



Rules and Instructions to Candidates Year 11- End of Course Preliminary Examinations



- Be in attendance at least 10 minutes before the start of an examination. Music exams will be held in M1 (Theory) and M1/M2 (Prac) book session times with Mr Irvine/Mr Key. All other Examinations will be held in the GYM other than if noted on timetable.
- Students who have been approved with Special Provisions will need to see Mrs Chopping for the location/time of your examinations.
- Most Examinations go for 2 hour and 5 mins, all correct examination times are on the Examination Timetable
- Take only the equipment, books or notes, specified for a subject into the exam venue. You may bring a bottle of water to have on your desk.
- Mobile phones are to be switched off and left in your bag. If a phone is seen you must give it to the supervising teachers who will place it on the table at the front of the examination venue.
- You only attend school during the exam period when you have a scheduled examination, you are welcome to study in the Library during the exam period.
- 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 exam. 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 begin the examination only 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 back of the HSC assessment booklet or available from Mrs Small.
- You must see Mr Routh to change an examination, this will only be done if you have a completed form from Mrs Small.
- DE students to see Mr Routh if they need to reschedule an examination.