



## 2023 YEAR 11 END OF COURSE EXAMS MONDAY SEPTEMBER 11<sup>TH</sup> - FRIDAY SEPTEMBER 22<sup>ND</sup> TIMETABLE & PROCEDURES

Name: \_\_\_\_\_

### **CHECK & HIGHLIGHT ALL YOUR EXAMINATION TIMES.**

- Record them in a calendar. This will help organise your preparation.
- You will receive a **task notification** for the examination from your class teachers. This may include more detailed information about the examination, its structure and supplied/required equipment (e.g. calculators, geometry equipment, pencils etc).

### **ON THE DAY**

- You are required to be at the venue (HALL, PWS or E block) **20 minutes before** the start of your exam.
- Being late to the examination will result in less time to complete the paper. Prepare your travel, mindful of possible delays.
- Black or blue pens are required for all courses in a clear plastic sleeve.
- Full regular school uniform is to be worn for all exams.
- Students are required to remain in the exam room for the **entire duration** of the examination. **Early departures are not allowed - no exceptions.**

### **DANCE, DRAMA & MUSIC PRACTICAL EXAMINATIONS**

These are schedules across different days. Sarah Minol and Anne McLellan will issue you with an individual timetable for each of your practical exams. Rachel Zoglmeyer will notify students of their composition assessment in Week 8.

### **DISABILITY PROVISIONS**

Shannon Finemore will issue an individual timetable to all students who are eligible to receive provisions. If you have successfully applied for Disability Provisions, please check your personalised timetable for times and locations. See Shannon if you have any questions or concerns.

**Term 3 Week 9A**

**Note: all exams for this week are in the HALL  
Week 10 exams are located in E-Block Upper**

	<b>Morning Session 8:00 AM Start - HALL</b>	<b>Afternoon Session 11:55 start - HALL</b>
<b>Monday September 11th in Hall</b>	EAL/D 8 - 9:40 English Advanced 8 - 10:10 English Standard 8 - 10:10	
<b>Tuesday September 12th in Hall</b>	<b>DANCE PRACTICAL 8:30 AM - 3 PM</b> (session times TBC with the class teacher)	
	Business Services VET 8 - 10:05 Investigating Science 8 - 10:05 Aboriginal Studies 8 - 10:05 Software Design Development 8 - 10:05 Textiles & Design 8 - 9:35 Drama 8 - 10:05	Society & Culture 12:45 - 14:20
<b>Wednesday September 13th in Hall</b>	Design & Technology 8 - 9:35 Retail Services VET 8 - 9:35	Biology 12:45 - 14:50 Modern History 12:45 - 14:55
<b>Thursday September 14th in Hall</b>	Business Studies 8 - 10:05	Ancient History 12:45 - 14:55 Food Technology 12:45 - 14:50 Physics 12:45 - 14:50
<b>Friday September 15th in Hall</b>	Mathematics Advanced 8 - 10:05 Mathematics Standard 8 - 10:05	

**Term 3 Week 10B -  
Note: This week's exams are located in E-Block Upper**

	<b>Morning Session 8:00 AM start</b>	<b>Afternoon Session 11:55 start</b>
<b>Monday September 18th</b>	Community & Family Studies 8 - 10:05 E-Block Upper - Rooms E05 - E10	Industrial Technology - Multimedia E05 & E09 12:45 - 14:20 Industrial Technology - T & F E05 - E08 12:45 - 14:20 Chemistry E09 & E10 12:45 - 14:50
<b>Tuesday September 19th</b>	PDHPE 8 - 10:05 E-Block Upper - Rooms E05 - E10	Legal Studies E05 - E08 12:45 - 14:50 Engineering Studies E05 - E08 12:45 - 14:50
<b>Wednesday September 20th</b>	Economics E05 - E06 8 - 10:05 Exploring Early Childhood E07-E08 8 - 10:05 IPT 8 - 10:05 E10	
<b>Thursday September 21st</b>	Mathematics Extension 1 E05 - E08 12:45 - 14:50 Photography E05 - E08 8 - 9:05 Japanese E09 8 - 10:05	<b>DRAMA PRACTICAL</b> 1pm - 7:30 PM Session times TBC with the class teacher
<b>Friday September 22nd</b>	English Extension E10 8 - 10:10	



# Wyndham College

## Examination Protocols and Procedures

From the Wyndham College Assessment Handbook

### 5. School Assessments under Examination Conditions

*In school assessments are often carried out under examination conditions. Wyndham College uses examination procedures modeled on those used for NESAs external examinations. All students must meet these expectations. Students need to be aware of the examination **Procedures and Code of Conduct** (see below). They ensure the smooth running of examinations and an environment in which all students are able to respond to the best of their ability without disruption from others.*

### 6. Exam Procedures and Code of Conduct.

- Wear full school uniform. This assists the supervisor identify you as a student of this campus. Bring all necessary equipment in a **CLEAR ZIP LOCK BAG or CLEAR PENCIL CASE**. A black or blue pen, pencil, pencil sharpener, eraser, highlighter and ruler marked in mms and cms are allowed in ALL examinations.
- For examinations requiring a calculator use only a NESAs approved calculator. Make sure it is fully charged.
- You may bring a clear bottle of water into the examination; you cannot leave to refill it.
- Supervisors have the right to inspect any equipment you bring into the examination room.
- Arrive at the exam room 20 minutes before examination start time. It can take some time to find your seat.
- Organise your transport to be early for examinations.
- If you arrive late, entry into the examination will be at the supervisors' discretion. You will not be granted extra time.
- Sit at your allocated desk in the set alphabetical order. Do not swap name place cards.
- Remove your watch and place it in clear view on the desk in front of you. It cannot be a programmable watch. If it is, it will have to stay in your bag or be handed in to the supervisors.
- When instructed, thoroughly check your examination paper – it is possible that pages are missing or there has been an error in the printing.
- Reading time is for reading only. NO writing or highlighting may be undertaken during reading time.
- Read instructions carefully, noting requirements for the use of answer booklets.
- Supervisors are NOT able to interpret exam questions.
- Write your name or NESAs number, as instructed by the supervisor, on every page of your answer booklet.
- Write in black or blue pen, preferably black.
- Stop writing immediately when you are instructed to do so.
- Arrange completed answers according to the supervisor's instructions.
- Do not remove examination papers, booklets or any other examination materials from the examination room including planning notes.
- Only leave the examination room when the supervisor says it is OK to do so. Leave quietly and immediately, when instructed to do, so other exams may still be underway.
- If you are ill or a problem exists during the examination notify the supervisor immediately, by quietly raising your hand.

## **Students must NOT:**

- Borrow equipment from other students.
- Take mobile phones or programmable watches or other electronic devices into the examination room. They must be switched off and in your bag.
- Speak or communicate to anyone other than a supervisor during the examination. Behave in a manner that is likely to disturb or disrupt other students.
- Bring any food or drink into the exam hall.
- Participate in any form of malpractice. Cheating or malpractice may result in zero marks being awarded, an 'N' determination issued and/or being placed on the **NESA Academic Malpractice Register**.

## **What you must do if you are unwell on the morning of the exam.**

*Exams are very important and must be attended by all students. Only under extreme circumstances of illness or misadventure should you miss an exam.*

You or your parent/guardian **MUST** contact the school **BOTH** by phone at 92087100 and email the Head Teacher and Course Coordinator (list below). They need to know on the day of the examination that you will not be attending **the morning of the exam and why**.

An illness /misadventure application must be completed for every missed exam.

- If sick you are required to **get a Medical Certificate** for the day(s) you are absent. This must **state the type of illness in detail** (unfit for school will not be accepted).
- You need to keep your teachers informed and notify them when you will return to school.
- Make-up exams should where possible be resat during the exam period.
- The Subject Head Teacher will reschedule your exam.

## **MISADVENTURE POLICIES AND PROCEDURES**

The New South Wales Education Standards Authority (NESA) Illness/Misadventure program assists students who:

- are prevented from attending an examination (including a practical examination) due to illness or unforeseen misadventure, or
- consider that their performance in an examination has been affected by illness or misadventure immediately before or during the examination.

Please note the extract from the Wyndham College Assessment Handbook below

*iv. Students who fail to attend on the specified date an assessment task (including examinations) which is to be completed at school **must be given zero if they have no valid reason**.*

*v. ... but who have a valid reason (such as sickness or approved leave validated by appropriate documentation) are eligible for the full mark allocated to the task if they have completed the task.*

*A medical certificate is an essential component of a successful Medical Misadventure Application. You need to complete a [form](#) available on the school [website](#).*

[STUDENT APPEAL FORM - Illness Misadventure](#).

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