



SACRED HEART COLLEGE

Year 12 Examination Timetable Semester 1, 2020

Date	AM (Commencing at 9.00am)	PM (Commencing at 1.00pm)
Monday 8 June	English [3 hours] Literature [3 hours]	
Tuesday 9 June	Modern History [3 hours] Outdoor Education [3 hours] Visual Arts [2½ hours]	
Wednesday 10 June	Economics [3 hours] Psychology [3 hours] Design [2½ hours]	
Thursday 11 June	Human Biology [3 hours] Accounting [3 hours] Biology [2½ hours]	
Friday 12 June	Geography [3 hours] Chemistry [3 hours] Drama [2½ hours] Engineering Studies [3 hours]	
Monday 15 June		Religion and Life [3 hours] Marine and Maritime Studies [3 hours] Dance [2½ hours] Mathematics Specialist [2½ hours] (Separate Room TBC)
Tuesday 16 June		Mathematics Applications [2½ hours] Mathematics Methods [2½ hours]
Wednesday 17 June		Physical Education Studies [2½ hours] Media Production and Analysis [2½ hours] Applied Information Technology [3 hours] Music [2½ hours]
Thursday 18 June		Physics [3 hours] Politics and Law [3 hours] Children, Family and Community [3 hours]
Friday 19 June		French: Second Language [2½ hours] (Separate Room TBC) Japanese: Second Language [2½ hours] (Separate Room TBC)

EXAMINATION RULES AND REGULATIONS

- 1. UNIFORM:** To be eligible to sit examinations students must wear the correct College winter uniform.
- 2. LEAVING THE EXAMINATION:** Students are not permitted to leave the examination room early unless ill.
- 3. SEATING:** Most examinations will be held in the Koort Centre unless otherwise specified. Students are allocated a specific seat for each examination. Failure to sit in this allocated seat is a breach of Examination rules and may result in a mark of 0 for the Examination. A seating plan will be displayed outside the Examination room prior to the Examination. Students will also receive an individualised Examination slip at least one week before the commencement of Examinations. The Examination slip will provide each student with their SCSA number and the dates, times, and venue for each of his/her Examinations. Students must bring this individualised Examination slip with them to each Examination. Students with special conditions will complete their examinations in a different room to all other students. Affected students will be advised of the location of Special Conditions Examination prior to the commencement of Examinations.
- 4. COMMENCEMENT OF THE EXAMINATION:** Students should wait outside the examination venue at least thirty (30) minutes prior to the commencement of an examination. They will be asked to enter the examination room **15 minutes** before the start of the examination as supervisors are required to go through a set procedure which takes approximately 15 minutes. Morning examinations commence at 9.00am and most afternoon examinations commence at 1.00pm. Afternoon Examinations on Monday 8 June will commence at 1.30pm. Students must not speak once in the Examination room unless they are asking a question of the supervisor.
- 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. No extra time will be provided for students who arrive to the examination late. If a student is more than 30 minutes late for an examination due to extenuating circumstances, he/she should speak with Dean of Students or Mr Cicchini.
- 6. MATERIALS:** Students must know the materials they are required to bring with them to the examination, including the specific calculator 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 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 regulations and will be subject to serious penalties imposed by the College Examination Breaches Committee. No food may be taken into the examination room. Water is permitted but must be in a clear bottle that is not labelled
- 7. SUPERVISORS:** Examinations are sometimes supervised by external volunteers. Students must always interact respectfully with these supervisors.
- 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 be attired in full College uniform and must sign in at 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 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 the Dean of Students or Deputy Principal (Curriculum) before the examination. The parents of sick students are requested to contact the relevant Dean of Students. In the event of illness, a student must provide a doctor's Certificate to the College. Students will be required to sit the examination at a later date in order to obtain a standardised mark for the missed examination unless there are extenuating circumstances. The Dean of Students, relevant Head of Learning Area and Deputy Principal(s) will investigate each situation and decide actions to be taken.
- 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 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. 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.
- 11. MOBILE PHONES:** Students are not permitted to bring a mobile phone into an examination. All mobile phones and other devices should be turned off and placed in the tray provided at the front of the Examination room. Any student who leaves their mobile phone turned on during an examination will face significant penalties including a mark of zero.