



# SACRED HEART COLLEGE

## Year 12 Examination Timetable Semester Two, 2020

	Date	AM (Commencing at 9.20am)	PM (Commencing at 2.00pm)	
Week One (Holidays)	Monday 5 October	English [3 hrs] Literature [3 hrs]		Koort Centre
	Tuesday 6 October		Physical Education Studies [2½ hrs] Media Production & Analysis [2½ hrs]	
	Wednesday 7 October	Modern History [3 hrs]	Physics [3 hrs] Children, Family & Community [3 hrs]	
	Thursday 8 October	Religion and Life [3 hrs]	Mathematics Specialist [2½ hours] Marine & Maritime Studies [3 hours]	
	Friday 9 October	Chemistry [3 hrs]	Geography [3 hrs] Drama [2½ hrs]	
Week Two (Term 4)	Monday 12 October	Mathematics Applications [2½ hrs] Mathematics Methods [2½ hrs]		MA8, MA9, MA10
	Tuesday 13 October	Human Biology [3 hrs]	Accounting [3 hrs] Biology [3 hrs]	
	Wednesday 14 October	Economics [3 hrs] Psychology [3 hrs]	Design [2½ hrs] Engineering Studies [3 hrs]	
	Thursday 15 October	Politics and Law [3 hrs] Dance [2½ hrs]	Outdoor Education [3 hrs] Music [2½ hrs]	
	Friday 16 October	Visual Arts [2½ hrs] Applied Information Technology [3 hrs]	French: Second Language [2½ hrs] Japanese: Second Language [2½ hrs]	

## Sacred Heart College: Year 12 Examination Rules and Regulations

**1.UNIFORM:** Students must wear the College **winter** uniform (Leavers Jackets are permitted) for Examinations.

**2.LEAVING THE EXAMINATION:** Students are not permitted to leave the examination room early unless ill.

**3.SEATING:** All Examinations conducted until 12 October will be held in the Koort Centre. Between Tuesday 13 October and Friday 16 October Examinations will be held in Rooms MA8, MA9 and MA10. Students will be allocated a specific seat for each examination. **Student must sit in their allocated seat.** A seating plan will be displayed outside the Examination room before the commencement of the Examination. Each student will receive an individualised Examination slip, providing them with their SCSA number and the dates, times, and venue for each Examination. **Students must bring this individualised slip with them to each Examination.** Students with special conditions complete examinations in a different room to other students (Koort 1 in Week 1 and MA 8 in Week 2).

**4.COMMENCEMENT OF THE EXAMINATION:** Students are requested to wait outside the examination venue at least thirty (30) minutes prior to the commencement of the Examination. Students will be asked to enter the examination room **20 minutes** before the start of the examination as supervisors are required to go through a set procedure. Times for Examinations are identical to the WACE Examinations. Morning examinations commence at **9.20am** and afternoon examinations commence at **2.00pm**.

**5.LATENESS:** Students will not be admitted into the examination room after the expiration of 30 minutes from the scheduled commencement of the examination. No extra time will be provided for students who arrive late. If a student is more than 30 minutes late for an examination (due to extenuating circumstances), he/she should contact Mrs Manning, Assistant Deputy Principal or Mr Cicchini, Deputy Principal (Curriculum).

**6.MATERIALS:** Students must be familiar with all materials that are required for each examination, including the specific calculator that is permitted. All materials for the examination must be either loose or in clear plastic (no pencil cases are allowed). If the examination permits notes, these notes must **NOT** be folded or have any fold marks on the paper. A student who brings any other unauthorised items with them into an Examination is in breach of the Examination rules and will be subject to serious penalties. No food may be taken into the examination room. Water is permitted but must be in a clear unlabelled bottle.

**7.SUPERVISORS:** Examinations are mainly supervised by external staff. Students are required to interact respectfully with all supervisors at all times.

**8.COLLEGE GROUNDS:** Students who are present on College grounds during the Examination period (due to an appointment with a staff member, private study) must sign in at PCC and be attired in College uniform.

**9.MISSING AN EXAMINATION:** Students who forget to sit an examination or misread their examination timetable will not be permitted to sit a late examination and will receive a mark of zero for the missed examination. If an examination is missed for a legitimate reason such as illness (or genuine emergency), the student's parents should contact Mrs Manning or Mr Cicchini prior to the examination. In the event of illness, a student must provide a doctor's Certificate to the College. Students will be required to sit the examination later in order to obtain a standardised mark for the missed examination.

**10.UNFAIR ADVANTAGE:** Students are not permitted to take any action to gain an unfair advantage. Any breach of examination rules and regulations will be dealt with seriously and investigated by the College Examination Breaches Committee. Students must not speak in the Examination room unless they are asking a question of the supervisor. Students deemed to have broken the Examination rules will receive a penalty such as a loss of marks or a mark of zero depending on the circumstances. It is the responsibility of students to ensure that they do not have any unauthorised notes or other items of a non-personal nature in the examination room. If a student communicates with others or attempts to gain an unfair advantage by taking unauthorised notes into the examination room whilst completing the examination, the supervisor will approach the student, inform them of their concern, note the time and nature of the concern and report the issue to Mrs Manning and Mr Cicchini. The Examination Breaches Committee will then decide on an appropriate penalty.

**11. ELECTRONIC DEVICES:** Mobile phones, tablets, smart watches, and media players must not be taken into the examination room. If, due to a security risk, they cannot be left outside the examination room, then they must be turned off and left at the front of the room. Any student who leaves their mobile phone turned on during an examination will face significant penalties such as a mark of zero for the Examination.

**12. WATCHES:** No candidate will be permitted to take a watch into the examination room unless they have an approved special examination arrangement.

**13. PENS OR PENCILS:** For multiple-choice sections, students must use blue or black pen to shade the boxes. **Students are NOT permitted to use erasable or gel pens.**

**14. YEAR 12 INFORMATION HANDBOOK - PART II: EXAMINATIONS:** All students should be familiar with the SCSA Year 12 Information handbook for Examinations which can be found [here](#)