



INTERNAL EXAMINATIONS

Years 11-12

Student's Guide

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PREPARING FOR THE EXAMINATIONS

Why do we have them?

They offer you the chance to

- Give genuine focus to your academic studies.
- Gain experience before the external examinations in Years 11 and 12 conducted by the Tasmanian Qualifications Authority (TQA).
- Learn to prepare a larger body of work to be tested in a short period of time.
- Do some planning by setting up a study timetable.
- Develop time management strategies, in your preparation as well as during the exam.

What should you do before the exams start?

- Set up a study timetable.
- Speak to your teachers.
- Place your exam timetable in a prominent place, such as the fridge, where you can refer to it.
- Make sure you know the day and entering time for each of your examinations.

What are some things you can do to help?

1. *Ask your teacher's advice on*

- Topics to be examined.
- Format of the exam, e.g. multiple choice/short answer/essay.
- How long to spend on each question.
- How to prepare.
- Where to get previous exams so that you can practice.

2. *Practise, practise, practise*

Do as many similar type exam questions as possible. Time yourself. It is always good to work under pressure as it brings out the best in you. Work out how many minutes you should spend on each question based on how many marks it is worth. Some questions are shorter than others so don't spend 40 minutes on a 5 minute question.

3. *Develop a good plan or strategy*

Draw up a study timetable. Allow enough time for all subjects and each topic. Be realistic, you cannot do 20 hours a day BUT there will be plenty of time after the exams to catch up on anything such as TV that you have missed.

4. *Make your study time effective*

Organise your material so that you will be able to learn it and remember it better. Do not just read over notes. Prepare lists, draw charts/diagrams, use graphic organisers, use colour to highlight key points, summarise work into a short list of points, prepare flash

cards, etc. But most importantly, USE THEM and SELF-TEST. Take a 5-10 minute break every 45 minutes.

5. *Help your memory*

Few of us have a photographic memory or perfect recall. Don't try and remember huge amounts in one go. It is better to learn a few things at a time and keep revising them and adding to them. Use different techniques to help you, such as reading aloud, writing possible answers from memory, using mnemonics to help remember 'chunks' of information.

6. *Be organised for the exam*

Know when and where your exam is, how long it will last and what you need to take with you.

7. *Examination techniques*

Use the reading time wisely. Note how many marks are allocated to each question and work out your time plan. Decide which question(s) you will do if there are options and in what order you will do them. Read the instructions carefully and don't answer a question that you don't need to.

8. *Answer the question*

Read the question carefully. Highlight the key words. Take notice of the action words, such as compare, describe or define. Take the time to plan answers, even jotting down key points first.

9. *Stay calm*

A bit of adrenalin helps you perform better but you do not want to get "too excited". Take a moment to do some deep breathing and remain calm. Focus on one question at a time. Work to your time plan. Remind yourself that exams are not everything.

10. *Attempt every criterion*

It is essential you answer the necessary questions to ensure you cover all the criteria to be examined. Not attempting questions against each criterion on the paper will work against you.

RULES OF THE EXAMINATIONS

1. **Admittance:** You will be admitted to the examination room a few minutes before the examination is due to commence.
2. **Late arrival:** If you arrive late for an examination you will be allowed to enter provided you arrive before one hour of the scheduled writing time has elapsed. If more than one hour has elapsed refer to the section of this Guide called *If you are absent or sick for an examination*. No allowance will be made if you are late or absent because you have misread your timetable.
3. **Question papers:** Question papers and other materials required are set out before you are admitted. You may not open or turn over a question paper until the instruction to do so.
4. **Entering the examination:** On entering the examination room and until leaving it, you must not speak to, communicate with or distract each other in any way. You should be careful to ensure that your eyes remain at all times on your own work. Borrowing or the transfer of materials of any kind between students is not permitted.
5. **Unacceptable behaviour:** You may not give assistance to another student 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 manner whatsoever, act dishonestly or unfairly or cheat or conspire to do so. Also, you may not interfere with another student in any way.
6. **Acceptable materials:** You may only bring into the examination room those materials required to complete the examination. A list of what you can and cannot bring is outlined later in this Guide. If extra writing or drawing instruments are required, they must be carried loose or **in a clear plastic bag**.
7. **Mobile phones:** If you have a mobile phone in your possession you must hand it to the supervisor at the beginning of the exam. It will be placed at the front of the examination room. No responsibility will be accepted. Mobiles left behind will be handed to the Senior School Academic Assistant for collection.
8. **The supervisor:** You are reminded that the supervisor is there to help. If you need something, or have a question, raise a hand. Wait until the supervisor approaches before speaking, doing so quietly.
9. **Using the toilet:** If toilets are not annexed to the examination room, a supervisor is required to accompany you.
10. **Reading time:** All examinations are designed for you to spend the first **15** minutes reading the paper. We recommend you use this time for reading and planning your approach to the exam. **You may write, annotate or highlight during reading time.**

You may do this **on your rough note paper, on the examination paper or in your answer book**. You may use your calculator, unless specifically prohibited, such as in the calculator-only part of a mathematics examination.

11. **Remaining time:** Fifteen minutes before the end of the examination, the supervisor will announce the remaining time.
12. **Stop writing:** At the signal to stop writing, pens must be put down. Names may not be written after this signal.
13. **Dismissal:** Unless otherwise directed, you are to remain in your seat until dismissed by the supervisor. Absolute silence is to be maintained until outside the examination room.
14. **Leaving early:** You may not leave the examination room early.
15. **Tidiness:** Examination rooms must be left tidy and chairs in to allow easy access for the next group. Only material and equipment you have brought with you may be removed from the examination room.
16. **Breach of rules:** If you are in serious breach of this code your examination script will be impounded and your status with respect to the examinations and the results from examinations already completed will be determined by the Director of Teaching & Learning.

UNIFORM REQUIREMENTS

To attend an examination you must wear **full school uniform**, including your blazer. The same rules regarding dress and appearance remain, e.g. no jewellery.

With major breaches of the uniform code, you will not be allowed to sit your examination nor have it rescheduled.

Minor breaches of these requirements will be forwarded to the Director of Teaching & Learning.

If you attend school for supervised study or visit the school during the examination period to study in the Library or to seek help from a teacher you may be in plain clothes. The dress code that applies is the same as for Plain Clothes Day.

MATERIALS THAT CANNOT BE TAKEN INTO EXAMINATIONS

You may **NOT** take any of the following materials into your examinations.

- Electronic Dictionaries, Spell Checkers and/or Translators
- iPods/MP3 players/Mini Disc, or CD players
- Recording devices of any kind
- Laptop Computers, PDA's, iPads or similar devices
- Mobile Telephones
- Cameras
- Animals
- Any loose notes, papers, manuscripts, books, computer discs or notebooks unless their use during the examination has been permitted
- Any intoxicating substances
- Any food or drinks (other than water) unless expressly given permission by the Director of Teaching & Learning

To take any of the above listed items into an examination (written or practical) will be considered a breach of the examination rules.

MATERIALS THAT CAN BE TAKEN INTO EXAMINATIONS

You may take the approved calculator, formula sheet, information sheet, annotated or unannotated texts, folders of notes and subject dictionaries as advised by your teacher through the Head of Faculty.

Water

- Water (non-carbonated) may be brought into an examination room provided that the water is in a clear plastic bottle that has no adhesive labels affixed and has a pop-top lid. The bottle is to be a maximum of 1500 ml capacity.
- Drink containers are not to be refilled during the examination, nor are they to be shared with other students.
- No time allowance will be given as a result of any accident relating to drink containers, such as spillage of drinks.

Dictionaries

You may use an unannotated paper based English and/or English/Foreign language (paper based) dictionary/thesaurus (single book only) throughout an entire written examination in ALL subjects with the exception of English as a Second Language.

Dictionaries cannot be annotated or highlighted in any way, including using stickers to mark a particular place. **Electronic dictionaries, spell checkers and/or translators are not permitted.**

Calculators

You may use a basic or scientific calculator in the following examinations:

Accounting, Biology, Chemistry, Computer Graphics and Design, Computer Science, Economics, Environmental Science, Geography, Health Studies, Housing & Design, Manufacturing Studies, Physics, Physical Sciences, Sports Science and Technical Graphics.

The Head of Mathematics will inform students of mathematics if any particular type of calculator is not approved.

All calculators must be hand-held, not be externally powered, silent in operation and contain no instructions, magnetic cards or other materials. **THEY CANNOT BE USED DURING READING TIME.**

IF YOU WILL BE ABSENT FOR THE EXAMINATIONS

If you will be absent for the period of the examinations for reasons KNOWN WELL-BEFOREHAND, please follow existing school protocols. Approval must be granted by the Head of Senior School and the appropriate form, *Approved Absence from Examinations* (final page), needs to be completed and lodged with the Senior School Academic Assistant before you leave.

IF YOU ARE ABSENT OR SICK FOR AN EXAMINATION

Contact: Senior School Academic Assistant, Ms Kellie O'Connor, on 62 214 218 or Kellie.O'Connor@hutchins.tas.edu.au

If you are unable to ATTEND any examination due to illness, you must

- Contact the Senior School Academic Assistant and inform her of your absence and the reason for it. This also applies to boys with examinations at Cooperating Schools. She will contact Collegiate or Fahan. Wherever possible, for examinations taken at Hutchins she will arrange a new time for the examination to be taken. If this is not possible or your examination is at a Cooperating School, you will need to discuss the matter with your subject teacher when you return to school.
- Visit a medical practitioner* and request a medical certificate. This needs to be returned to the Senior School Academic Assistant when you next return to school.

If you are unable to COMPLETE an examination due to illness, you must

- Report the matter to the supervisor and explain why you are leaving.
- Visit Matron at Sick Bay if your examination is at Hutchins.
- Visit a medical practitioner* and request a medical certificate. This needs to be returned to the Senior School Academic Assistant when you next return to school.
- Discuss the matter with your subject teacher upon your return to school.

If you are unable to attend an examination for some OTHER REASON, you must

- Contact the Senior School Academic Assistant and inform her of your absence and the reason for it. This also applies to boys with examinations at Cooperating Schools. She will contact Collegiate or Fahan. Wherever possible, for examinations taken at Hutchins she will arrange a new time for the examination to be taken. If this is not possible or your examination is at a Cooperating School, you will need to discuss the matter with your subject teacher when you return to school.
- Provide her with a note from your parent or carer verifying your absence when you next return to school.

The Senior School Academic Assistant will make a master list of all verified and unverified absences for the Director of Teaching & Learning who will take any appropriate action.

*Qualified medical practitioners include General Practitioners and Specialists. The following may also issue a medical certificate within their chosen field of practice - Chiropractors, Dentists, Nurses/Midwives, Osteopaths, Pharmacists, Physiotherapists, Psychologists, Dental Prosthetics/Specialists, Optometrists, Podiatrists and Radiation Technologists.

RESULTS FROM & RESCHEDULING EXAMINATIONS

Remember, your results on the examinations are important for two reasons:

1. They are an important part of the practice of studying a subject, particularly a pre-tertiary one. They tell you and your teacher how well you can perform under exam conditions against a body of work or a set of skills (usually covering the course up until the time of the examination).
2. Your results form a part of your assessment for the year but **they are only one part**. How much weight they have in determining your final rating for a criterion is dependent on your teacher, in consultation with the Head of Faculty responsible for that subject.

If you become sick or ill before or during an examination we will always try to reschedule it. This may not be possible in all circumstances, particularly if you become ill towards the end of the examination period. This is no reason to panic. When you return to school talk with your subject teacher and explore what options are best for you.

SPECIAL PROVISIONS

Students with existing disabilities or specific learning difficulties

Some of you have been granted special consideration for your examinations. Please come to your normal examination room.

If you have not made application, you will be required to complete an application form and provide evidence of your particular circumstances. Application forms are available from the Director of Teaching & Learning.

Students who develop a medical condition, injury or personal/family issue

If a situation arises that will significantly impact on your ability to perform at your best, please contact the Senior School Academic Assistant immediately on 62 214 218. A medical certificate or other documentation may be required. This also applies at the end of the year for the external examinations.

IF A FIRE ALARM SOUNDS

1. Cease writing and leave everything in the room, e.g. all papers, writing material, booklets etc should be left on desks. Windows and doors are to be closed.
2. Evacuation of the examination room - follow the instructions of your supervisor as to the pathway and location of the nearest safe zone.
3. There is to be no communication whatsoever. If you talk you may be barred from re-entry to the examination after the 'all clear'.
4. The supervisor(s) will
 - Time the period from when you leave your desk to the time you begin to write after the 'all clear'.
 - Ensure the security of papers.

IF LOCKDOWN OCCURS

1. Cease writing, if possible put chairs on desks and sit quietly on the floor out of sight. Windows and doors are to be closed. If possible, the door should be locked by the supervisor. Lights are to be turned off.
2. There is to be no communication whatsoever. If you talk you may be barred from continuing with the examination after the 'all clear'.
3. The supervisor(s) will
 - Time the period from when the lockdown occurs to the time you begin to write after the "all clear".
 - Ensure the security of papers.

A SPECIAL REQUEST

If your exams are in the Auditorium, please assemble in the laneway outside the MS Tuckshop and enter by the side door. Please keep clear of the entrance to the Middle School.

THE EXAMINATION TIMETABLE

Your examination timetable is provided separately to this Guide. Check it carefully.

You do your examination in the school at which you study the subject unless advised of a special arrangement.

If you have an examination clash, see the Senior School Academic Assistant immediately so that alternative arrangements can be made.

ABSENCE OF THE DIRECTOR OF TEACHING & LEARNING

In such as case, please refer you concern to the Senior School Academic Assistant immediately so that she can direct you to an appropriate member of staff.



THE HUTCHINS SCHOOL
APPROVED ABSENCE FROM EXAMINATIONS

Name:

Mentor:

Date of absence: From/...../..... to/...../.....

Permission is granted for this student to be absent from school during the period of the examinations

Signature of the Head of Senior School:

The following members of staff are asked to acknowledge that the student concerned has contacted them about this absence and appropriate arrangements made:

Position	Name	Signature
Subject 1:		
Subject 2:		
Subject 3:		
Subject 4:		
House Mentor:		
Head of House:		

When completed, please return this form to the Senior School Academic Assistant.