

# SACRED HEART COLLEGE



## YEAR 11 SEMESTER 2, 2019 EXAMINATION TIMETABLE

### Notes:

- Most examinations will be held in Rooms MA 9/MA10
- All Examinations are 3 hours in length unless otherwise stipulated.
- The Year 11 Examination Rules and Regulations are on page 2 of this timetable.
- Special conditions Examinations will be held mostly in MA 8 with some in English 6 – see below

	Date	Morning exam starts at 8.50am	Afternoon exam starts at 1.30pm
<b>W E E K 1</b>	Monday 11 November	<ul style="list-style-type: none"> <li>• Literature (MA 9/10)</li> </ul>	<ul style="list-style-type: none"> <li>• English (English 5,6,7,8) and (MA9/10)</li> </ul>
	Tuesday 12 November		<ul style="list-style-type: none"> <li>• Geography (English 7/8)</li> <li>• Drama (2½ hrs) (English 5/6)</li> <li>• Mathematics Specialist (English 5/6)</li> <li>• French (MA 9/10) (2½ hrs)</li> </ul>
	Wednesday 13 November		<ul style="list-style-type: none"> <li>• Marine and Maritime (MA 9/10)</li> <li>• Engineering (MA 9/10)</li> </ul>
	Thursday 14 November	<ul style="list-style-type: none"> <li>• Human Biology (MA 9/10)</li> </ul>	
	Friday 15 November	<ul style="list-style-type: none"> <li>• Religion and Life (MA 9/10)</li> </ul>	
<b>W E E K 2</b>	Monday 18 November	<ul style="list-style-type: none"> <li>• Children, Family and the Community</li> <li>• Chemistry</li> <li>• Media Production (2½ hrs) (All in MA 9/10)</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting and Finance (MA 9/10)</li> </ul>
	Tuesday 19 November	<ul style="list-style-type: none"> <li>• Mathematics Applications (English 5,6,7,8)</li> <li>• Mathematics Methods (MA 9/10)</li> </ul>	
	Wednesday 20 November	<ul style="list-style-type: none"> <li>• Physical Education Studies (2½ hrs) (MA 9/10)</li> <li>• Applied Information Technology (2½ hrs) (MA 9/10)</li> <li>• Japanese (English 7/8) (2½ hrs)</li> <li>• Music (English 5/6) (2½ hrs)</li> </ul>	
	Thursday 21 November	<ul style="list-style-type: none"> <li>• Psychology (English 7/8)</li> <li>• Economics (English 7/8)</li> <li>• Design (English 7/8) (2½ hrs)</li> <li>• Special Conditions (English 6)</li> </ul>	
	Friday 22 November	<ul style="list-style-type: none"> <li>• History (English 7/8)</li> <li>• Physics (English 7/8)</li> <li>• Special Conditions (English 6)</li> </ul>	<ul style="list-style-type: none"> <li>• Biology (English 7/8)</li> <li>• Special Conditions (English 6)</li> </ul>
<b>W E E K 3</b>	Monday 25 November	<ul style="list-style-type: none"> <li>• Outdoor Education (2½ hrs) (English 7/8)</li> <li>• Visual Arts (2 hrs) (English 7/8)</li> <li>• Politics and Law (English 7/8)</li> <li>• Dance (2½ hrs) (English 7/8)</li> <li>• Special Conditions (English 6)</li> </ul>	

## YEAR 11 EXAMINATION RULES AND REGULATIONS

- 1. Uniform:** Students must wear either their College summer uniform or their College sports uniform and respect all College uniform rules in order to be permitted to sit examinations.
- 2. Leaving the examination early:** Students are not permitted to leave the examination room early.
- 3. Examination seating:** SHC will determine where students are to sit for each examination. Students are to sit in the seat which they have been allocated for each examination. The seating plan will be displayed outside the Examination room. Students sitting Examinations under special conditions will be allocated an alternative room.
- 4. Commencement of the examination:** Students should be at the examination venue at least thirty (30) minutes prior to the commencement an examination. Students will be asked to enter the examination room 10 minutes before the start of the examination as the supervisors are required to go through a set procedure which takes approximately 10 minutes. Morning examinations commence at 8.50am and afternoon examinations commence at 1.30pm. Silence is to be maintained at all times whilst students are in the Examination Room.
- 5. 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 or the Deputy Principal (Curriculum). No extra time will be provided for students who arrive to the examination late.
- 6. Examination materials:** Students must be familiar with the materials they are required to bring with them to the examination, including the 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
- 7. Supervisors:** The College sometimes employs external staff to administer and supervise Examinations. Students are expected to interact with these staff as they would with any other member of the College Staff. High standards of courtesy, manners and respect are expected at all times.
- 8. Outside of examination times:** Students who are at the College outside of examination times (appointment with a staff member, private study) must be attired in full College uniform and must sign in at the PCC.
- 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 hence 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 at a later date 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 on actions to be taken. Affected students and their parents should liaise with the Dean of Students.
- 10. Unfair advantage:** Any breach of examination rules and regulations will be treated seriously and investigated by a specially convened meeting of 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. Mobile phones and other devices should be turned off and placed in the tray provided at the front of the Examination room.
- 11. Mobile Phones:** Students are not permitted to bring a mobile phone into an examination. Any student who leaves their mobile phone turned on during an examination will face significant penalties including a mark of zero.