

WOODVALE SECONDARY COLLEGE
2017 YEAR 11 & 12 Semester 1 - EXAM INSTRUCTIONS FOR STUDENTS

Most exams will be held in the Gym. Language exams will be held in the library.

All exams include an extra 10 minutes reading time except Maths which has 5 & 10 mins with a 5 minute changeover from non-calculator to calculator section.

- Students are expected to be present 10 minutes prior to the start of the exams.
- Students should bring their student card to each exam.
- An attendance check will be conducted during each exam session. It is important that you follow instructions relating to where you should be seated in the exam centre; most sessions have more than one exam running at any given time.
- Food and drink are not permitted in the exam room, except for a **small** (not bigger than 1500ml) clear bottle of water, **no labels**.
- No students will be admitted to the exam room after 30 minutes has passed from the commencement of the work period of an exam, other than under exceptional circumstances and by the express permission of an Associate Principal or the Principal.
- **Students may not leave early.**
- Mobile phones should not be brought to exams. If they are, then they must be switched off (not just on silent) and placed on the floor with the display facing upwards. They are NEVER to be used in exams. Smart watches are not allowed in the examination room.
- During the exam fortnight, you only need to attend school if you have an exam or if you have been requested to attend for a specific reason. **The library will be available as a place for students to study – it is highly recommended that you use this facility if you are someone who is easily distracted at home. This environment will also give you easy access to your teachers.** Students must sign in and out at the front office if they are on school premises for any purpose other than attending an examination. **Students must be in full school uniform at all times.**
- **Normal school uniform must be worn to exams.** If you are not dressed appropriately you may be required to obtain a Uniform Pass before being allowed to enter the exam room. This includes footwear and piercings.
- **If you are unable to attend an examination due to illness, it is vital that you provide a medical certificate to the Associate Principal within 24 hours of the scheduled examination time. It is important that you notify the relevant Associate Principal as soon as possible if your exam attendance or performance is likely to be affected by any external factors.**

INFORMATION ABOUT THE EXAMINATIONS

READING TIME

This means **READING TIME** not writing time. No pens, highlighters, pencils or calculators are to be held in the hand during this time. The paper is not to be marked or creased in any way. Japanese and Chinese exam students may consult their dictionary (NOT electronic) during this time.

EXAMINATION PROCEDURE

1. Students should report to the examination centre at least TEN MINUTES before the commencement of the examination.
2. Students must **follow all directions** from the supervisors. Students must not talk once they have entered the exam room.
3. No examination paperwork may be removed from the examination room. Removing booklets from the exam room is a breach of the examination rules. Students must stay seated and quiet, until all paperwork is collected by the exam invigilators.
4. ALL bags and personal items should NOT be left outside the Exam Room but brought inside and stored neatly as directed by supervising staff. **Only bring a bag if necessary as the room can become cluttered. A clear plastic sleeve containing your stationery items is ideal.**
5. **Students will not be permitted to leave early.**
6. Only approved equipment (calculators and approved mathematics templates) may be taken into examinations. Students in Mathematics exams are permitted to bring in one **(1) unfolded sheet of A4 notes with notes on both sides (no sticky notes or liquid paper to be used on notes page) to the Semester 1 exam but it can only be used for the calculator-assumed section.**
7. There must be **no communication between students for any reason.** Students found to be communicating will have their papers endorsed to that effect and marks may be lost. This rule applies even if the student has completed the paper.
8. Equipment may NOT be borrowed as this is a form of communication. **MAKE SURE THAT YOU HAVE ALL OF THE NECESSARY MATERIALS** including a spare pen, pencil, calculator batteries, eraser etc. Please note that the mathematics department **WILL NOT** loan approved non-programmable (scientific) calculators for examinations.
9. All writing is to be done in blue or black ink or ball point pen unless otherwise requested. For mathematics exams it is recommended that all graphs should be done in pencil and ruler.
10. Each student's name and teacher should appear clearly on the front of each answer booklet or answer sheet. Please ensure you have followed the front page instructions of each exam exactly.
11. Students should ensure they bring a handkerchief or tissues to avoid any problems with sniffing etc. that may distract both themselves and others.

CHECKLIST OF EQUIPMENT

Students must provide their own pens, pencils, rulers, erasers and other items specified or recommended for particular subjects. Any equipment brought into the examination room will be subject to inspection.

Equipment should only bear the original inscribed information. Specified items which are recommended to be taken into the examination room in particular subjects are listed below.

Chemistry	2B Pencils Approved non-programmable calculator
English	2B Pencils
Geography	Appropriate drawing and measuring instruments 2B and coloured pencils Approved non-programmable calculator
Japanese/Chinese: Second	A Japanese or Chinese/English dictionary

Language	
Mathematics	Up to 3 approved calculators (CAS, graphics or scientific) Drawing instruments Templates (e.g. Math Aid) 1 (Semester 1) sheet of unfolded paper with no sticky notes or liquid paper. Notes can be on both sides.
Physics	Approved non-programmable calculator Compass, protractor and set square Templates e.g. Math Aid
Accounting and Finance, Biological Science/Biology, Human Biological Science/Human Biology, Physical Education Studies, Psychology	Approved non-programmable calculator

NOTE :

- (i) No other items may be taken into the examination room. Any materials not conforming to the rules will be taken from the student and returned after the examination.
- (ii) Students using calculators must show sufficient working to allow their answers to be checked.
- (iii) **An approved calculator is allowed in Accounting and Finance, Biological Science/Biology, Human Biological Science/Human Biology, Geography, all Mathematics courses, Physical Education Studies, Physics, Psychology and Chemistry.**
- (iv) Only clear plastic PENCIL CASES or A4 protector sleeves will be allowed into the exam.

BREACHES OF EXAMINATION RULES

- (i) **Impersonation of student:** Cancellation of all papers and exclusion from remaining examinations in that year and the matter may be reported to the Police.
- (ii) **Collusion between students:** Cancellation of that course exam 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 whole or parts of a student's paper where unauthorised materials are considered to be relevant to the course being examined (whether or not actual use is established). Possession of a calculator in an exam for which it is not approved will result in the cancellation of 25% of the student's total marks for that exam.
- (iv) **Markings on authorised materials:** Cancellation of whole or parts of a student's paper where markings in tables, data books or dictionaries etc are considered to be relevant to the course being examined (whether or not actual use is established).
- (v) **Removal of examination materials:** Unauthorised removal of examination materials from the examination room will result in cancellation of part(s) removed and the matter may be reported to the Police.
- (vi) **Examination room behaviour:** Blatant disregard of examination room regulations will result in the removal of the student from the examination room. Good Standing would then be affected. Students **will not** be provided with another opportunity to complete the examination.

SOME HINTS ON EXAMINATION PREPARATION AND TECHNIQUE

NOW :

- You should have a study timetable organised so you can spend some time revising and taking notes on the days/weeks work, for later revision. Other family members should be aware of your study commitments to encourage and support you in this lead-up to exams. Stop paid work during exams.

- Establish MEANINGFUL and CONCISE course summaries to increase understanding, concentration and memory in the course content.
- Identify and work on areas of weakness. Put more time and effort into harder courses and less time and effort into easier courses.
- Familiarise yourself with the structure of exam papers so that you don't get surprised and worried in the examination. Work out a time allocation for parts of the examination. Remember, many exams work on a mark a minute basis so monitor your time accordingly.

THE DAY BEFORE

- Review summary outlines
- Organise your equipment and pack your bag (if needed).
- Use available study time constructively. Remember that the last thing you learn before the exam could be the first question you are asked to answer.
- Don't join in anxiety discussions.

ON THE EXAMINATION DAY

- School uniform must be worn. Make sure you are physically comfortable in your clothing and footwear. The gym may be cold so bring a jumper or jacket. Remember a handkerchief or tissues. Visit the toilet before the examination begins.
- Be on time.
- Again, don't engage in anxiety discussions.

IN THE EXAMINATION ROOM

- Check that the table is stable.
- During "Reading Time"
 1. Read instructions carefully.
 2. Mentally select the order in which you will answer questions.
- In approaching the questions
 1. Identify the **PROCESS** words as these suggest how the examiner wants the questions to be done.
 2. Take time to plan your answers, especially in essays.
- In your answers
 1. Write legibly.
 2. Concisely present facts and introduce examples where appropriate.
 3. Show sufficient working out - you may get part marks.
 4. Don't exceed the time limits for each question. It's better to leave a space and go on to the next question.
 5. Outline the answer if you are running out of time.
 6. Re-read your answers at the end of the examination to make sure that you have answered the question that was asked, AND
 7. Use the full time allowed.

PROBLEMS

MEMORY BLANKS

WRITER'S CRAMP

PHYSICAL FATIGUE

Take a deep breath and relax

Allow your arm to go limp at your side and stretch your fingers.

Don't use coffee, stimulants or sleeping tablets, get your normal amount of sleep.

Stretch your limbs at frequent intervals.

GOOD LUCK

Justine McNaught-Conroy

Associate Principal

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