

# Dimboola Memorial Secondary College

## EXAM POLICY – Years 8-12



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 5389 1460.

**Rationale:** The procedures for Yr 8-12 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 Years 9 -12 will have an exam. Year 8s will only undertake exams for their Elective subjects.  
Exemption from exams will only be granted by the Principal.
- Exams are undertaken prior to end of Semester 1 and 2.
- Teachers are responsible for creating their subject exams, photocopying and submission by the due date.
- 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.
- Students will be provided with exam rules prior to the exams and a timetable
- All Exams will follow VCAA guidelines. Except in DMSC exams students must stay in the exam until the end.
- 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 staff supervision 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.
- Staff are responsible for their allocated supervision according to the exam timetable.
- Students must wear school uniform during the exam period
- Parents and students will be notified of the expectations of exams via the newsletter and their Form Pages. A hard copy is displayed in locker rooms.

- Exam timetables will be posted to their Form Page and posted in the Locker room.
- Students with special provision will need to have all details provided to the exam supervisors prior to the exam.

## DMSC EXAM RULES AND CONDITIONS Years 8-12

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.

### Uniform – MUST be worn during the exam period.

- 1. Attendance:** Students are expected to arrive at school before 8.40 am and be at school for the full day. At times when there are no exams scheduled, students are to work in the designated area under normal private study conditions.
- 2. If you are absent during an exam you must provide certification to prove that you were unable to attend.** If you do not have certification then you will receive a zero and your exam will **not** be rescheduled.\*
- 3. Calculators and other permissible items** – check with your classroom teachers the items you are required to bring to each exam.
- 4.** 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 in the exam room.
- 5. 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.
- 6.** Students are to remain in the examination room for the **duration of each exam.**
- 7. During reading time** 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.
- 8.** No food or drinks, other than water in a **clear bottle**, may be taken into the exam room except under special circumstances.
- 9. 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.
- 10. 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 sent to the office. **A student's exam will not be marked and they will receive a zero for this assessment task.**
- 11. No sharing of equipment**, such as erasers, pens, sharpeners, etc. This constitutes nuisance or annoyance and shall be dealt with as above. **PENCIL CASES NOT ALLOWED** – Pencil cases can only be brought into the examination room if they are transparent, i.e. the contents are visible to the supervisor.

**12.** 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.

## VCAA Exam Rules

**VCE external assessments include the GAT, written, aural, electronic/digital, oral and performance examinations and the Extended Investigation oral presentation.**

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

VCAA 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 VCE external assessments and are required to report all alleged breaches of these rules to the VCAA.

Supervisors have the right to check any authorised materials that are taken into a VCE external assessment.

1. Students must not cheat or assist other students to cheat, including taking any action that gives or attempts to give them or another student an unfair advantage in a VCE external assessment.
2. Students must not allow, induce or assist any other person to present for a VCE external assessment in their place.
3. Students must not present for a VCE external assessment in another student's place.
4. Students must not present for a VCE external assessment under the influence of alcohol or drugs.
5. Students must obey and observe all proper instructions or directions given by their supervisor.
6. Students must provide reasonable assistance to any investigation by the VCAA in relation to a suspected breach of VCAA rules.
7. Students attending a VCE external assessment may bring only the materials and equipment approved for that external assessment 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 a VCE external assessment.
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 may be retained, pending any investigation into an alleged breach of VCAA rules. Students must provide reasonable assistance to the VCAA or its agents to enable the interrogation of the device.

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 VCE external assessment is being conducted.
12. Students must not cause any nuisance, annoyance or interference to any other student during a VCE external assessment.
13. Students must not remove or tear out any part of a bound reference, answer book, question/task book or question and answer book except where permitted, for example, formula sheets.
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 VCE external assessment before 30 minutes have elapsed from the start of writing time.
19. Students will not be permitted to leave in the last five minutes of the VCE external assessment.
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 VCE external assessment 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, before, during or after a VCE external assessment, except when communication is necessary for the conduct of the assessment.

(See VCAA Exam Rules for more information in relation to Students Arriving Late and Irregularities  
<https://www.vcaa.vic.edu.au/assessment/vce-assessment/Pages/ExaminationRules.aspx> )

### **AUTHORISED MATERIALS AND EQUIPMENT**

For information concerning specific subject authorised materials and equipment see:  
<https://www.vcaa.vic.edu.au/assessment/vce-assessment/materials/Pages/index.aspx>

#### **Food and drink in the exam room:**

No food or drinks, other than still water, are permitted except under special circumstances as approved and directed by the VCAA.

Schools will notify supervisors of those students who have approved Special Examination Arrangements and are permitted to bring food and/or other drinks into the room.

Students may bring bottled water into an examination room with the following conditions:

- The still water is in a clear plastic bottle (all labels removed)
- The water bottle has a secure lid
- The capacity of the bottle is no more than 1500 mL
- Water bottles must not be
  - placed on the table at any time
  - refilled during the examination
  - shared between students.

### ***Medication***

Medication should only be taken during an examination as part of approved Special Examination Arrangements.

### ***Asthma inhalers***

Students may bring an asthma inhaler into the examination room without this being approved as a Special Examination Arrangement. The student must place the inhaler at the top of their table where the supervisor can easily see it. Supervisors are entitled to check asthma inhalers.

### ***Anaphylaxis action plans***

A copy of the action plan for any student who may be at risk of anaphylaxis should be provided to the chief supervisor. Staff trained to administer an EpiPen should be easily accessible in case of an emergency.

### ***Materials not permitted in the exam room***

Students are not permitted to bring into the examination room:

- mobile phones
- any electronic devices including smart watches and fitness trackers \*
- correction fluid or correction tape
- text books (unless these are listed as approved materials for a specific examination)
- notes (unless these are listed as approved materials for a specific examination)
- blank paper or loose sheets of paper.

Students must place all watches at the top of their table where they can be seen clearly and easily by a supervisor. Stopwatches and watches with special functions, such as an alarm or stopwatch, are not permitted in the examination room.

### **\*Electronic devices**

Electronic devices include, but are not limited to:

- any electronic device capable of storing, retrieving or displaying digital information (including smart watches and fitness trackers)
- calculator models that can 'communicate' with other calculators
- cameras
- computerised pens
- computers
- electronic storage media, such as USB flash drives, SD, XD, CF or other proprietary memory cards
- electronic translators and dictionaries
- mobile phones
- tablets
- laptops
- mini-computers
- MP3 players
- music and video players
- notebooks
- palmtops
- personal digital assistants and organisers
- pocket organisers
- radio transmitters and/or receivers.

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	May 2024
Approved by	School Council & Principal
Next scheduled review date	Before May 2026