

SACRED HEART COLLEGE



YEAR 10 SEMESTER 1, 2019 EXAMINATION TIMETABLE

(Issue Date: 24 May 2019)

Notes for students:

1. Most examinations are held in the McInerney Learning Centre (Old Gymnasium).
2. The exact location of examinations will be confirmed the week prior to Examinations.
3. Students are required to attend normal classes during periods 3 and 4.
4. Students not sitting examinations during periods 5 and 6 are required to attend normal classes.

Date	AM (Periods 1 and 2)	PM (Periods 5 and 6)
Thursday 13 June	<ul style="list-style-type: none">• Physical Education Studies (90 minutes working time) Room RE2-3	<ul style="list-style-type: none">• Science Start time 1:45pm (90 minutes working time) (10 minutes reading time)
Friday 14 June	<ul style="list-style-type: none">• English (100 minutes working time) (10 minutes reading time)	
Monday 17 June	<ul style="list-style-type: none">• Humanities (100 minutes working time)	<ul style="list-style-type: none">• Outdoor Education (90 minutes working time)
Tuesday 18 June	<ul style="list-style-type: none">• Religious Education (100 minutes working time) (10 minutes reading time)	
Wednesday 19 June	<ul style="list-style-type: none">• Mathematics (100 minutes working time) (10 minutes reading time)	<ul style="list-style-type: none">• French (Room TBC)• Japanese (Room TBC) (90 minutes working time)

EXAMINATION RULES AND REGULATIONS

- 1. Uniform:** To be eligible to sit examinations students must wear the correct College winter uniform.
- 2. Leaving the examination early:** Students are not permitted to leave the examination room early unless ill.
- 3. Examination seating:** The College will allocate students a seat for English, Mathematics, Science, Humanities, and Religious Education). Students must sit in their allocated seat for each examination. The seating plan will be displayed outside the Examination room.

Students who are approved to sit examinations with special conditions will be allocated an alternative room.

4. Lateness: Students will not be admitted into the examination room after the expiration of half an hour from the scheduled commencement time for the examination, other than under exceptional circumstances and by express permission of the relevant Dean of Students and or the Deputy Principal (Curriculum). No extra time will be provided for students who arrive to the examination late.

5. Examination materials: Students must be familiar with the materials they are required to bring with them to the examination, including the specific calculator permitted for specific courses. All materials for the examination must be either loose or in clear plastic (no pencil cases are allowed). If the examination permits notes these must not be folded or have any fold marks on the paper. Any student who brings any other unauthorised items with them into an Examination is in breach of the Examination rules and regulations and will be subject to serious penalties imposed by the College Examination Breaches Committee. No food may be taken into the examination room. Students may bring water into the examination room, but it must be in a clear bottle that is not labelled

6. Supervisors: Examinations are sometimes supervised by parent volunteers or external staff. Students are expected to interact with these supervisors as they would with any other member of the College Staff. High standards of courtesy, manners and respect are always expected.

7. 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 that examination. Students who miss an examination due to a legitimate reason such as illness (or genuine emergency) must contact relevant Dean of Students or Deputy Principal (Curriculum) before the examination. In the event of illness, a student must provide a doctor's Certificate to the College. Unless there are extenuating circumstances, students will be required to sit the examination later in order to obtain a standardised mark for the missed examination. The Dean of Students, relevant Head of Learning Area and Deputy Principal will investigate each situation and decide actions to be taken. Affected students and their parents should contact the relevant Dean of Students.

8. Unfair advantage: Any breach of examination rules and regulations will be treated seriously and investigated by the College Examination Breaches Committee consisting of the Deputy Principal (Curriculum), the Dean of Students, the College Psychologist and any other staff member considered relevant to the situation. Students deemed to have broken the Examination rules and regulations will receive a penalty such as a loss of marks or a mark of zero depending on the circumstances. The Committee will investigate any situation in which a student is considered to have taken any action that provides him/her with an unfair advantage. 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 has any unauthorised material with them, they are required to hand this material to the supervisor before commencing the examination. If a student communicates to others or attempt 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 the concern, note the time and nature of the concern and report the issue to the relevant Dean of Students and the Deputy Principal - Curriculum. The Examination Breaches Committee will decide on an appropriate penalty.

9. Mobile Phones: Students are not permitted to bring a mobile phone into an examination. Any student who brings their mobile phone to an examination will face significant penalties including a mark of zero.