



Student Exam Process

Exam block rules

- You are responsible for reading the timetable carefully and ensuring you are present and on time for all exams.
- If you think you should have an exam that is not on the timetable, please check with your class teacher in the first instance.

Exam times

- Morning exams (form, period 1 and period 2) will start at 8.45am and conclude by 11.15am.
- Afternoon exams (period 3, second break and period 4) will start at 12.00 noon and conclude by 2.50pm.
- You will need to be present at **least 15 minutes prior** to the exam starting time.

Exam equipment

- You are responsible for providing all equipment required for your exam.
- Please check with your class teacher so you know what is required.

Exam location

- You are responsible for knowing where your exam will be held.
- On the timetable an exam shown as J will be in the front hall.
- Some exams are held in other rooms and the timetable will show these classrooms.

Students with approved AARA

- If you have approved AARA, your exams will be held in A13.
- Your exams will start at the same time, and any extra time you are allowed by your AARA will be monitored by staff.

Students working across multiple year levels

- If you are studying a 11 subject, but in another year level, liaise with your Form teacher or come to Senior School with questions.

School attendance

- During the exam block, you need only attend for your exam.
- If you have an exam in the morning, you may leave at its conclusion.
- If you have an exam in the afternoon, you may arrive at school prior to the exam beginning.
- If you have an exam in both morning and afternoon session, you need to stay at school between the exams.

School uniform

- You are required to wear your normal school uniform for these exams:
- sports uniform on Wednesday;
- formal uniform on all other days.

If you have assignments due during the exam block

- Many subjects have assignments not exams for this assessment period. Some of these are due during the exam block.
- Please ensure that all work is submitted on or before the due date, even if you won't be at school on that date.

If you are unable to sit your exam

- If you are unable to sit for an exam through illness or other circumstances satisfactory to the Principal or Head of Department, this must be advised on the day of absence.
- Please have your parent phone Senior School on 3630 3303.
- You will need to provide documentary evidence (ie. medical certificate) as soon as possible after the exam.
- Medical certificates must provide details of the medical condition (eg. chicken pox) and must not simply say "a medical condition".

Catch up exams

- If you miss an exam due to illness or injury, you will need to catch the exam up when you return to school.
- Please note that this may be on your first day back.
- These catch-up exams may occur in a classroom or up at Senior School depending on the numbers of students needing to catch up.

Students in alternative pathways program

- School based assessment and exams take priority over University/TAFE/training/Apprenticeship or Traineeship days.
- It is your responsibility to inform your external provider/employer well in advance of school block exams/assessment dates.
- If you have no exams on the day that you would normally be out of the school, you can attend your regular program on that day.