



# 2019 Year 12 Trial HSC Examinations

## Rules and Instructions to Candidates

- **During the examination period, attendance at school is only required when you have a scheduled examination BUT you must complete and return the note below.** Mrs Beeby will give you a copy of this note to complete when she issues the exam timetables. Please note, you are **welcome to study in the Library** at any time during the examination period.
- Students who have been approved for **Special Provisions** will need to **see Mrs Winslade** for the location of your examinations.
- Examinations will be held in the **PAC or in a room as stated on your examination timetable**. You **MUST** be in attendance **at least 10 minutes before the start of your examination**.
- You may **ONLY** take the equipment specified for a subject into the examination venue. You may bring a clear bottle of water to have on your desk during the examination.
- **Mobile phones and smart watches are to be switched off and left in your bag.** If a phone or smart watch is seen during the examination, you must give it to the supervising teachers who will place it on the table at the front of the examination venue.
- You should **enter the examination venue only with the permission** of the supervising teacher-in-charge.
- **Entry will not be permitted 30 minutes after the start of an examination. Latecomers will finish at the designated examination time** and the usual consequences for lateness will apply.
- You are expected to use your time wisely and are **advised to use all the examination time. You are NOT permitted to leave the examination until the stated end time.**
- You may **only begin the examination after being instructed** by the supervising teacher-in-charge.
- **Speaking or making any other form of contact** with a person other than a supervising teacher while in the examination room is **NOT allowed** (this is deemed as academic misconduct).
- **Behaving in a way likely to disturb the work of any other candidate** or upset the conduct of the examination is **NOT allowed**.
- Wear **full school uniform**.
- If you are **unable to sit an examination due to illness or misadventure, documentation must be provided.** This may include a **doctor's certificate and an 'Assessment task affected by illness/misadventure or other cause' form** which is **in the HSC assessment booklet** or **available from the notice board outside Mr Routh's office or the school's website.** This form needs to be given to and signed by Mrs Hamilton.
- If you are **unable to sit an examination due to conflicting examinations eg. HSC Dance/Drama Exams or School Representative Sport, etc, please complete a "Consideration of Absence" form** which is **in the HSC assessment booklet** or **available from the notice board outside Mr Routh's office or the school's website.** This form needs to be given to and signed by Mrs Hamilton.
- **All signed forms must then be given to Mrs Beeby to change an examination, this will ONLY be done if the form is signed by Mrs Hamilton.**



**PLEASE COMPLETE THE SECTION BELOW AND RETURN IT TO THE BOX OUTSIDE MRS BEEBY'S OFFICE BY Friday 10/8/19.**

I hereby consent to \_\_\_\_\_ Year: \_\_\_\_\_ Roll: \_\_\_\_\_

attending school only when they have a scheduled examination during the 2019 Trial HSC Examinations and Higher School Certificate periods. I recognise that I am responsible for their well-being when not at school and will be encouraging them to study when not at an examination.

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_