



Marian Catholic College Kenthurst

Senior Student Examination Rules and Procedures

Homeroom and uniform Expectations

During the examination block, senior students are not required to attend Homeroom. When sitting for each examination, students must wear their full school uniform. Sports uniform is not permitted. College jerseys are permitted. The normal school rules apply and students who are unshaven or who are in breach of the College's uniform policy, without a satisfactory note of explanation, will not be admitted into the examination room.

Examination Misconduct

Students who breach any of the examination rules may incur a penalty, including a loss of marks, in the examination paper / assessment task in question.

Before the Examination

- Students are responsible for checking the times of their examination and must arrive at school at least 15 minutes prior to the commencement of each examination.
- Students who arrive late to an examination will not be given extra time unless extenuating circumstances apply. The Year Leader of Learning and Assistant Principal Curriculum will decide on each case.
- Most examinations are held in the shared hall. Subjects with a small candidature may have their examination in another room and this will be printed on the Examination Timetable. Students should check the Daily Notices to see if there are changes to the examination venue.
- The College supplies all writing paper. Students must come fully equipped for all examinations including pens, pencils, erasers, staples or paper clips and calculator. It is advisable to bring a small stapler. Only transparent pencil cases or plastic sleeves are permitted for storing equipment.
- Mobile phones or any other electronic communication devices are not permitted in the examination room. (Board of Studies regulation). Students may leave their phones switched off in their bags. Students may leave their bags and/or notes at the rear of the hall.

During the Examination

- Students may not speak from the time they enter the examination room until the time they leave. Students must not distract other students in the examination room.
- Students must not leave their seats but must raise their hand and wait until the supervisor speaks to them.
- During reading time students must not have pens in their hands.
- Students are not permitted to chew gum or consume food or drink in the examination room. However, bottled water is acceptable to alleviate possible dehydration.
- Students must not bring study notes or aids in whatever manner into the examination room. This includes: study notes; content written on one's body; or information contained on electronic devices.

- Students must provide their own equipment. There is to be no borrowing in the examination room.
- Students must write their student number legibly on each written page. Students must number their pages for each section of the paper. For example, if a student writes four pages the pages would be numbered: 1/4; 2/4; 3/4; 4/4.
- Students are not permitted to leave the examination room early. They must stay in the examination room until the completion of the examination. This is a Marian College policy.

Absence from Examination: Illness and Misadventure

N.B. Unless these procedures are followed, a mark of zero may be recorded.

- Students absent from an examination are required to phone College Office on **9654 6700** before 9.00 a.m. on the morning of the examination and leave a message for the Senior School Co-ordinator.
- Students who are absent from an examination due to illness must obtain a Doctor's Certificate.
- Upon returning to school students are required to complete an *Illness and Misadventure Form* which is available in Student Reception. They must report to the Year Leader of Learning with the completed *Illness and Misadventure Form* with a Doctor's Certificate attached, as soon as they return to school, and be prepared to sit for the examination that they missed on the day of return.