

KALAMUNDA SENIOR HIGH SCHOOL

NOTICE TO EXAMINATION CANDIDATES CONDITIONS GOVERNING EXAMINATIONS

1. ABSENCE FROM AN EXAMINATION:

Any absence during an examination period must be covered by a **Medical Certificate** to enable suitable alternative arrangements to be made. All such arrangements must be made through the Associate Principal by phoning on the day of the scheduled exam.

2. LATENESS TO AN EXAMINATION:

Students should be at the examination venue at least **ten minutes** prior to the published starting time.

A student will not be admitted to an examination any more than **thirty minutes** after it has started.

A late student's arrival time will be written on the exam paper for the attention of the teacher marking the paper.

3. MISCONDUCT DURING AN EXAMINATION:

The school will apply penalties in accordance with those of the Curriculum Council in regard to Tertiary Entrance Examinations.

- (i) Impersonation of Candidate - cancellation of all papers and exclusion from remaining examinations in that year.
- (ii) Collusion Between Candidates - cancellation of that subject paper of each of those involved; together with an inspection of prior papers in any common examination for evidence of collusion.
- (iii) Possession of Unauthorised Materials - cancellation of candidate's paper where unauthorised materials are considered to be relevant to the subject being examined (whether or not actual use is established).
- (iv) Examination Room Behaviour - blatant disregard of Examination Room Regulations will result in the removal of the candidate from the examination room.

4. **UNIFORM:** Anytime students are on school grounds they should be in full school uniform. Any student attending exams not in correct school uniform puts their Good Standing status at risk.

5. Students who have completed an examination on any particular day should leave the examination area as quickly as possible.

6. Students doing study at school and seeking staff assistance should only do so if:-

- (a) they sign in at the **front office** first
- (b) it has been arranged by the staff member concerned.
- (c) it does not interfere with student programs running at the time; and
- (d) it does not interfere with a teacher's class time.

7. Students should attend school only if they have examinations, or if they plan to be actively studying. Provided students have obtained the **Librarian's permission**, the Library may be used for private study. Students should **sign in** at the **front office** before going to the library. Students may not come and go from school grounds during the day.

8. The Canteen will operate at special times to cater for Senior School examinations. Students should not abuse the special consideration accorded to them.

9. Examination marks and results will not be released until AFTER ALL examinations are concluded and ONLY at the discretion of Head of Learning Area for the course.

10. Any problems or concerns regarding the examinations and conditions should be referred with the least possible delay to the Senior School Associate Principal. Every effort should be made to clarify such problems BEFORE any examination. Failure to meet this condition may result in a candidate being ineligible to sit for an examination or examinations.

11. School Rules and policies will apply at all times.

SPECIFIC EXAMINATION ROOM INSTRUCTIONS

1. No student may **leave** an exam until the end of the allotted length of time for a subject.

2. Students may bring water in a **colourless, clear** plastic bottle with all labels removed. No **eating** during the examination.

3. **EXAM SEATING**

Different length papers are scheduled for the same exam sessions. Students will be directed to particular seating arrangements by the supervisors. **DO NOT MOVE** the papers from the desks.

AS A GENERAL RULE, students with shorter exam sessions will be seated nearest to the exit/s.

Subjects will be grouped in designated rows for ease of supervision.

4. Students must make adequate provision for getting to exams on time and for the duration of the paper. Exams finishing after normal school hours will require students to make their own arrangements concerning transport.

**** STUDENTS MUST CHECK THEIR EXAM TIMETABLES CAREFULLY ****

5. Exam conditions will apply **as soon as students enter** the examination room. Talking during an exam or collusion between candidates is NOT permitted - papers may be cancelled. You must raise your hand if you wish to speak to the Exam Supervisor.

6. **ROOMS: Gym**

Please be considerate of your fellow students and vacate the area as soon as you are dismissed from the exam room.

8. Students **MUST** remain seated in exam room until **ALL** exam papers are collected.

9. Please ensure that you have all the materials needed for your exams - pencils, erasers, biros, batteries, calculators, etc. in a clear plastic bag/pocket. **NO MOBILE TELEPHONES. NO BAGS.**

10. Bags are NOT permitted in exam rooms. Mobile phones, ipods etc are NOT permitted on your person, your desk, or on the floor near your desk. If you must bring your phone to school during the exam period, you must **turn it off** (not just "silent") and give it to the supervising teacher for you to collect after the exam.

David Brady
ASSOCIATE PRINCIPAL – Senior School