to the commencement of the examination in silence. The supervising teacher will call students to enter the Examination Room. Morning examinations commence at 8.50am and afternoon examinations commence at 12.50pm. Silence is to be maintained at all times whilst students are in the Examination Room.
5. No food may be taken into the examination room. The only drink students may bring into the examination room is water and it must be in a clear unlabelled bottle.
6. Students may only take the required items into the Examination Room. Teachers would normally explain this to all students prior to the examination period. It is important to note the type of calculator allowed for each examination. Pens, pencils, etc must be in a clear see-through plastic container.
7. Students who are not sitting an examination are not required to attend school. If students need to be at school for a particular purpose (appointment with a staff member, private study) then they must be attired in full College uniform. Students who are enrolled in subjects that do not have examinations are encouraged to negotiate with their subject teachers to use the College resources to complete assignment work, if necessary.
8. Students who are at College outside examination times are required to inform their relevant Dean of Students. The canteen will be available for Year 11/12 students to purchase food/drinks.
9. Students who miss an examination due to illness (or genuine emergency) must notify the College before the examination (9246 8200). In medical circumstances, a doctor's certificate will be required.
10. In genuine cases, students will not be penalised for missing an examination. The relevant Dean of Students, with the relevant Head of Learning Area and Deputy Principal, may reschedule a time for the individual student to sit the examination. In most circumstances, the rescheduled date of examination will be during the examination period. Students who forget to sit an examination or misread their examination timetable will not be permitted to sit a late examination and hence receive zero for that examination. Students will not normally be allowed to sit examinations prior to the scheduled date.
11. Students who communicate to others or attempt to gain an unfair advantage by taking unauthorised notes into the examination room whilst completing the examination will be allowed to complete the examination. However, the supervising teacher must approach the student, inform them of the concern, note the time and nature of the concern and report the issue to the Deputy Principal prior to the conclusion of the examination. Typically, if guilty, the student will receive zero for the examination paper.
12. Mobile telephones and other devices are not permitted in the Examination Room.