

**2021 Trial HSC Examination Rules and Procedures**

**GENERAL EXAMINATION INFORMATION**

1. TheYear 12 Trial HSC Examinations **commence on Friday, 23rd July 2021** and will **conclude on Friday 6th August 2021.** Normal lessons will resume from Monday 9th August 2021.
2. During this period, all morning examinations will commence at **8:30am** sharp. Unless otherwise specified, afternoon examinations will commence at **12:30pm**. *Note*: Afternoon examinations may finish at 3:40pm.
3. **Full school uniform** must be worn to examinations. (Year 12 Jerseys may be worn with the rest of the school uniform).
4. Students must attend all of their examinations. The responsibility for checking the examination schedule for times and dates of examinations remains with the student. Students must arrive at the examination at **least 20 minutes early**. **Concessions will not be made (such as extra time given) for students who arrive late for an examination or who miss an examination due to poor organisation.** During the examination period, students are required to attend school for their scheduled examinations only. Students are not permitted to leave school between examinations if there are two examinations in one day.
5. Notification and examination information for individual subjects will be provided by classroom teachers. Students are to follow regular sign off procedures for each notification.
6. TPHS Year 12 Assessment Policy 2021 applies during the examination period. Students must meet requirements specified in the assessment policy about attendance during assessment tasks. This means that if a student is unable to attend an examination due to **illness or misadventure**, the school should be contacted before 8:30am. On the next available day (first day of recovery) of return to school, the students should present a **medical certificate** to the Stage 6 Head Teacher as per the school assessment policy. Failure to notify the school of your inability to attend an examination due to illness or misadventure may put this examination and a student’s HSC at risk.
7. Students who missed examinations due to misadventure or illness will be provided with an opportunity to **re-sit missed examinations** in this examination block. This will occur in the first available time slot on the examination timetable. It is essential that students report to **Miss V. Raghunandan** or **Mr A. Fitzgerald** in the **Deputy Principal’s Office (A.G.21)** to allow for organisation of catch-up exams.
8. Students are to provide their **TPHS identification cards**. In addition, these I.D. cards must be displayed on students’ examination table at all times. Students must also know their **NESA identification number** which can be found on the NESA Schools Online portal and will be displayed on the Stage 6 noticeboard in the breezeway.
9. Students are required to bring all necessary **equipment** to **each examination**. A list of NESA approved examination equipment can you found at:

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/rules-and-processes/exam-equipment-list>. Students are responsible for ensuring their equipment is in good working order as the school will not uphold misadventure applications for equipment failure. Students may not borrow equipment during examinations. Examination staff may inspect equipment when a student enters the room, and will tell them where to place any unauthorised items. However, examination staff are not responsible for these items.

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| **Permitted Items** | **Prohibited Items** |
| * Black pens * Pencils, erasers and a sharpener * A ruler * Highlighter pens * A clear bottle of water * A non-programmable watch, which must be taken off, placed on your desk in clear view and not touched during the exam * Other equipment as specified in the exam notification, like a calculator. * **Stationary to be placed in either a clear**   **(Transparent) pencil case or a clear plastic sleeve (including the Geometry set).** | X Mobile phones  X Programmable watches, like smart watches  X Any electronic devices (except a calculator, if  allowed), including communication devices,  organisers, tablets, music players, earphones or  electronic dictionaries  X Paper or any printed or written material (including your  exam timetable)  X Dictionaries (except in language exams, if allowed)  X Correction fluid or correction tape. |

**Examination conditions shall apply from when the first student enters the examination hall until the last student leaves the examination hall.**

**ON ENTERING THE EXAMINATION HALL AND DURING THE EXAMINATION**

1. Candidates must enter the examination hall silently.
2. Complete silence MUST be adhered to whilst candidates are in the examination hall.
3. Bags, containing notes, are to be left in an orderly fashion on either side of the examination hall.
4. Students must sit at the desk that shows their name and/or student number (alphabetical order) oras instructed by supervising staff. Complete a **Student Attendance Slip** as an official record at each examination for Faculty records.

Seat#1

Name: Tania Thomas

School ID: 123456789

Exam: 12Biology

Signature: ………………………………………

1. Candidates MUST sit facing the frontand areNOT to turn around or look at any other candidate’s paper.
2. Candidates areNOT to communicatewith any other candidates in any way.
3. Students must remain in the examination room for the duration of the examination. If students have to leave and want to return and resume the examination, they must be supervised while they are absent from the examination room. If students have completed the examination they must remain seated and quiet. Any student who disrupts the examination may be at risk of receiving a ‘0’ (zero) mark for their work.
4. **Candidates must remain for the entire duration for examinations under 3 hours.** For **three hour examinations,** students are **not permitted to leave the examination in the first two hours or leave the examination in the last 20 minutes.**
5. Food and drink are NOT permitted in the examination hall. Mobile phones are NOT permitted in the examination hall. Phones must be left in bags at the side of the examination area. All phones must be switched off (*not on silent*).
6. Candidates MUSTobey all reasonable instructionsgiven by supervisors.
7. Borrowing is NOT permitted.
8. Candidates must NOT pick up their writing implements until reading time has ceased and writing time has started.
9. All enquiries are to be addressed to supervising staff by candidates raising their hand and waiting patiently.
10. Code of Conduct School Rules apply during ALL examinations.
11. Read the instructions and all questions carefully. Examination supervisors cannot interpret or give instructions about examination questions.
12. Write your **student number** on all **writing booklets, question and answer booklets** and **answer sheets** (unless that information is already printed on them).
13. Write clearly with black pen (only use pencil if instructed to).
14. Write answers in the correct answer booklets. Tell the supervisor if you use the wrong booklet, and write a note on the front of both booklets stating that you wrote an answer in the wrong place. Make sure you label and hand in all parts of your answers.
15. Answer in English, unless the question paper directs otherwise. If you do not write in English, you will receive zero marks for your answer.
16. Make a serious attempt at the exam by answering a range of question types. **Answering only multiple-choice questions is not considered a serious attempt.**
17. Stop writing immediately when the supervisor tells you to.
18. Follow the supervisor’s instructions for arranging completed answers, and wait for the supervisor to collect them.

**ON LEAVING THE EXAMINATION HALL AND AFTER THE EXAMINATION**

1. NO examination papers or the writing paper provided are to be removed from the examination hall.
2. If your examination finishes while another examination is still in progress, classes will quietly depart the hall when dismissed by the supervising teachers.
3. Students must remain at school until all of their examinations for the day are completed. They must then leave the school premises upon dismissal from the examination centre.

**EXAMINATION RULES**

Students must follow the normal school rules, behaving politely and courteously towards the examination supervisors and other students. Specifically, students must not:

* 1. Cheat.
  2. Include frivolous or objectionable material.
  3. Take any prohibited items prohibited into the room.
  4. Speak to anyone other than a supervisor.
  5. Behave in any way likely to disturb another student or upset the examinations running.
  6. Be affected by alcohol or illegal drugs.
  7. Eat unless approved by NESA (for example, if you have diabetes).
  8. Take any writing booklets or examination paper, whether used or not, out of the room.
  9. Write on your body (for example your arms), tissues or material that is not examination material.
  10. Leave the room if your principal requires all students to stay until each examination ends.

Supervisors can ask you to leave the examination if you do not follow these rules. It may also result in **zero marks** being awarded. If your actions might be illegal, you may also be reported to the police. Behavioural issues may result in consequences as determined by the Stage Head Teacher. **Trial HSC Examination Timetable 2021**

The majority of the examinations are in the **School** **Hall** and have **5 minutes reading time** unless stated otherwise. Candidates should be at the Hall (or the Library/other rooms if stated) **at least 20 minutes prior** to the examination commencement time.

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| WEEK 2B | | WEEK 3A | | | | |
| **Session** | Friday  23th July 2021 | Monday  26th July 2021 | Tuesday  27th July 2021 | Wednesday  28th July 2021 | Thursday  29th July 2021 | Friday  30th July 2021 |
| **MORNING** | **ENGLISH ADVANCED**  Paper 1  *8:30am – 10:10am*  *School Hall* | **ENGLISH ADVANCED**  Paper 2  *8:30am – 10:40am*  *School Hall* | **LEGAL STUDIES**  *8:30am – 11:35am*  *School Hall* | **CHEMISTRY**  *8:30am – 11:35am*  *School Hall* | **MUSIC PERFORMANCE PRACTICAL**  *Allocated Time Slots*  *ALL DAY*  *Performance Space*  *Holding Rm: D.1.08, D.1.09, D.1.10, D.1.22* | **BUSINESS STUDIES**  *8:30am – 11:35am*  *School Hall* |
| **ENGLISH STANDARD**  Paper 1  *8:30am – 10:10am*  *School Hall* |
| **ENGLISH STUDIES**  **ATAR**  *8:30am – 11:10am*  *School Hall* | **ENGLISH STANDARD**  Paper 2  *8:30am – 10:40am*  *School Hall* | **SOFTWARE, DESIGN AND DEVELOPMENT**  *8:30am – 11:35am*  *School Hall* | **JAPANESE CONTINUERS – WRITTEN**  *8:30am – 11:30am*  *E.29* | **SOCIETY AND CULTURE**  *8:30am – 10:35am*  *School hall* | **EARTH AND ENVRIONMENTAL SCIENCE (OPEN HIGH SCHOOL)**  *10:00am – 1:05pm*  *Library* |
| **ENGLISH STUDIES**  **NON ATAR**  *8:30am – 11:10am*  *School Hall* |
| **AFTERNOON** | **PDHPE**  *12:30pm – 3:35pm*  *School Hall* | **DRAMA WRITTEN**  *12:30pm – 2:05pm*  *School Hall* | **JAPANESE EXTENSION**  **– SPEAKING**  *Allocated Time Slots*  *E.29* | **ENGLISH EXTENSION 1**  *12:30pm – 2:40pm*  *School Hall* | **MATHEMATICS EXTENSION 1**  *12:30pm – 2:40pm*  *School Hall* |  |
| **JAPANESE CONTINUERS**  **– SPEAKING**  *Allocated Time Slots*  *E.29* | **VET HOSPITALITY**  *12:30pm – 2:35pm*  *School Hall* | **INDUSTRIAL TECHNOLOGY – MULTIMEDIA**  *12:30pm – 2:05pm*  *School Hall* | **STUDIES OF RELIGION**  *12:30pm – 3:40pm*  *School Hall* |
| **RETAIL EXAM**  *External Exam*  *School Hall* | **INDUSTRIAL TECHNOLOGY – TIMBER**  *12:30pm – 2:05pm*  *School Hall* |
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|  | Week 4B | | | | | |
| **Session** |  | Monday  2nd August 2021 | Tuesday  3rd August 2021 | Wednesday  4th August 2021 | Thursday  5th August 2021 | Friday  6th August 2021 |
| **MORNING** |  | **MATHEMATICS ADVANCED**  *8:30am – 11:40am*  *School Hall* | **ANCIENT HISTORY**  *8:30am – 11:35am*  *School Hall* | **MODERN HISTORY**  *8:30am – 11:35am*  *School Hall* | **ECONOMICS**  *8:30am – 11:35am*  *School Hall* | **DRAMA PERFORMANCE PRACTICAL**  *Allocated Time Slots*  *ALL DAY*  *D.1.03*  *Holding Rm: D.1.01, D.1.02* |
| **MATHEMATICS STANDARD 1**  *8:30am – 10:40am*  *School Hall* | **MATHEMATICS EXTENSION 2**  *8:30am – 11:40am*  *School Hall* | **ENGINEERING STUDIES**  *8:30am – 11:35am*  *School Hall* |
| **MATHEMATICS STANDARD 2**  *8:30am – 11:10am*  *School Hall* | **PHYSICS**  *8:30am – 11:35am*  *School Hall* | **BIOLOGY**  *8:30am – 11:35am*  *School Hall* | **INVESTIGATING SCIENCE**  *8:30am – 11:35am*  *School Hall* | **INFORMATION, PROCESSES AND TECHNOLOGY**  *8:30am – 11:35am*  *School Hall* |
|  | **FOOD TECHNOLOGY**  *8:30am – 11:35am*  *School Hall* |
| **GEORGRAPHY (OPEN HIGH SCHOOL)**  *10:00am – 1:05pm*  *Library* |
| **AFTERNOON** |  | **DANCE THEORY**  *12:30pm – 1:35pm*  *School Hall* | **VISUAL ARTS**  *1:00pm – 2:35pm*  *School Hall* |  | **DESIGN AND TECHNOLOGY**  *12:30pm – 2:05pm*  *School Hall* |  |
| **MUSIC 1**  *1:30pm – 2:35pm*  *Performance Space* | **JAPANESE EXTENSION – WRITTEN**  *12:30pm – 2:30pm*  *School Hall* |
| **COMMUNITY AND FAMILY STUDIES**  *12:30pm – 3:35pm*  *School Hall* |