

# PICTON HIGH SCHOOL

Creating Opportunities Achieving Success



## SENIOR EXAMINATION POLICY

(for students in Years 10, 11 and 12)

### **Rationale:**

Examinations are an important part of the teaching and learning process. It is appropriate that processes are implemented in order to meet the standards set by the NSW Education Standards Authority (NESA) and the Department of Education to establish acceptable codes of conduct for these examinations.

### **Aims:**

- To ensure that all examinations meet the requirements of NESA.
- To provide examinations that are fair and meaningful for all students.
- To ensure the examination environment is conducive to high student achievement.

### **Procedures:**

- All students must wear full school uniform when sitting for an examination.
- Students should not talk once they enter the examination room.
- All mobile phones and electronic devices must be switched off and left in bags in the designated area.
- According to the NESA guidelines, students must remove wristwatches at the start of an examination and leave the watch on their desk in full view of the examination supervisors.
- Upon entering the examination room, all equipment required for the examination must be removed from bags before they are placed in the designated bag storage area. Under no circumstances will students be able to keep their bags with them or access them during the exam.
- No equipment may be borrowed from or shared between students during an exam, and any additional equipment required must be obtained from an exam supervisor.
- Students must complete examinations in black or blue pen only. Pencil cases must remain in student bags and no white out is allowed to be brought into the exam room.
- Students are permitted to bring a bottle containing water into the exam room, however the bottle must be completely clear – no labels or non-transparent containers.
- Students who talk or disrupt others during an examination will have their names and the nature of the incident recorded by the examination supervisor and may potentially receive a mark of zero for the examination.
- Any student who creates a major disturbance during an exam will be removed from the exam room and sent to a Deputy for disciplinary action. Then they will receive a mark of zero for that particular examination.
- If a student needs to use the toilet, they must raise their hand and obtain permission from the examination supervisors before leaving their seat. This is permitted only after the first 30 minutes and before the last 30 minutes of the examination.
- Students in Years 11 & 12 are only permitted to leave the examination room after the first 30 minutes and before the last 30 minutes of the examination.
- If a student cannot attend an examination due to illness or misadventure, that student needs to obtain appropriate documentation such as a medical certificate, a subpoena from a court or a death certificate. This documentation must be submitted to the Head Teacher Secondary Studies who coordinates the exams so that a re-scheduled examination can be arranged.
- Please Note: Family holidays and other non-emergencies are not justifiable reasons for being absent from an examination and will result in a zero mark being recorded along with an 'Official Warning – Non-Completion' letter.
- There should be an interruption free period prior to every structured senior exam session. This interruption free period will be placed on the school timetable for the week prior to both the half-yearly exams and the yearly exams (or Trial HSC exams). No assessment tasks should be handed out or be expected to be completed during this interruption free time. No student should be expected to attend excursions, out of class events, complete work placement or work experience during this interruption free period.

### **Evaluation:**

Reviewed as part of the school's three-year review cycle.

