

Exam Block Expectations

WHITES HILL



STATE COLLEGE
Imagine Believe Achieve

ASSESSMENT POLICY:

- Students are provided with the Whites Hill State College Assessment Policy which details how assessment occurs at school. Students should ensure they are aware of all aspects of the policy.

ATTENDANCE:

- Students attend school for their scheduled exam or VET sessions only. Students may be required to attend additional catch-up sessions for some subjects as directed by their teachers.
- Students are expected to be in attendance for timetabled exams for all subjects they study.
- If a student is absent for any required exam session he/she will receive no marks for that exam unless there is a valid reason (e.g. medical issue, family bereavement).
- Students who miss an exam because of illness will be required to produce a medical certificate. Such students may be required to sit for an exam missed at the first available opportunity. In these circumstances, students or parents are asked to contact the relevant Head of Department or the Head of Secondary School prior to the exam so that arrangements can be made for an alternative exam time.
- Students who arrive late for an exam will not be given any extra time unless there is a valid reason for the lateness.
- Students are to arrive at the exam room at least 5 minutes before the exam session is scheduled to commence so that they can commence the exam at the scheduled time.
- After 60 minutes of an exam session (this does not include perusal time), provided that a student has completed everything possible, will be permitted to leave the exam room for the purposes of private study. These students must move right away from the exam area. A student will be permitted to leave only after the supervisor has collected all exam papers and responses from the student. Students may not leave in the final 10 minutes of normal working time.

ROLL MARKING:

- Students are required to bring their ID cards and leave them on their desks.
- Supervising teachers will refer to these cards when marking exam rolls from subject class lists.
- Students do not need to report to their Form Class in the mornings.

CONDUCT DURING EXAMS:

- Be punctual and well prepared with all necessary materials and equipment.
- Talking or other forms of communication with other students during an exam will be interpreted as cheating. Severe penalties apply for any forms of cheating.
- Raise your hand if you have a query about the exam or need to leave the room.
- Students are not permitted to use programmable calculators or electronic dictionaries during any exam. Teachers will check calculators brought into exams.