

YEAR 12 SEMESTER 1 2019 EXAMINATION TIMETABLE



**SACRED
HEART
COLLEGE**

NOTES:

- All Examinations will be held in the McInerney Learning Centre (old gym), unless otherwise specified.
- All Examinations are 3 hours in length unless otherwise stipulated in bold.

Date	AM (Commencing at 8.50am)	PM (commencing at 1.20pm)
Tuesday 4 June	<ul style="list-style-type: none"> • Mathematics Applications [2 ¾ hours] • Mathematics Specialist [2 ¾ hours] 	
Wednesday 5 June	<ul style="list-style-type: none"> • Modern History [3 hours] • Human Biology [3 hours] 	
Thursday 6 June	<ul style="list-style-type: none"> • Children, Family and the Community [3 hours] 	<ul style="list-style-type: none"> • Mathematics Methods [2 ¾ hours]
Friday 7 June		<ul style="list-style-type: none"> • Religion and Life [3 hours] • Design [2 ½ hours] • Engineering Studies [3 hours]
Monday 10 June	<ul style="list-style-type: none"> • English [3 hours] • Literature [3 hours] 	
Tuesday 11 June	<ul style="list-style-type: none"> • Chemistry [3 hours] • Media Production and Analysis [2 ½ hours] 	<ul style="list-style-type: none"> • Economics [3 hours]
Wednesday 12 June	<ul style="list-style-type: none"> • Physics [3 hours] • Biology [3 hours] • Dance [2 ½ hours] 	
Thursday 13 June	<ul style="list-style-type: none"> • Geography [3 hours] • Psychology [3 hours] • Drama [2 ½ hours] • French: Second Language [2 ½ hours] – Room TBC • Japanese: Second Language [2 ½ hours] – Room TBC 	
Friday 14 June	<ul style="list-style-type: none"> • Outdoor Education [3 hours] – Room TBC • Politics and Law [3 hours] – Room TBC • Applied Information Technology [3 hours] – Room TBC • Music [2 ½ hours] – Room TBC 	
Monday 17 June	<ul style="list-style-type: none"> • Physical Education Studies [2 ½ hours] – Room TBC • Visual Arts [2 ½ hours] – Room TBC 	

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YEAR 12 EXAMINATION RULES AND REGULATIONS

- 1. Uniform:** To be eligible to sit examinations, students must wear their 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 each examination. Students must sit in their allocated seat for each examination. The seating plan will be displayed outside the examination room. Students will also receive an examination slip before the examination period. This slip identifies the date, time, location and length for their examinations. All students must bring this slip with them to each examination. Students who are approved to sit examinations with special conditions will be allocated an alternative room.
- 4. Commencement of the examination:** Students should be waiting 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 ten (10) minutes before the start of the examination as 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 1.20pm. Students must not speak once in the examination room unless they are asking a supervisor a question.
- 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 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.
- 7. 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 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 (i.e. appointment with a staff member or 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 – Curriculum 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.
- 11. Mobile Phones:** Students are not permitted to bring a mobile phone into an examination. 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.