



Figtree High School

2016 Examination Rules – Senior Students

- 1 Students are to present themselves and be seated 10 minutes prior to the scheduled time of the examination. If there is no examination timetabled, the student is expected to be studying at home or in the Library, which is available for private study.
- 2 Students will be provided with A4 WRITING Booklets for the examination. These booklets are not to be taken from the room. Only writing implements and BOSTES-approved scientific calculators are to be taken into the examination room.
- 3 No notes or written information will be accessible to students during examination time.
- 4 All bags are to be left where directed for storage. Valuable items should not be left in this area, as no supervision of personal belongings will be arranged. The onus is on the student to ensure valuable items are in safe keeping at all times in lockers or left at home.
- 5 **NO MOBILE PHONES or ELECTRONIC DEVICES ARE TO BE IN THE EXAMINATION ROOM.** This is a standard HSC expectation. Watches are to be placed on the examination desk.
- 6 On the completion of the time allowed for your course examination and when permitted by the examination supervisor, you are to leave the examination room as quietly as possible, so as not to disturb other students who may be answering papers of longer duration.
- 7 No examination papers are to leave the examination room. All used paper must be returned as directed by the examination supervisor. Students are reminded to hand in papers as directed by the supervisor or as set out in examination coversheets.
- 8 All students have completed and signed off on the Board of Studies “All my own work” course and are reminded of the implications for examinations. Students who engage in any form of malpractice (e.g. cheating or assisting other students to cheat) during the examinations may be awarded a zero mark for the paper in which the malpractice occurs.
- 9 Normal rules for assessments apply – check your assessment guide with particular attention to illness and misadventure. If you are absent from an examination due to illness, you should obtain a medical certificate to support your illness/misadventure claim.
- 10 School uniform is to be worn unless directed otherwise.

General Procedural Rules

- **IF YOU HAVE SPECIAL REQUIREMENTS THEY NEED TO BE IDENTIFIED AND APPROPRIATE ARRANGEMENTS WILL BE MADE.**
- Students will remain in the examination room for the duration of the examination. Toilet necessities should be attended to prior to entering the examination room. In an emergency raise your hand for a supervisor.
- Food is not permitted unless a medical certificate has been sighted e.g diabetes. Only bottled water in a clear bottle is allowed.
- Students are to be seated as directed by staff.
- **Borrowing of items is not permitted.**
- All queries must be directed to the supervisor – raise your hand and await recognition.
- If reading time is allocated, students are not permitted to write or mark the examination paper. If writing does occur in this time, this will be considered as malpractice and Rule 8 above will apply.
- During the examinations, students are subject to the normal rules and behaviour expectations of the school. Breaches of these rules may result in the disqualification of all papers.
- Students who are prevented from attending an examination due to accident, illness or unforeseen circumstances, must contact the school early during the day on which the examination is scheduled. Documentation must be submitted to the Deputy Principal on the student's return to school.
- It is the student's responsibility to discuss with the relevant teacher and Head Teacher regarding any arrangements that may be made in case of examinations that have been missed.
These may include:
 - an estimate being allocated
 - the student sitting an alternative paper
 - the student being asked to complete the examination at an alternative time.

***All students have completed the HSC: All My Own Work program and are aware of their rights and responsibilities in this area. In the case of an alternative date being set for a task, students may not discuss any aspect of the examination being undertaken. Failure to adhere to this rule may result in disqualification of the examination.**

I encourage you to prepare to the best of our ability and wish you well in your examinations.

Mrs K Burke
Principal