

Year 11 End of Preliminary Course Examinations

Important notes to students, parents and supervisors.



Attending Examinations

- **Roll Call will be taken during Pastoral Class each day.** Students with an exam that same morning must get their name checked off and then leave Pastoral class to attend their exam.
- All candidates for an exam must be at the exam venue **no later than 10 minutes prior** to the scheduled starting time.
- Large candidature exams including **English, Studies of Religion, Mathematics and Business Studies** must be at the exam venue no later than **15 minutes before** the scheduled starting time.
- Students will enter the exam room in **alphabetical order, on silence.**

Equipment needed

- **Only equipment required at your exam desk** should be brought to the exam venue. **No laptops, study notes, phones, programmable calculators, programmable watches or other devices will not be permitted.**
- **Do not leave any equipment outside the exam venue.**
- **Only squeeze-type water bottles are allowed** in the exam room.
- You will need your **School ID Card** on your desk for every exam. (The exams are supervised by people from outside the school who do not know you.)
- You will need your **NESA Student Number.**
- **Write in black pen.**
- **Use a white out ribbon if you need to correct mistakes.**
- **No parts of the exam paper is to leave the exam room.**

Study Sessions during exam week

- **Roll call will be taken every lesson** so be at your desk.
- Some study sessions will be in the classrooms. You will be informed when this happens. You will be seated in your **regular study rooms (look at your timetable for Week B Tuesdays P5)**
- **Day Students will always study in the classrooms.** When everyone is in the classrooms, go to your regular as above.
- When Boarders are studying in the dorms, **you are to be at your desk.** Do not be in anyone else's area.
- **No movement** to see teachers or other students during any study session. No movement to other areas such as Tech rooms, Art Rooms , Music centre, Library, IT, etc.
- Laptops may be used with headphones. Be sensible.
- No recreational use of laptops in the first week of exams.

Illness & Misadventure at the time of an Examination

- **If you cannot attend an exam, you must email Dr Fenech on the morning of the exam (not afterwards).**
- You must have a **doctor's certificate** confirming your absence.
- An **Illness & Misadventure Form** must be completed for ANY exam you do not attend. Staple the doctor's certificate to that form and deliver to Dr Fenech.
- Any exams you miss due to illness **will be completed later in the week.**
- If you are **unwell during an exam**, you must let the exam supervisors **know BEFORE THE EXAM STARTS** (they need to make and record observations of you during the exam).
- After the exam, **see the doctor and get a certificate.** Complete an Illness And Misadventure Form and return it to Dr Fenech.

Movements during Examination Week

- If a Day Student does not have an exam on a given day during the exam block, they may stay at home as long as this is registered on **Boardingware**.
- If a Weekly Boarder does not have an exam on a given day during the exam block, they may go home as long as this is registered on **Boardingware**.
- If a student has an afternoon exam, but not one in the morning, they must be present at 8am on that day. This should be registered on **Boardingware**.
- If a student has a morning exam, but not one in the afternoon and no sport or co-curricular activities, then they must stay at school to study and then check off in the Dorm Office after school.
- **All sports and co-curricular commitments must be attended at all times.**