

YEAR 7 END OF YEAR EXAMINATION TIMETABLE 2018

	SESSION 1	SESSION 2	SESSION 3
	Periods 1 & 2	Periods 3 & 4	Periods 5 & 6
Wednesday 28 th November	ENGLISH	Study	RELIGIOUS EDUCATION
Thursday 29 th November	SCIENCE	Study	PDHPE
Friday 30 th December	VISUAL ARTS	Study	HISTORY
Monday 3 th December	MATHEMATICS	Study	LANGUAGE
Tuesday 4 th December	TECHNOLOGY	Study	MUSIC

All exams will have 5 minutes Reading Time at the beginning

Students - Responsibilities

- Be at the examination venue (Year 7 Classrooms) no later than 10 minutes before the session.
- Be present at all exams unless physically unable to attend the exam. In such cases, a medical certificate or other documentation is required and must be presented to the Academic Coordinator.
- Do not leave equipment such as bags, study folders, notes, books and laptops outside the exam venue.
- No mobile phones, smartwatches or any other electronic devices are permitted to be brought into the exam room, other than calculators where they are prescribed for particular examinations.
- Toilet breaks will NOT be allowed during exams.

- If unwell, report this to the exam supervisor prior to the start of the exam. Observations will be made during the exam which will be necessary for Illness and Misadventure Applications.
- Students are expected to work throughout the duration of the examination.
- Students will not be permitted to leave the examination room.
- Students are to remain quiet during the collecting of exam papers to ensure the security of the examination.

Examination Procedures

- Students must sit at the desk allocated to them.
- Students must follow all of the directions given by the supervisors at all times.
- When asked to do so by the supervisor, students must check the examination papers to make sure that there are no pages missing and they have the required writing booklets.
- In all cases, reading time will be allocated. During reading time students must not write, use any equipment including highlighters, or annotate the examination paper in any way. For examinations in which dictionaries are permitted, these may be consulted but not annotated.
- Prior to the commencement of the examination, students may be asked to write their student number or name on all writing booklets, question and answer booklets and answer sheets.
- Read the instructions on the examination paper, as well as all questions, carefully. Supervisors are not permitted to interpret examination questions or instructions relating to questions.
- Write clearly with a black or blue pen. Pencils may be used only where specifically directed.
- Make sure that answers are written in the correct answer booklets. If an answer is written in the wrong booklet, inform the supervisor, and write a note on the front and back of both booklets stating that an answer has been written in the wrong booklet. Do not rewrite your answers, but ensure you label and hand in all parts of your answers.
- Begin writing only after been instructed to do so by the supervisor. Stop writing immediately when told to do so by the supervisor.
- Leaving the examination room during the examination is not permitted, except in an emergency.
- A log will be kept noting any movements by students and the time away from their desk.
- Arrange completed answers according to the instructions and wait for instructions for collection.
- Examination papers cannot be removed from the examination room unless indicated.
- Any breach of the rules for examinations may result in a penalty being applied, including the awarding of zero marks for the task. The failure to satisfactorily complete an examination due to malpractice may have serious ramifications for the award of a satisfactory completion of the course.