

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 Manager of School Operations (Phil Henderson) by phoning on, or prior to, the day of the scheduled exam on **0475945108**.

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 School Curriculum and Standards Authority 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 (including mobile phone or smart watch) - 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:** Any time 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. Any problems or concerns regarding the examinations and conditions should be referred with the least possible delay to the Manager of School Operations. 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.

SPECIFIC EXAMINATION ROOM INSTRUCTIONS

1. No student may **leave** an exam until the end of the allotted length of time for a subject, even if they have finished their exam.
2. Students may bring water in a **colourless, clear plastic bottle with all labels removed**. No **eating** is allowed 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 between 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.
**** 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 (G5)

All exams upper school exams will be held in the gym. Please be considerate of your fellow students and vacate the area as soon as you are dismissed from the exam room.

7. **TIMES:** Commencement of **reading times:** - morning exams begin at 8.50 AM and afternoon exams begin at 1.20 PM

ACTUAL TIMES

Duration	Reading	AM	PM
2 hours 30 min	+ 10 min	8.50 - 11.30	13.20 - 16.00
2 hours 40 min (maths)	+ 10 min	8.50 - 11.40	13.20 - 16.10
3 hours	+ 10 min	8.50 - 12.00	13.20 - 16.30

8. Students **MUST** remain seated in exam room until **ALL** exam papers are collected and the Exam Supervisor dismisses them.

9. MATERIALS

Please ensure that you have all the materials needed for your exams - pencils, erasers, biros, etc. in a clear plastic bag/pocket (no pencil cases). **Non-programmable calculators are allowed in Geography, Psychology, Physical Education Studies, Biology, Chemistry, Human Biology, Physics and Food Science. Graphics, CAS and/or Scientific calculators are allowed in Mathematics exams. For all other exams no calculators are allowed and they are considered to be unauthorised materials.**

Mobile phones, smart watches, iPods etc. are unauthorised materials and are NOT permitted on your person, in your pocket, on your desk, or on the floor near your desk. Possession of a turned off phone will result in a loss of 5% of the marks for the exam; a turned on phone will result in a loss of 10%. If you must bring your phone to school during the exam period, you must turn it off (not just "silent") and put it in your bag at the back of the exam room or give it to the supervising teacher for you to collect after the exam.

Phil Henderson
Manager of School Operations
6 September 2016