

# Dimboola Memorial Secondary College

## EXAM POLICY – Years 9-12



**Rationale:** The procedures for Yr 9-12 exams will follow the main guidelines set out by VCAA. External supervisors will monitor the GAT (Unit 3&4 candidates) and the final exams in October/November. DMSC internal exams will differ in the rule with students staying until the end of the exam. It is an expectation that all students will sit the exams. DMSC procedures are listed below and supported by the official DMSC policy and VCAA policy.

- All subjects at Yr 9 -12 will have an exam. (Exceptions only granted by Curriculum Committee/Principal)
- Exams undertaken prior to end of Semester 1 and 2.
- VCE unit 3 to be undertaken prior to the end of semester 1.
- Teachers are responsible for setting their subject exams, photocopying and submission to the co-ordinator before the exam day.
- Exam templates for front page and cover page are available on staff shared or DL.
- Exams shall be submitted in an envelope or plastic pocket with details of subject, teacher, time, requirements and student names.
- The daily organiser will prepare the exam timetables and supervision roster.
- The Senior School co-ordinator will collate the exams for distribution and set up the exam room.
- Students will be provided with exam rules prior to the exams and a timetable
- All Exams will follow VCAA guidelines. Except in DMSC exams the students stay in the exam until the end. VCAA Unit 3/4 final exams the students may leave after 30 minutes.
- VCAA GAT and Unit 3/4 subjects will have external supervisors (paid by the department)
- Students are expected at school during the exam period. Non exam sessions are spent under supervision studying in the library. Except.....  
*VCAA End of year exams the students may come for the exams only. Year 11 students undertaking a Unit 3/4 exam may have the day set aside for the exam (no normal classes)*
- Clashes or alterations to exam times MUST be negotiated with the co-ordinator before the exam.
- 'VCE' Staff are responsible for their allocated supervision according to the exam timetable.
- Students may wear casual clothes during the exam period.
- VCAL students will be required to sit their elective subject exam, all other time is as normal. (classes)
- Parents and students will be notified of the expectations of exams via a letter. The exam timetable will be included.
- Exam timetables will be handed to each individual and posted in the Locker rooms and staff rooms.
- VCE Staff will have a copy of the timetable and supervision emailed.
- Students with special provision will need to have all details provided to the exam supervisors prior to the exam. A copy of the procedures will be detailed in the Information Folder in the exam room. Unit 3/4 special provisions needs to be applied for in March and verified by VCAA. Form obtained from the Senior School Co-ordinator.
- Refer to exam schedule at the bottom the policy.

## Notice to Parents and Students: Exam Rules (2014)

Students are reminded that there are rules that need to be obeyed for the duration of the exams. The rules are to ensure that exam conditions are fair to all students.

In particular, notice is drawn to the following:

- **Uniform** – casual dress may be worn during the exam period.
- **Attendance:** Students are expected to arrive at normal school time and be at school for the full day. At times when there are no exams scheduled, students are to work in the library under normal private study conditions.
- **Calculators and other permissible items** – check the TT sheet that outlines permissible things to bring to the exam.
- **Watches** - must be removed from the wrist, and placed on the table in front of you
- **ipods and Mobile phones** – absolutely **no** mobile phones, ipods, electronic organisers or other electronic devices are to be brought into the room – evidence of any electronic device will be dealt with as per 17.11 below.
- **17.3** Do not arrive late as it causes a disturbance to others. If you arrive after 30 minutes there is a process that needs to be completed, and your exam may not be marked.
- **17.4** Students are to remain in the examination room for the duration of the exams.
- **17.5** No student may communicate with another student in the exam room while the exam is being conducted. This includes absolutely no kind of verbal nor non-verbal communication of any kind
- **17.8** A student may study the directions for the exam and the questions but not begin to write or in any way mark the exam paper or answer booklet or paper until the signal to write is given.
- **17.10** No food or drinks, other than water in a **clear bottle**, may be taken into the exam room except under special circumstances.
- **17.11** No student shall by any act or omission cause any nuisance, annoyance or interference to any other students. If the student does not comply with an instruction given by the supervisor to cease any nuisance, annoyance or interference to any other students then that student shall not be entitled to complete the exam and shall be given a “Leave the Room” notice, and shall leave the room immediately.
- No sharing of equipment, such as erasers, pens, sharpeners, etc. This constitutes nuisance or annoyance and shall be dealt with as above.
- **17.15** At the end of the exam, each student must remain silent and in their place until all material for assessment has been collected. Only then will the supervisor give the direction for students to leave the room.

**Please note :** This is your first and only warning about behaviour – if you cause a nuisance, annoyance or interference to another student, you will be given a “Leave the Exam Room” notice and your exam may not be marked.

## **17. ASSESSMENT TASKS UNDER EXAM CONDITIONS as per VCAA policy**

### **Extra Time**

This is provided for in Section 5- Special Provision

### **Calculators and Watches**

Treated as per VCAA policy regarding the conduct of the examinations in the VCE Administrative Handbook. DMSC is to appoint a designated person to check calculators at the start of the listed exams, as NO graphics calculators are to be used in these exams - Accounting, Chemistry, Environmental Science, Information Systems, Physics and Systems and Technology and VCE VET Electronics.

### **Unit Teachers Access to Exam Room** (Internally assessed exams only)

- During the 10 minutes reading time the teacher of the unit(s) may be in attendance to respond to any requests for clarification from students or inform students of any corrections or alterations of the exam paper.
- Once the writing period has begun, no further communication will be made by the teacher and the teacher of the unit will not enter the room for this purpose.
- If a student requests any clarification of the exam paper they should be informed by the supervisor to use their best judgement.
- If the teacher of the unit finds it necessary to inform students of any matter relevant to the test after writing has commenced, it should be prepared in writing and given to the supervisor to distribute to each student.

### **Rules for the Conduct Exams**

- 17.1 A student shall obey and observe any instructions or directions given in the exam room by the supervisor.
- 17.2 Students arriving late for the exam will be admitted to the exam room provided they arrive before half an hour has elapsed from the starting time. Students so admitted must complete their exam within the stated time.
- 17.3 Students arriving after half an hour from the starting time may be Admitted only on the following grounds:
- (a) The student is admitted to the room on the understanding that The unit teacher may choose not to accept the student's completed exam.
  - (b) At the conclusion of the exam, the student completes a form Indicating:
    - (i) the reason for being late for the exam.
    - (ii) That the student has not seen or read the exam paper prior to his or her admittance.
    - (iii) That the student has had no communication with anyone who has had access to the contents of the exam paper.
    - (iv) That the student accepts that his or her exam answers may not be accepted by the teacher.
  - (c) No extra time will be given for the completion of the exam unless this has been arranged under the Special Provision Policy (see Section 5)
- 17.4 No student will be allowed to leave the room before the time for completion of the exam has elapsed, except as provided for in the rules 11 and 12 (DMSC internal exams)
- 17.5 No student may communicate with another student in the test room while the exam is being conducted.
- 17.6 No student shall bring into the exam room any loose notes, paper, manuscripts, books or notebooks or other materials unless their use during the exam has been expressly permitted. Any such books or

notes which have inadvertently been brought into the exam room, must be placed in a section of the room as directed by the supervisor.

- 17.7 No student may, during an exam, possess or use unauthorised books or papers or notes or other materials or give assistance to another or through culpable negligence allow another to copy or otherwise use any materials or accept assistance from another or fraudulently, dishonestly or unfairly use any materials or in any other whatsoever act dishonestly or unfairly or cheat or conspire to do so.
- 17.8 A student may study the directions for the exam and the questions but not begin to write or in any way mark the exam paper or answer booklet or paper until the signal to write is given.
- 17.9 If a student requires paper or materials, or if a student wishes to speak to the supervisor, the student must raise his or her hand.
- 17.10 No food or drinks, other than water in a clear bottle, may be taken into the exam room except under special circumstances which will be communicated to the supervisor by the person responsible for the conduct of the exams.
- 17.11 No student shall by any act or omission cause any nuisance, annoyance or interference to any other student. If the student does not comply with an instruction given by the supervisor to cease any nuisance, annoyance or interference to any other student then that student shall not be entitled to complete the exam and shall be given a "Leave the Room" notice, and shall leave the room immediately.
- 17.12 A student who leaves the exam room may not be readmitted unless they have requested permission to do so from the supervisor for reasons of personal comfort. Where a student is permitted to leave the room they should be accompanied by a supervisor.
- 17.13 A warning signal will be given five minutes before the end of time for writing. No student will be permitted to leave the room after this signal until all students are instructed to leave.
- 17.14 Once the signal is given that the time for completing the exam has expired no student shall continue to write.
- 17.15 At the end of the exam, each student must remain silent and in their place until all materials for assessment has been collected. Only then will the supervisor give the direction for students to leave the room.

# Rules for the conduct of VCE Examinations and the General Achievement Test (GAT)

Students are required to observe the following rules for the conduct of VCAA examinations conducted by or on behalf of the VCAA, as well as the day-to-day rules and examination rules of their school and of the examination venue.

VCAA examination rules shall apply with appropriate and reasonable modifications to students who have disabilities or other impairments.

All supervisors are issued with directions for the administration of the examinations and are required to report all alleged breaches of VCAA rules to the VCAA. Supervisors have the right to check any calculator or dictionary that is taken into an examination.

1. Students must not cheat or assist other students to cheat.
2. Students must not take any action that gives or attempts to give them or another student an unfair advantage in an examination.
3. Students must not allow, induce or assist any other person to present for an examination in their place.
4. Students must not present for an examination in another student's place.
5. Students must not present for an examination under the influence of alcohol or drugs.
6. Students must obey and observe all proper instructions or directions given by their supervisor.
7. Students attending an examination may bring only materials and equipment approved for that examination into the examination room.
8. Students must not possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches during an examination.
9. Students detected with any device defined in Rule 8 must, upon the direction of a supervisor, surrender that device for inspection. Any confiscated device will be retained, pending any investigation into an alleged breach of VCAA rules.
10. Students must not bring into or possess in the examination room any drinks or food except under special circumstances as approved and directed by the VCAA. Bottled water is permitted in the examination room under approved conditions.
11. Students must not communicate with any other student while the examination is being conducted.
12. Students must not cause any nuisance, annoyance or interference to any other student during an examination.
13. Students must not remove, tear out or damage any part of a bound reference, script book, question and answer book or answer book, except formula sheets or similar permitted examination materials.
14. Students must not remove any response material, used or unused, from the examination room.
15. Students must not begin to write or mark their paper or response material in any way, or use a calculator, until advised by a supervisor that writing may commence.
16. Students must raise their hand if they wish to communicate with a supervisor.
17. Students must not leave their place until permitted by a supervisor.

18. Students will not be permitted to leave the examination before 30 minutes have elapsed from the start of writing time.

19. Students will not be permitted to leave the examination in the last five minutes of the examination.

20. Students must cease writing when instructed to do so by a supervisor.

21. Students must remain silent and seated in their place at the end of the examination until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.

22. Students must not communicate with an assessor, either before or after a written examination or during a performance examination, except when communication is necessary for the conduct of the examination.

## Where a student arrives late

A student arriving late for a:

- written examination, up to 30 minutes after the scheduled start of writing time, will be admitted to the examination room. The student is allowed the full writing time but is given no allowance for reading time.
- written examination, after 30 minutes from the scheduled start of writing time, but before the scheduled finish of writing time, may be admitted only if all the following conditions are met:

The principal of the host school, or the principal's delegate, recommends the student's admittance.

The student is admitted into the room on the understanding that their response materials may not be accepted by the VCAA. The student must be advised of this condition and must sign acceptance of this requirement prior to entry into the examination room.

The student completes a statutory declaration immediately following the conclusion of the examination

declaring:

- the reason for being late for the examination
- the time of admittance to the examination room
- that they have not seen or read the examination question book prior to their admittance
- that they have had no communication with anyone who has had access to the contents of the examination question book and
- that they understand that their response materials may not be accepted by the VCAA.

Appropriate arrangements can be made to enable the student to complete the examination and that it can be completed without disruption to other students.

The student is allowed the full writing time but is given no allowance for reading time.

- performance or Languages oral examination may have their examination rescheduled to an alternative time, provided the student has a valid reason for the lateness, which must be endorsed by the student's home school.

## Examination irregularities

Examination irregularities are events that significantly interrupt and adversely impact on a student's performance at an examination and that are outside the student's control. Examples of events that can occur are:

- power failures, emergency evacuations and other disruptive events
- printing and/or collating errors in examination question/answer books
- excessive noise/interference
- incorrect interpretation of examination conditions or rules by supervisors
- procedural issues with the conduct of Languages oral and performance examinations.

Where reasonably possible and practical, minor disruptions will be rectified and remedied at the time of the examination by the supervisor of the examination (for example, replacing faulty books).

In the event of major disruptions to the conduct or administration of an examination, the supervisor should refer the matter to an authorised person at the school.

An Examination Irregularity Application should be completed where an event has occurred and a principal (or principal's delegate) considers that, despite any remedial action taken, the performance of a student (or group of students) may have been materially adversely affected.

If a student believes that an event constitutes an examination irregularity that has materially adversely affected their performance in the examination, the student must advise the principal (or principal's delegate) in writing within three days of the end of the examination.

Applications received at the VCAA directly from students or their parents will not be considered in the examination irregularity process. Students or parents who contact the VCAA will be advised to notify the principal of their home school.

Once an examination irregularity is reported, a committee of senior management at the VCAA will then determine whether the circumstances warrant an adjustment to the student's examination result and, if so, the level of adjustment which should be made. The VCAA may make its own independent enquiries before making any determination.

In the event that it is found that an examination irregularity has occurred, sufficient to warrant an adjustment, the VCAA may, without limiting its discretion, make an estimate of a fair score by applying:

- the calculation for a Derived Examination Score
- the results of the performance of the student on those parts of the examination not affected by the event
- any other appropriate statistical method.

Should the score originally obtained by the student be lower than this estimate, it will be replaced by the estimate. A student's examination results cannot be lowered by the examination irregularity process.

At the conclusion of this process the school will be advised in writing of the outcome. The results issued to students will be the final results, inclusive of any special consideration that may have been granted through the examination irregularity process.

Closing date for applications.

The VCAA must receive an Examination Irregularity Application no later than seven days after the student's last examination. There are different closing dates for Languages oral examinations, performance examinations, CCAFL and October/November written examinations. Students should refer to their individual Student Assessment Timetable to determine final dates for lodgment.

Only in the most exceptional circumstances will late applications be considered. No applications will be considered by the VCAA after the final examination results have been released.

# Exam Schedule - 2016

All students in Years 9-12 will undertake exams. There are two exam periods for the year – at the end of each semester. (Year 12 final exams are externally supervised and assessed.)

Strict exam conditions will be enforced and all exam scores will be recorded on the students' reports. No student will be permitted to leave any exam early and all students will be provided with a copy of DMSC's Exam Policy.

- **Semester One Exam Period** Years 9-12  
**Monday June 6 -> Thursday June 9 (NB – GAT is on Tues June 7)**
- **Practice Exam Period** - Year 12 only (and Yr 11 students studying a Unit 3-4 subject)  
**Monday October 3 -> Wednesday October 5**
- **Year 12 Final External Exams commence on Wednesday October 26**
- **Semester Two Exam Period** Years 9-11  
**Wednesday November 16 -> Friday November 18**

## Length of Exams

### Year 9

English 1.5 hours + 15 minutes reading time

All other CORE subjects and electives – 50 minutes + 10 minutes reading time

### Year 10

English 2.0 hours + 15 minutes reading time

All other CORE subjects 1.5 hours + 10 minutes reading time

Electives 50 minutes + 10 minutes reading time

### Year 11

VCE English 3.0 hours + 15 minutes reading time

VCAL English 1.5 hours + 15 minutes reading time

All other subjects 1.5 hours + 10 minutes reading time

### Year 12

VCE English 3.0 hours +15 minutes reading time

VCAL English 2.0 hours + 15 minutes reading time

All other subjects 1.5 hours + 10 minutes reading time