

## CANDIDATE PROTOCOLS FOR SCHOOL-BASED ATAR COURSE WRITTEN EXAMINATIONS

Written Examination Dates			
School Exams – Semester One		School Exams – Semester Two	
Year 12		Year 12	
Term Two Weeks 6-7	Wednesday 31 <sup>st</sup> May to Friday 9 <sup>th</sup> June (including the SDD June 06 <sup>th</sup> )	Term Three Holidays Friday 29 <sup>th</sup> September to Friday 06 <sup>th</sup> October	Term Four ( <i>External WACE Written Examinations</i> ) Week 4 starts Monday October 30 <sup>th</sup> Week 6 ends Friday November 17 <sup>th</sup>
Year 11		Year 11	
Term Two Weeks 6-7	Wednesday 31 <sup>st</sup> May to Friday 9 <sup>th</sup> June (including the SDD June 06 <sup>th</sup> )	Term Four Weeks 6-7	Thursday 13 <sup>th</sup> November to Tuesday 21 <sup>st</sup> November

All ATAR written examinations are 3 hours working time unless otherwise indicated. All ATAR written examinations have 10 minutes reading time, unless otherwise indicated.

Mathematics Applications, and Mathematics Methods examinations consist of two sections:

- Section One: Calculator-free – 5 minutes reading and 50 minutes working time
- Section Two: Calculator-assumed – 10 minutes reading and 100 minutes working time.

### Important Examination Information

1. In-school examinations: Candidates will be issued with their 'Personalised Written Examination Timetable' by the Student Services Team. Please ensure that you take this, along with photographic proof of ID to each examination. If a candidate believes an error has been made to their examination timetable, please contact the Year 11/12 School Officer in Student Services asap.

External Examinations (*Final Year 12 WACE Examinations*): Candidates must log in to their Student Portal through SCSA ([scsa.wa.edu.au](http://scsa.wa.edu.au)) and download their examination timetable. Candidates must check for any changes to the examination schedule the night before (*and morning of*) each examination – this is the candidate's responsibility.

2. Candidates must arrive at the examination venue no later than 30 minutes before the commencement of their examination. Candidates are to meet upstairs in Block 5 outside the Mathematics Staff Office. The Chief Invigilator will direct students for an induction and then ask students to move to their allocated examination room.
3. Upon arrival at the examination room, candidates must check the outside door for their name and where they will be sitting. In the examination room, you will have an assigned desk on which your WA student number has been placed. You must sit at this desk unless otherwise directed by an Invigilator and await further instructions.
4. Candidates are not allowed to enter the Examination Room until requested by the Examination Invigilator.
5. Examination Invigilators are rostered on for each examination to ensure the smooth running of each examination and enforce the examination protocols. They are also responsible for ensuring that cheating and/or collusion does not occur and will be actively scanning and walking quietly up and down each row as part of their role.
6. Candidates must attend all their Written Examinations in College uniform. Candidates not appropriately dressed run the risk of being sent home to change, and thus will miss out on some of their Examination time – this is for all Examinations – including the External Year 12 ATAR Examinations which are held at the end of the Year 12 School Year.
7. Candidates must not wear caps, hats, or hoodies in the Examination Room. Veils or headwear worn for cultural, medical, or religious reasons as part of the candidate's normal attire when attending school, can be worn during an Examination.

8. Candidates must not bring bags, purses, wallets into the examination room – this must be left in the Induction Room which will be locked after the induction. You must bring proof of identity into the examination room along with your personalised examination timetable.
9. All mobile devices must not be brought into the examinations. If you have a device in the examination room, you must switch this device off and hand to the Examination Invigilator. The device may be collected at the end of the Examination.
10. Candidates will not be admitted to the Examination Room if they arrive 30 minutes after the working start time for Examination. The exception is for the Mathematic Examinations. Candidates who arrive after the first half hour of working time in the Calculator-free section are not admitted into the examination room until the break. They are permitted to sit the Calculator-assumed section of the examination.
11. If a candidate fails to attend their Examination on time and cannot prove extenuating circumstances, they will receive a zero as their Examination score.
12. Candidates who come late to the Examination (*within the 30-minute working time*) will not be given extra time to make up the time missed.
13. Candidates should make sure that they have been to the toilet before entering the Examination Room.
14. Candidates will not be allowed to leave the examination during the first hour of the working period of the examination, or during the final 15 minutes of the examination. You will be advised by the Invigilator when there is 15 minutes remaining in the examination. The only exception is for Mathematics Examinations. If a candidate wishes to leave their Mathematics Examination, they cannot leave until 15 minutes into the working time of the Calculator-assumed section.
15. If a candidate wishes to use the toilet they will be accompanied by an Invigilator and asked to turn out their pockets before entering the toilet and again before entering the examination room.
16. Candidates are to place at the top of their desk their 'Personalised Examination Timetable' and make it available for the Examination Invigilator to see – this is to verify your identification. If you do not bring your 'Personalised Examination Timetable', then please raise your hand. The Invigilator will ask for verification of who you are (driver's license or other card which has your picture on it) and then will issue you with your Student Number and ask you to complete an ID check.

**17. What TO bring to your Examinations:**

*(Your teacher will let you know if additional material other than listed below is permitted for the completion of your Examination.)*

- Pens (*do not use erasable or gel pens – black or blue ink is preferred*), pencils (*coloured is acceptable when applicable*), highlighters, eraser, ruler, compass, protractor, and other items specified by each course on the examination timetable. **Note:** Black or Blue pens are to be used to shade your answer for Multiple Choice Questions – if you change your response – please place a clear X through your answer.
- Approved calculator (*this will vary for different courses. Please make sure you are aware of the type of calculator you may use for a particular course*). Please ensure you bring spare batteries for your calculator.
- When sitting the Mathematics Calculator-Assumed section of your Mathematics Examination, you are allowed to use up to two (2) A4 sheets (*both sides of each page – font any size*) of notes. These notes may be handwritten, typed, photocopied, or commercially produced. They must be flat, contain no folds, not be pages joined by glue or tape and are not to contain sticky notes as additional information. Font can be of any size and come from any source and contain information relating to your examination that you wish.
- Only clear pencil cases may be left on the desk; other pencil cases should be left on the floor during your Exam.
- Candidates may bring water into the Examination Room providing that the water is in a clear plastic bottle (*please remove all labels and be no more than 1500ml*). No other drink is permitted. Refilling of water bottles during the Examination is not permitted.

**18. What NOT to bring to the Examinations:**

- Mobile phones
- Any watch (electronic, digital, smart)
- iPod/MP3 players
- Headphones, earplugs, earbuds, or other unauthorised listening devices
- Food (*including chewing gum*), except in special circumstances, e.g., medical which is authorised by the Years 11-12 Senior School Student Services Coordinator before the Examination Period commences (*please ensure you have contacted the Years 11-12 Senior School Student Services Coordinator – well before entering the Examination Room if you require the need to consume food during your examination*)
- Non-approved calculators, calculator instruction booklets and calculator cover

- Paper for 'working out' (*this will be provided by the Examination Invigilator—ask for more if you run out*). Work that you do not want the marker of your exam to 'mark' should have two lines drawn through it and be labelled 'do not mark'.
  - Map templates
  - External storage media
19. Any candidate who has any of these items will have them confiscated and risks having their Examination Paper cancelled and therefore, will achieve a zero result.
20. No books or notes may be taken into the Examination Room other than what has been mentioned above.

## EXAM ROOM REGULATIONS

1. When you enter the Examination Room all talking is to cease – this continues throughout the examination period and whilst leaving the room.
2. When candidates wish to contact the Examination Invigilator, they must raise their hands and wait until the Invigilator is able to attend.
3. Candidates must not move out of their seats without the permission of the Invigilator.
4. Candidates are required to observe any general instructions which may be given by an Invigilator and to carefully note any instructions that appear on the front of the Examination Paper.
5. Reading Time is for reading only. No writing, highlighting, underlining or use of calculators is permitted during this period. The purpose of this time is for you to read all instructions on the paper, familiarize yourself with the questions and determine which questions you will do first.
6. No candidate may contact any other candidate to borrow equipment—even through the Invigilator. If you have forgotten to bring something you need, you will have to do without it.
7. Candidates should write clearly with pen (preferably blue or black – no gel pens) or dark coloured pencil.
8. Candidates will be warned fifteen minutes prior to the time the examination is due to finish and must stop writing immediately they are asked to do so by the Invigilator. Candidates must wait for the Invigilator's final instructions before exiting the examination room in a quiet, orderly fashion.

## BREACHES OF EXAMINATION RULES - maximum penalties that might apply but are not limited to:

1. Impersonation of a Candidate: cancellation of all the candidate's practical and/or written raw examination marks and exclusion from remaining examinations in that year. The matter will be reported to the police.
2. Collusion between candidates: cancellation of that practical and/or written raw examination marks of each of those candidates involved, together with an inspection of prior papers/recordings in any common examination for evidence of collusion.
3. Possession of knowledge of examination questions before and examination: cancellation of all the candidate's practical and/or written raw examination marks. The matter will be reported to the police.
4. Possession of unauthorised materials during the examination: cancellation of whole parts of a candidate's paper where unauthorised materials are relevant to the course being examined (*whether actual use is established*).
5. Possession of mobile technologies: e.g., smart watch, mobile phone, iPod and/or calculator in an examination for which it is not approved – cancellation of all or part of the candidate's practical and/or written examination mark.
6. Markings on authorised materials in the examination room: cancellation of part or all the practical and/or written raw examination mark where markings in tables, data books or dictionaries etc. are considered to be relevant to the course being examined (whether or not actual use is established) and/or cancellation of part or all of the practical raw examination mark where features/markings/annotations/names/logos identify the candidate, school, club or achievements including authorised materials that are stamped/labelled.
7. Unauthorised removal of examination materials: unauthorised removal of examination materials from the examination room will result in cancellation of the part(s) of the candidate's practical and/or written raw examination mark relating to the materials being removed. The matter will be reported to the police.
8. Examination Room behaviour: blatant disregard of the Examination Room regulations will result in the removal of the candidate from the Examination Room. The candidate will be escorted to Student Services and normal College discipline will apply (*parents will be rung and asked to collect their child from school*).

9. Failure to follow examination instructions: cancellation of part or all the candidate's practical and/or written raw examination mark where the candidate's failure to follow the instructions is considered to have given the candidate an advantage over other candidates.
10. False declarations: cancellation of part or all the practical and/or written examination mark where the candidate falsely declares that the work presented for external assessment is their own and/or that it conforms to the specifications of the course.

Candidates have the right of appeal against a penalty being imposed on the grounds that:

- a breach of examination rules did not occur, or
- Authority procedures used to determine if a breach occurred were inappropriate.

If a candidate wishes to appeal the penalty, they must contact the Student Services Manager who will then consult with the College Executive.

#### **ABSENCE FROM EXAMINATIONS**

1. No allowance can be made for a candidate who misses an examination session through misreading their timetable.
2. A family holiday is not a valid excuse for missing an examination.
3. If you miss or are not able to complete an examination session for health reasons, it is important that medical evidence be provided to verify the nature and severity of the illness/injury. In most cases, that will mean producing evidence from a medical professional who was consulted on the day of the examination or the day before. Candidates who do not attend due to sickness must present their medical certificate to the Student Services Manager asap or the examination may be marked as a zero score.
4. Candidates who do not attend due to extenuating circumstances must have evidence and see the Years 11-12 Senior School Year Coordinator who in consultation with the Student Services Manager and Curriculum Deputy will consider the reason and evidence and decide as to whether it is a valid excuse. Only serious reasons will be considered.