

## **EXTERNALLY SET TASK (EST) – STUDENT PROTOCOLS**

All EST testing will occur in Weeks 2-4, Term 2 (08 May – 26 May). The timetable (closer to the dates) for this testing period can be found on the College Website - [Senior School – Halls Head College](#).

All ESTs have 50 minutes working time. Some ESTs will occur during a student's regular class time for that course. If the course has several classes all on different times through the week, students will be directed to attend testing centres within the College to complete their EST (this occurs for 10 of our courses studied – English, Mathematics General, Careers and Enterprise, Health Studies, Physical Education Studies, Visual Arts, Psychology, Material Design and Technology Metals, and Material Design and Technology Wood). Testing Centre Times will occur during Period 2, with students being released from their period 1 class 15 minutes before the end to move to the testing centres and be ready to commence their EST when period 2 commences.

Students who have Special Arrangements in place for the sitting of school-based assessments will have the same Special Arrangements applied to the sitting of their EST.

### **Important EST Information**

1. Students will be required to enter their eight-digit Western Australian student number (WASN) on their test paper (each student's teacher or Invigilator will have this information for student reference).
2. Students must arrive at their classroom on time for their EST. Students have 50 minutes to complete their EST once they have completed the administrative tasks (*i.e., writing WASN on their paper and preparing to complete the EST*).
3. Prior to sitting the EST, students are not allowed to enter their classroom until requested by their class teacher.
4. All mobile devices (*phones, watches, iPads etc*) must be switched off and handed to the classroom teacher or Invigilator. The device may be collected at the end of the period.
5. If a student fails to attend their EST and cannot give a satisfactory reason as to why, the procedures outlined in the College Senior School Assessment Policy will be followed - [Senior School – Halls Head College](#).
6. Students who come late to the EST will not be given extra time to make up for the time they have missed.
7. Students should make sure that they have been to the toilet before entering the classroom to complete their EST.
8. **What to bring to your EST:**  
(Your teacher will let you know prior to your EST if additional material other than listed below is permitted for the completion of your EST.)
  - Blue or black pens (*erasable or gel pens are not to be used*), dark pencils, eraser, pencil sharpener, ruler, and other items specified by the Authority – [2023 Externally Set Tasks course specific requirements.DOCX \(scsa.wa.edu.au\)](#).
  - Only clear pencil cases may be left on the desk; all others on the floor or kept in student bags.
  - Students may bring water into their EST 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 EST is not permitted.
9. **What not to bring to the EST:**
  - 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 Senior School Student Services Manager before the EST testing period commences (*please ensure you have contacted the Senior School Student Services Manager – well before entering the classroom if you require the need to consume food during your EST*)
  - Non-approved calculators, calculator instruction booklets and calculator cover
  - Paper for 'working out' (*this will be provided by the classroom teacher – ask for more if you run out*).
  - External storage media

Any student who has any of these items will have them confiscated, risk having their EST cancelled and be awarded a zero result.

10. No books or notes may be taken into the classroom other than what has been mentioned above.

## **EST ROOM REGULATIONS**

1. When students enter the classroom or test centre, all talking is to cease – this continues throughout the EST period and whilst leaving the room at the end of the period.
2. When students wish to contact the classroom teacher or invigilator, they must raise their hands and wait until the teacher or invigilator is able to attend.
3. Students must not move out of their seats without the permission of the teacher or invigilator.
4. Students are required to observe any general instructions which may be given by the teacher or invigilator and to carefully note any instructions that appear on the front of the EST Paper.
5. No student may make contact with any other student to borrow equipment.
6. Students should write clearly with a blue or black pen (non-gel) or dark pencil (if necessary).
7. Students will be notified five minutes prior to the time the EST is due to finish and must stop writing immediately when they are asked to do so by the teacher or invigilator.
8. Students must wait for the teacher's or invigilator's final instructions before exiting the classroom in a quiet, orderly fashion.
9. Students must not discuss the EST with any other students otherwise they may be in breach of the EST Protocols.

## **BREACHES and maximum penalties that might apply are listed below:**

1. Impersonation of a student: cancellation of the student's EST marks with a zero given for this task.
2. Collusion between students: cancellation of EST marks for those students involved – a zero will be given for this task.
3. Possession of knowledge of EST questions before the EST: cancellation of the student's EST marks.
4. Possession of unauthorised materials during the EST: cancellation of whole parts of a student's paper where unauthorised materials are relevant to the question being answered (*whether actual use is established*).
5. Possession of mobile technologies: e.g., smart watch, mobile phone, iPod and/or calculator in the EST for which it is not approved – cancellation of all or part of the student's mark.
6. Unauthorised removal of EST materials: will result in cancellation of the part(s) of the student's mark relating to the materials being removed.
7. EST classroom behaviour: blatant disregard of the EST Protocols will result in the removal of the student from the classroom. The student will be escorted to Student Services and normal College Behaviour Management Protocols will apply.
8. Failure to follow EST instructions: cancellation of part or all the student's mark where the student fails to follow instructions that may have given the student an advantage over other students.

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

- a breach of the EST Protocols did not occur, or
- College procedures used to determine if a breach occurred were inappropriate.

If a student wishes to appeal the penalty, they must contact the Student Services Manager who will then consult with the HoLA/Program Coordinator for that Learning Area in which the breach occurred and then the College Executive.

## **ABSENCE FROM THE EST**

1. No allowance can be made for a student who misses an EST through misreading their timetable.
2. A family holiday, driving test, etc is not a valid excuse for missing an EST.
3. If a student is not able to complete an EST for health reasons, it is important that medical or supporting evidence be provided to verify the nature and severity of the illness/injury. Students who do not attend due to sickness must present a medical certificate and/or other supporting documentation to the Student Services Year 11-12 Coordinator asap or the EST may be marked as a zero score.
4. Students who do not attend due to extenuating circumstances must supply supporting documentation to the Student Services Year 11-12 Coordinator who in consultation with the Student Services Manager who will consider the reason and evidence and decide as to whether it is a valid excuse. Only serious reasons for the non-sitting on an EST will be considered.