



SENIOR SCHOOL EXAMINATIONS

SEMESTER 2 2015

Monday 5th October – Monday 12th October

INSTRUCTIONS TO YEAR 12 STUDENTS

These examinations are the Semester 2 examinations. Any student enrolled in a stage 2 or Stage 3 course is expected to attend. Results for these examinations will contribute to the semester unit grade. Failure to complete this assessment will result in a lower school grade for courses where examinations were not written.

Morning examinations commence at: 9:00 am

Afternoon examinations commence at: 1:30 pm

The examination venues: Rooms 46 – 49 in the English block

Instructions for the Examinations

- School uniform is expected to be worn by all students.

Prior to the examination

- Be prepared: eat sensibly and get sufficient sleep.
- Ensure you have familiarised yourself with the examination timetable and know when your examinations are scheduled. Allowance will not be possible for students who miss an examination because of misreading the timetable.
- Read the timetable carefully – turn up at the right room for the right examination at the right time and on the right day.
- Ensure you have all the necessary equipment prepared and ready the night before.
- Ensure the items of stationery (pens, pencils, erasers, sharpener, coloured pencils, highlighters, correction fluid / tape) are contained in a clear pencil case or zip lock bag.
- In examinations where a calculator is required ensure you have the approved calculator/s and spare batteries.
- Borrowing equipment during the examination is not permitted.
- Come prepared with tissues / handkerchief as sniffing in examinations is distracting.
- Have a 'bathroom break' before entering the examination room.
- Whilst emergencies do arise, you will only be permitted to have a 'bathroom break' where there is an invigilator available to escort you.

On the day of the examination

- You should plan to arrive at the examination venue at least 30 minutes prior to the scheduled start of the examination.
- If you or your parent / care giver fail to notify the examination coordinator prior to an examination that you cannot attend due to illness or some unforeseen event you will face the possibility of being awarded a score of zero for that examination.
- Where severe illness prevents you from sitting an examination a Medical Certificate must be presented before alternative arrangements can be made. Your parent / care giver must call the examination supervisor to report the absence before the examination start time.
- If you miss an examination by misreading the timetable you will face the possibility of a zero score.
- If you arrive more than 30 minutes after to the examination start time you will be denied entry to the examination venue so you must ensure you allow sufficient time to arrive at the venue in good time.

The Examination

- Morning examinations commence at 9:00 am and afternoon examination commence at 1:30 pm.
- Where afternoon examinations extend beyond the normal school day it is your responsibility to make your own transport arrangements.
- You are permitted to take water into the examination room. The water bottle must be clear and free of labels and cannot be more than 1500ml. Refilling the water bottle during the examination is not permitted.
- **There is to be no communication / disturbance of any sort during the examination.**
- Silence must be maintained in the examination room from entry to exit. This includes when the examination scripts are being collected.
- Mobile phones must be turned off and left at the front of the examination room or another designated safe storage area as determined by the invigilator.
- Tablets, smart watches, iPods/MP3/iPads and laptops must be left at the front of the examination room or another designated room as determined by the invigilator.
- Files and bags must be left at the front of the room or another designated safe storage area as determined by the invigilator.
- Calculator covers must be removed and left with other items as stated in the above two dot points.
- Calculator manuals are not permitted.
- For all mathematics examinations you are permitted to take in two (2) A4 sheets of notes. The notes can be handwritten or typed in any size font and can be on both sides of the paper. Attachments and sticky notes on these pages are not permitted. These notes can only be used in the calculator assumed section of the paper.
- The purpose of reading time is to read all instructions and to familiarise yourself with the questions and determine which questions you will answer and in which order.
- During reading time you are not permitted to write, mark the paper in any way (using pen, highlighter, fingernail or any other object. Use of a calculator during reading time is also not permitted.

- Allowed aids, such as notes and calculators will be inspected. All calculator covers must be removed and left at the front of the room or another designated safe storage area as determined by the invigilator.
- Attempts at cheating will likely result in the cancellation of the examination paper.
- Blue or black pen must be used to mark answers in all multiple choice papers.
- Although use of blue or black pen is recommended in the other sections of the papers you may use anything you like. Be mindful that when using pencil clarity may be lost when the papers are scanned for marking. To ensure you are not disadvantaged use an HB pencil at least.
- You are strongly advised against using erasable pens.
- **You are very strongly advised to remain in the examination room for the duration of the examination.**
- You are urged to use the full time allocation for each examination.
- Any spare time should be used to systematically check that the correct questions have been answered, that the correct number of questions has been answered.
- Use any spare time to ensure each question is answered as fully as possible and all graphs and diagrams used in your responses are fully labelled so as to add value to your response.
- All mathematics examinations have two sections with a set time for each.
 - Both sections of the paper will be placed on your desk along with the formulae sheet/s.
 - You will be instructed to place your notes, Section 2 of the paper and the formulae sheet, along with your calculator on the floor under your chair.
 - If you complete Section 1 before time read and work over your responses. You cannot commence Section 2 until directed to do so by the invigilator.
 - After Section 1 of the paper is collected from all students you need to wait for instructions for the completion of Section 2.

Some Tips

1. Use your reading time
2. Invest time in planning your responses
3. Divide your time intelligently (1 minute = 1 mark is a good guide)
4. Answer the question asked
5. Write legibly
6. Save time for editing and checking

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AFTERNOON Exams: START – 1:30 pm