



Marian Catholic College Kenthurst

YEAR 9 AND 10 EXAM RULES AND PROCEDURES

Role of the Teacher in Charge

The teacher in charge of preparing the examination paper is responsible for:

- Setting the examination paper, in consultation with other teachers and the Subject Leader of Learning. The paper should be prepared well in advance, as a guide, two-three weeks prior to the date of the examination.
- Providing a clear set of instructions on the cover sheet of the examination.
- Providing space or pages for written answers.
- Compiling the examination in draft, and presenting the paper to the Subject Leader of Learning for proof reading.
- Proof reading the examination paper after typing, and returning for printing.
- Providing a file copy to the Subject Leader of Learning.
- Place the examinations in the appropriate folders (i.e. Red for students with Special Provisions and Green for all other students).

Role of the Subject Leader of Learning

- Co-ordinate setting of papers
- Start each examination from their KLA (or delegate a member from the Department). Note the absences that require catch up examinations. Answer any necessary questions at the start of the examination.
- Organise the marking of examination papers. In the case of across-the-Year examinations, teachers should be given marking in an equitable way.
- Liaise with the Year Leader of Learning to organise the catch up of any missed examinations.

Role of the Year Leader of Learning

- Distribute the Examination Timetables.

- Liaise with Subject Leaders of Learning and students to catch up on the missed examinations.

Role of the Administration Leader of Learning

- Create the examination and supervision timetable.
- Book appropriate venues for the examinations.
- Roster a staff member to supervise catch up examinations.
- The examination room is set up including clocks, whiteboard and rubbish bin.

Role of the Supervising Teacher

- Must be familiar with the Examination Rules
- Papers are to be collected from the strong room on the Supervision Roster as starting the examination.
- Examination Folder to be collect from Student Reception.
- Papers are to be distributed before the students enter the room.
- Students are to remain silent from the time they enter and may not carry pencil cases or any unnecessary items into the room. Calculators and their cases are admissible.
- Read through the instructions on the front page of the examination and ask students if they have any questions.
- Commence the examination
- Supervising teachers should write the starting and finishing times on the board.
- Two rolls will be marked for each paper. One for the Examination Folder, the other to be returned to the class teacher/s
- Collect papers for absent students, label their name on the paper and place these in the Examination Folder.
- Silence is to be maintained at all times.
- Prior to the start of the examination, a prayer will be said.
- There is to be no borrowing of equipment without the supervisor's permission.
- The examination paper has been thoroughly checked, therefore each question stands as written and there is to be no query concerning questions.
- Any enquiries are to be made by raising the hand and waiting for the supervisor to approach. No student is to leave her/his place.
- If a student wishes to leave the room a supervisor must accompany the student if there is more than one supervisor.
- No student may leave early.

- Late students may be admitted up to half an hour after the examination has commenced. No extra time is allowed.
- During the Examination, Supervisors must be vigilant and keep a close watch on students:
 - students going to their pockets for notes;
 - Students with notes on their arms, hands etc.
 - Students passing notes to other students.
- The supervisor must complete an Incident Report (available in the examination folder) detailing any student misbehaviour/disruption. . If a student continues to behave in a way which breaches exam rules, he/she must be removed from the examination room.
- Papers should be collected in such a way as to ensure as much as possible that students have handed up all questions attempted. The method of collection may vary depending on the nature of the examination or the numbers of examinations taking place at once refer to the instructions on the folder.
- Unless otherwise indicated the question papers should be collected also.
- Non-attempts should be indicated by the student with a piece of paper stating the question number or by writing on the answer sheet.
- The teacher in charge (once again underlined on the roster) should collect papers and return them to the desk of the teacher named on the front of the examination instructions.
- Students may not speak while there are uncollected papers in the possession of any student.
- The examination room must be left tidy - students should put all rubbish in the bin in the examination room especially if there is a student who has yet to sit the paper.