



YEAR 10 SEMESTER 2 EXAM ORGANISATION

Monday 23rd October to Thursday 26th October 2023

Stage 5 Examination Policy

In-class assessment tasks and examinations

In-class assessment tasks are those that require the student to be present at school in order to complete, such as topic tests, presentations, speeches, performances and practical tasks. Examinations are those held in an examination period under examination conditions and draws from most or all content areas, topics or modules of the syllabus. **All Year 10 examinations in 2023 will be a maximum of 75 minutes.**

Absence on the day of a scheduled examination

If a student is absent on the day of a scheduled examination, they must be prepared to **complete the task on the specified catch up day** on Monday 31 October. If students are unable to complete make up exams on the scheduled day due to ongoing absence, Faculty Head Teachers may choose to provide an alternate task in-class or provide an estimate of the student's mark. Failure to complete a task on time without sufficient documentation will result in a mark deduction as per hand-in assessment tasks. Students may appeal this deduction on the grounds of illness or misadventure following the procedures outlined in the Stage 5 Assessment Handbook. If a student is absent due to another school event ("School Business"), students may apply for a reschedule following the procedures outlined in the handbook. Concessions can be made at the Head Teacher's discretion or for students with PLPs, learning needs or in extenuating circumstances.

Procedures for applying for Illness/Misadventure for an EXAMINATION

Consideration is given to students who suffer illness or misadventure at the time of an examination. It is important to note that set procedures must be followed for this consideration to be applied in order to ensure fairness for all students.

Applications are to be expressed in writing using the **Illness/Misadventure Application Form** provided by the school. These forms are to be obtained by the student from the school's website, school office or Stage Head Teacher. **Where students have missed a single examination, the application should be returned to the Faculty Head Teacher. Where students have missed multiple examinations, the application should be returned to the Stage Head Teacher (Mr Thomas).**

Students missing an examination and wishing to make an application for illness/misadventure must follow the procedure outlined below:

Step One: Contact the school

(i) The parent/caregiver of the student **MUST** inform the school **on the day of the absence** by either phone: 02 9626 3562; or email: theponds-h.school@det.nsw.edu.au by 8:30am.

Step Two: Obtain relevant documentation

(i) The student must obtain an **Illness/Misadventure Application Form** from the school website, <https://theponds-h.schools.nsw.gov.au/learning-at-our-school/assessment-and-reporting.html>.

- (ii) For illness, the student **MUST** obtain a medical certificate from a medical practitioner for the period of absence. If student is absent due to Covid – a medical certificate is not required. However, parents **MUST** have informed the office that a student is absent due to Covid.
- (iii) For misadventure, the student should obtain a statement or any supporting documentation, where possible, outlining the situation.

Step Three: Upon return to school

It is the student's responsibility to:

- (i) Complete and submit the **Illness/Misadventure form** and relevant documentation **to the relevant Head Teacher within two days of returning to school.**
- (ii) Regardless of submitting the application/receiving the outcome, students must attend the scheduled catch up examination on Monday 31 October. *Where students are unable to complete the task on the catch up day, they should see the Stage Head Teacher (Mr Thomas).*
- (iii) The Head Teacher will consider the application. The decision will be communicated in writing to the relevant Faculty Head Teachers and Class Teacher. The class teacher will then communicate the result to them.

If the application is not accepted, a **zero mark** will be awarded for that task. Should the student wish to appeal this decision, they must submit this in writing to the Stage Head Teacher.

Outcome of Illness/Misadventure

The **Stage 5 Head Teacher or Faculty Head Teacher** will consider illness/misadventure cases specific to examination tasks. They will judge the presented evidence and decide whether the application is to be accepted or rejected.

If the application is accepted, one of three things may occur:

1. **Original or substitute task is to be completed** – the student will be required to complete the original task or a substitute task and will be awarded the marks earned. Failure to complete the task will result in **zero marks** awarded.
2. **Awarded mark remains** – for students who have completed the task as well as submitted Illness/Misadventure paperwork, their performance in the assessment task may be considered unaffected. In this case, the student's original result in the task will remain as marked.
3. **Estimate mark awarded** – in exceptional circumstances, where undertaking an alternative task is not possible, the relevant Faculty Head Teacher, may determine that an estimate mark be awarded using the student's previous assessment performance.

If the application is rejected, then the **task must be attempted** and then one of two things may occur:

1. **Original task was submitted or attempted on time** – the original task will be marked and this earned mark will apply.
2. **Original task was submitted or attempted late** – the original task will be marked; however, any applicable late penalties will apply.

In all cases, any student wishing to appeal this decision must do so in writing to the **Stage 5 Head Teacher within two school days of receiving the initial decision.**

Examination Procedures and Rules

1. Students must read the examination timetable carefully and be prepared to attend exams at the times and venues that the school arranges. Students must arrive at the exam as per school instructions. 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.
2. Students must sit for all exams unless they have an illness or misadventure, in which case they must notify the school immediately and follow the appropriate procedures.
3. Students should bring the equipment they need and know what equipment is allowed for each exam. Students are responsible for ensuring their equipment is in good working order because the school will not uphold misadventure applications for equipment failure. Students may not borrow equipment during exams. Exam staff may inspect equipment when a student enters the room, and will tell them where to place any unauthorised items. However, exam staff are not responsible for these items.

Permitted Items	Prohibited Items
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Mobile phones• Programmable watches, like smart watches• Any electronic devices (except a calculator, if allowed), including communication devices, organisers, tablets, music players, earphones or electronic dictionaries• Paper or any printed or written material (including your exam timetable) unless specified• Dictionaries (except in language exams, if allowed)• Correction fluid or correction tape.

4. Students must sit where instructed, which may be labelled with their name and/or student number.
5. During the exam, students must:
 - a) Always follow the exam supervisors' instructions.
 - b) Read the instructions and all questions carefully. Exam supervisors cannot interpret or give instructions about exam questions.
 - c) Write their name and/or student number on all writing booklets, question and answer booklets and answer sheets (unless that information is already printed on them).
 - d) Write clearly with black pen (only use pencil if instructed to).
 - e) Write answers in the correct answer booklets. Tell the supervisor if you use the wrong booklet, and write a note on the front and back of both booklets stating that you wrote an answer in the wrong place.
 - f) Do not rewrite questions, but make sure you label and hand in all parts of your answers.
 - g) Answer in English, unless the question paper directs otherwise. If you do not write in English, you will receive zero marks for your answer.
 - h) 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.
 - i) Stop writing immediately when the supervisor tells you to.

- j) Follow the supervisor's instructions for arranging completed answers, and wait for the supervisor to collect them.
6. During each exam, students must not:
- a) Start writing until the Supervisor in Charge tells you to.
 - b) Write on anything other than writing books, answer booklets or other writing material provided by the Supervisor in Charge. You should not write on any other equipment including your body, clothing or tissues.
 - c) Leave the room, except in an emergency. If you have to leave and want to come back to continue the exam, you must be supervised while you are out of the room.
 - d) Take an exam paper out of the room. Speak to your teacher if you want to see a paper afterwards.
7. Students must follow the normal school rules, behaving politely and courteously towards the exam supervisors and other students. Specifically, students must not:
- a) Cheat.
 - b) Include frivolous or objectionable material.
 - c) Take any prohibited items prohibited into the room.
 - d) Speak to anyone other than a supervisor.
 - e) Behave in any way likely to disturb another student or upset the exam's running.
 - f) Be affected by alcohol or illegal drugs.
 - g) Eat unless approved by the school (for example, if you have diabetes).
 - h) Take any writing booklets or exam paper, whether used or not, out of the room.
 - i) Write on your body (for example your arms), tissues or material that is not exam material.
 - j) Leave the room.
8. Supervisors can ask you to leave the exam 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.

Malpractice

Malpractice is dishonest behaviour by a student that gives them an unfair advantage over others. It includes, but is not limited to:

- Copying part or all of someone else's work and presenting it as their own.
- Breaching school exam rules.
- Using non-approved aids in an examination.
- Giving false reasons for not being present during the required examination period.
- Helping another student to engage in malpractice.

Where the teacher responsible for a task has reason to suspect malpractice, this will be brought to the attention of the relevant Stage Head Teacher, who will determine the appropriate action should malpractice be proven. This may include a **zero mark** being awarded and the student being required to re-attempt the task in order for an accurate assessment to be made. Should the student wish to appeal this decision, they must complete and submit an Assessment Task Appeal Application Form to the Stage Head Teacher **within two school days** of the decision being taken



Year 10 - Semester 2 2023 Examination Timetable

	Monday 3A 23-Oct-23	Tuesday 3A 24-Oct-23	Wednesday 3A 25-Oct-23	Thursday 3A 26-Oct-23
Period 1			Year 10 Maths Exam School Gym	
Period 2				
Period 3				Year 10 English Exam School Gym
Period 4				
Period 5	Year 10 Science Exam School Gym	Year 10 HSIE Exam School Gym	<i>SPORT</i>	
Period 6				

CATCH UP SESSIONS – Periods 1 - 4 Monday 31st October.