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EXAMINATION RULES AND RESPONSIBILITIES (YEARS 9 TO 12)

THE PURPOSE OF EXAMINATIONS

An examination is a summative assessment used to provide feedback to teachers and students over the course of instruction. The goal of assessment is to gain an understanding of what students know, and what they do not, in order to make responsive changes in teaching and learning.

As part of the graduation requirements for the Western Australian Certificate of Education (WACE), the School Standards and Curriculum Authority (SCSA) sets, administers and marks examinations for all Year 12 ATAR Pathway courses. It also sets and marks Externally Set Tasks (EST) for all Year 12 GENERAL Pathway students.

All Year 12 ATAR courses have written examinations. Some examinations have a written and a practical component (performance, oral, portfolio or production). The WACE examination markers are unaware of the identity of the examination candidates, or from which school they attend.

Examinations form the basis of direct university entrance because ATAR examinations result in the calculation of an Australian Tertiary Admission Rank (ATAR). Year 12 GENERAL Pathway students gain direct entrance into TAFE through their successful completion of WACE courses and VET Certificates, as well as gaining indirect university entrance.

Examinations provide students and the wider community with confidence about the standards achieved at the end of Year 12. They also make it possible to compare the achievement of students, regardless of the school attended.

The School believes that the best way to prepare Year 12 students for their life after secondary schooling is to ensure that all our students experience examinations. This includes the schedule of Examination Week(s), learning and writing a paper covering a body of taught instruction, being familiar with the process of examinations and following the practises of examination rules and responsibilities consistent with those experienced in Year 12 ATAR Examinations.

The following protocols of examinations give all students from Years 9-12 the understanding and practice of the rigour expected in examinations.

EXPECTATIONS DURING EXAMINATION WEEK(S)

Specific examination week conditions vary for each year cohort in terms of being on School site, signing in to Reception and the Library. Students must follow these requirements.

START TIMES

Examinations are usually set as morning and/or afternoon examinations. Examinations are either written or practical. Each subject or course has specific requirements in terms of length of the examination paper, varying from two-hour examinations in Year 9 to three-hours in Year 11 and 12. Students who have Special Provisions are given them according to SCSA formats and will only be given based on discussion with the Associate Principal and Head of REACH Department, based on a current specialist documentation.

Further information on Special Provisions, students and their parents are recommended to visit the SCSA website at www.scsa.wa.edu.au

AUTHORISED MATERIALS

Students are not to bring unauthorised materials into the examination venue. This includes writing paper, books or manuscripts. No mobile phones or other electronic or internet-connected devices (other than approved calculators) may be brought into the examination venue, including, but not limited to phones, personal music devices or smart watches.

Students are to bring writing pens and pencils into the room in a clear plastic bag - no pencil cases are allowed. Calculator lids are considered to be unauthorised materials and should not be taken into the Examination venue. Any unauthorised materials or unacceptable calculators will be confiscated for the duration of the Examination. Water may be brought into the Examination Venue provided that it is in a clear plastic bottle no more than 1500 mL and cannot be refilled during the Examination.

Students are not permitted to remove Examination materials from the Examination Venue unless given specific permission by the Supervisor.

Candidates should write clearly and in pen unless otherwise directed.

Peter Moyes students will be placed in specified seating order and will have an examination tag on their desk, which contains their Student Number. Students should only identify their paper with their student number to ensure anonymity for the marking of the examination.

NO COMMUNICATION BETWEEN STUDENTS

Students are to enter and leave the examination venue in silence. There is to be no communication between students during the examination and all students must remain silent during the distribution and collection of materials during the examination.

READING TIME

All examinations have a set reading time prior to students writing their examination. During reading time, it is strictly forbidden to mark examination papers by hand, pen, pencil, highlighter or other items, or to use calculators.

LATE ARRIVAL AND EARLY DEPARTURE

No extra working time is given to students who arrive late for an examination. Neither is a Peter Moyes student permitted to leave an examination early. If finished before time, candidates must sit quietly and wait until the end of the Examination.

ASKING QUESTIONS DURING EXAMINATION TIME

The Supervisors for all WACE Examinations are not subject specialists and are unable to answer any questions that relate to the content of an examination paper. For this reason, the asking of general questions during Peter Moyes examinations is discouraged; you must interpret the intent of the question for yourself. Queries should only be raised if you believe there to be a significant error or omission.

END OF THE EXAMINATION

Students will be warned fifteen minutes from the end of the Examination. All students are required to stop working immediately they are asked to do so by the Supervisor.

BEHAVIOUR

All students must wear the School Uniform and follow the general School expectations at all times. Eating is not permitted in the Examination Venue.

SICKNESS AND ABSENCES

If a student is sick or absent on the day of an examination, the Associate Principal must be notified as soon as possible. A doctor's certificate is required to cover the sickness or absence. Arrangements may be made to sit the Examination at another time, at the discretion of the Associate Principal.

CALCULATORS

Graphics Calculators and Scientific Calculators are allowed in certain subjects, as per the WACE Student Information Handbook. No calculators are allowed in the remaining subjects. Where a CAS calculator is allowed in an examination, candidates are permitted up to three CAS WACE-approved calculators. Calculators must be silent, hand-held and contain their own power source (battery or solar operated). They must not have the functionality to communicate wirelessly. Students will be entirely responsible for ensuring adequate power supply to their calculators and the proper working order of their calculators. They must supply and change their own spare batteries. Any battery failure, or other fault which limits the usefulness of a calculator during an examination, will not be taken into special consideration.

No candidate may borrow a calculator from another candidate after entering the examination venue.

Calculator memories do not have to be cleared before entry to an examination.

Calculator instruction booklets and removable covers are classified as unauthorised materials and must not be taken into an examination venue.

EMBARGO WEEK

Only Year 11 and Year 12 students are permitted to have an embargo week. This disallows formal assessments being set or due during the week prior to their Examinations.

Further information on examinations rules and responsibilities, students and their parents are recommended to read the Student Information Handbook at the SCSA website: www.scsa.wa.edu.au

RELATED POLICIES

1.7A Parent Supervisor Guidelines for Examinations