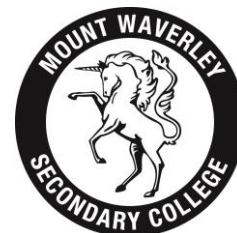


Mount Waverley Secondary College

Student Engagement & Inclusion

EXAMINATION POLICY



Produced in consultation with the college community
Endorsed by College Council : June 2016
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1. Rationale

Examinations are an important part of school life. They form a significant part of assessment in formal education and are the primary source of information used to assess a student's eligibility to enter tertiary education.

Examinations are a means of assessing how well students have understood a common core of knowledge and skills. Success in examinations requires students to be able to:

- keep an organised record of work over a semester or a year
- summarise and review a number of topics in a subject at one time
- memorise important knowledge and practise subject based skills
- organise time for study
- manage stress levels and
- work under examination conditions

Mount Waverley Secondary College recognises that training in preparing for and sitting an examination are valuable skills for students in preparation for senior studies, both in secondary and tertiary education.

Senior Campus

The setting of semester examinations in all subjects for Year 9 to Year 11 is a school policy. The Year 12 exams are set and administered by VCAA at the end of Unit 4 between October and December. The style of examinations for Year 9 and Year 10 is left to the professional judgment of teachers and faculties, in consultation with school leaders. At Year 11, the Semester 1 exam should assess skills and knowledge across all outcomes in Unit 1. In Semester 2, the Year 11 exam should draw from outcomes across Units 1 and 2.

2. Expectations

2.1 Examination length

The College believes that the following expectations are reasonable for the age and academic demands of each level.

Faculty	Year level	Reading Time	Examination duration
English	9	5	80 minutes (including reading time)
English	10	10	100 minutes (including reading time)
Mathematics	9	5	70 minutes (including reading time)
Mathematics	10	10	100 minutes (including reading time)
Science; Humanities; Languages	9	5	70 minutes (including reading time)
Science; Humanities; Languages	10	10	80 minutes (including reading time)
The Arts; HPE; Technology	9	5	70 minutes (including reading time)
The Arts; HPE; Technology	10	10	80 minutes (including reading time)
VCE (except English) Semester 1	11	15	105 minutes (including reading time)
VCE (except English) Semester 2	11	15	The same number of and exam time as the Year 12 exam for each subject.
VCE English Semester 1	11	15	105 minutes (including reading time)
VCE English Semester 2	11	15	195 minutes (including reading time)

2.2 Participation

Attendance at examinations is an expectation for all students at the College. Parents should contact the Head of School Principal if there are issues regarding student attendance in the examination period. Special consideration will be given on medical or compassionate grounds when formal documentation[#] is provided. Family holidays are not an acceptable excuse for non-attendance at examinations.

[#] formal documentation includes medical certificates or certificates of attendance from other authorised organisations for exceptional circumstances.

2.3 Attendance in examination periods

Year 9 students are expected to attend regular school hours and attend all classes when not in exams.

Year 10 and Year 11 students are expected to attend for exams only. Students should use the time to prepare for examinations.

2.4 Students on Modified Programs/Special Provision

Examinations may be modified according to individual student requirements. Modifications may include such things as adjusting content, allowing extra time, providing assistance with writing, use of a laptop, breaks, separate rooms etc.

2.5 English as an Additional Language (EAL) Students

Middle School

Examinations may be modified for EAL students as decided by the faculty. EAL students will sit English, Humanities and Science exams separately. EAL students will be allowed to use a non-electronic dictionary in approved examinations. Curriculum leaders will approve or not approve the use of a dictionary in each faculty's examinations.

VCE

English (EAL) is provided at VCE as an alternative to VCE English for all eligible Year 11 students. An approved non-electronic English and/or bilingual dictionary is allowed in the English (EAL) examinations. In all other subjects there is no special provision made for EAL students.

2.6 Students enrolled during the semester

Students who are enrolled more than ten weeks prior to the examination (including holidays) are expected to complete the exam.

Students who are enrolled 5-10 weeks before the exam are expected to sit the examination; however, teachers should modify the expectations according to the areas of study that the student has covered.

Students who are enrolled less than four weeks prior to the exam will be expected to complete an alternative task (set by the classroom teacher) during the examination time.

2.7 Reporting on examinations

Examination results for Years 9 and Year 10 should be reported as a separate item on the mid and end of year reports. Year 11 exam results will be provided to students as a statement of results across all exams. The Semester 1 statement will be provided early Term 3 and Semester 2 will be placed in the report folder.

Examinations should count for no more than 30 % of total marks for a subject in Year 10.

Examinations should count for no more than 20% of total marks for a subject in Year 9.

Year 11 examinations are separate to School Assessed Course work (SAC). No percentage of a Year 11 exam can count towards marks allocated for each SAC. An exam may be used as a final redemption task to be awarded an S for an outcome.

2.8 Students who are absent for an examination

The school will not provide alternative times for students to sit exams.

Students who are absent have to provide the school with a medical certificate or official notification providing a reason for absence.

Family holidays are not recognised by the school as an acceptable reason for absence from an examination.

Students who are absent from an exam with an approved absence will be awarded an NA.

Middle School students with an unapproved absence will receive a NA.

Year 11 students who failure to attend an exam will result in an N for the unit as the student has not met the attendance requirements.

2.9 Year 11 students that change units mid-year.

As the Year 11 end of year exams should reflect the learning across both units, consideration will need to be made for students that make course changes mid-year. The type of exam the student undertakes will be determined by the Teaching and Learning Leader and subject teachers. Students who were not enrolled in a subject in Unit 1 will:

- complete exam questions for Unit 2 and an alternate task for the rest of the exam
- OR
- complete the entire exam

3. Guidelines

3.1 Responsibility of the Curriculum Leader

- providing access for parents and caregivers to the examination policy
- ensuring that parents and caregivers are aware of the examination dates at the start of each year
- work with the sub-schools to provide information sessions/information on study techniques and preparing for examinations

- providing curriculum support for the preparation of examinations

3.2 Responsibilities of Head of Faculty

- Ensure all teachers are aware at the beginning of the semester of the learning goals (both knowledge and skills) to be examined
- Ensure students have access to an outline of what learning goals will be addressed in examinations
- Ensure the content of the examination is suitable for the age and year level of students and that the content has been taught
- Ensure all classes of the same subject have a common examination paper
- In consultation with teachers, supervise the preparation of the examination paper
- Ensure required numbers of examination papers/booklets for students, and class lists are bagged and stored at the office seven days prior to examination.
- Complete exam online summary sheet (in consultation with Admin assistant)
- Encourage cross-marking
- Ensure solutions/rubrics are provided to all teachers marking the exam

3.3 Responsibility of the Sub-school

- To work collaboratively with both sub-schools and the Head of Curriculum to create the exam timetable.
- Emailing timetable to staff and students
- Ensure the smooth running of the examination timetable
- One person from the sub-school to supervise the start of all examinations
- Inform staff supervising the examination room of expectations and procedures
- Inform students of examination procedures*
- Manage any breaches of examination rules
- Collect attendance lists from each examination
- Inform teachers of approved/not approved student absences
- Have instructions in the examination rooms
- Liaise with Timetabler and Head of Curriculum to schedule examinations

- Provide a suitable environment for conducting examinations
- Contact parents if students are absent from an examination (attendance officer)
- Communicate with Maintenance to Set up exam room (eg. ensure double doors are opened in D rooms, tables set up, whiteboards, clocks)
- Ensure microphone is connected and working for exams in the Hall
- Create a layout of the set-up of each examination venue.
- Supervise students entering the examination room in an orderly manner

3.4 Responsibility of the supervising teachers

- Teachers nominated as chief examiner(by the Daily Organiser) for each examination in the hall/double room to :
 - collect exam papers
 - oversee setting out of exam papers
 - allocate staff duties ie: making announcements, checking dictionaries, classes, toilet duties
 - oversee collection of papers
 - make decisions on breaches of examinations – warnings, moving students, reporting to sub school
- One other teacher nominated on timetable to collect examinations from office fifteen minutes prior to the examination
- Prepare the examination room
- Ensure all students follow examination procedures*
- Mark rolls on the exam bags using student ID cards. Have absences ready for sub-school member.
- Write the start time and the end time of the examination clearly on the whiteboard.
- Supervision of students who need to leave the examination room to go to the toilet. Only one student should be allowed to go at a time.
- Continual observation of students – teachers should not be marking or doing other work
- Collect completed examination
- Follow the Chief examiners instructions to have students leave in an orderly manner when all examinations have been collected
- Return completed examinations to the class teacher or Teaching and Learning Leader
- Tidy the examination room desks – removing unused examination papers

- Report any breaches of examination procedure to the sub school
- Set clear expectations for all students
- If the examination takes place in one room the supervising teacher takes the role of chief examiner.

3.5 Responsibility of the subject teacher

- Ensuring that the learning goals for the course (both content and skills) have been covered
- Contributing to the preparation of the examination
- Preparing students for the examination
- Checking that student workbooks are organised and complete
- Giving students revision in preparation for the examination
- Marking the examination and providing written feedback
- Being available to discuss the examination results with students
- Setting no homework the week before examination periods except for revision exercises
- Ensuring uniformity of standards by developing common solutions/rubrics and cross-marking a sample of scripts

3.6 Responsibility of the student

- Record the exam timetable in their diaries including the subject, the time and the venue of the exams they will be doing
- Arrive 15 minutes before the scheduled start of the examination
- Plan their study timetable appropriately
- Keep an organised workbook
- Complete revision tasks set by teacher
- Summarise and memorise important knowledge
- Practise key skills and tasks prior to the examination
- Seek assistance from teachers, parents or caregivers when difficulties arise

- In the case of absence, the student is responsible to hand in a medical certificate as soon as they return
- Read examination procedures and behave appropriately (see Attachment1)
- Attend an alternative examination time if required
- Bring the necessary equipment to their exam including student ID card
- Do not bring any electronic devices, bags, no exam materials to an exam, they must be left in their locker prior to the exam

3.7 Responsibility of the Timetabler

- Ensure that there are both female and male supervisors in the examination room
- Where there are successive examinations, the teachers setting up the subsequent examination will be a separate group to the group packing up and clearing the room
- Where possible, have a subject teacher supervising each subject exam
- Ensure the examination timetable is on EDVAL and Compass

3.8 Responsibility of ES staff member allocated exams

- Create an online form for teachers to provide information regarding each exam
- To print and bag each exam

3.9 Parents and caregivers can help their children by

At home

- Recording examination dates on the home calendar at the beginning of the year
- Assisting with organisational strategies
- Checking workbooks during the semester
- Encouraging students to set aside adequate time to study before examinations
- Providing a place and a desk for homework and study that is comfortable, quiet and well lit
- Helping them to balance the time spent on study with regular exercise, sleep and work
- Obtaining a medical certificate if a student is absent

At school

- contacting relevant teacher/coordinator to discuss any problems their children are having with preparation for examinations.

4. Consequences of breaches of examination procedures

4.1 Non attendance

If a student does not attend an examination they will be awarded a N, except where a student has a medical certificate or where the Head of Sub-school has negotiated alternative arrangements.

4.2 Cheating

Cheating is any purposeful act that is intended to give the person or persons cheating an unfair or dishonest advantage in the examination.

Students discovered cheating will be awarded a grade of zero for their examination. The sub-school will decide if further action is to be taken.

Students who are suspected of cheating will be told to change their behaviour, move seats or other action as deemed necessary by the teacher(s).

***Examination Procedures**

Prior/post the examination

Students are to wear full college uniform to examinations. Students not in uniform must obtain a uniform pass before they will be admitted to the examination room. Uniform passes are to be displayed on the desk next to ID cards.

In the case of late arrival student should report to the examination room. Students will be permitted to sit the examination, however they will not be allowed any extra time. The Head of Sub-school should be consulted.

Any student who is absent for an examination is expected to phone and speak to the Head of Sub-school, prior to the examination, and will be expected to produce a medical certificate immediately upon their return to school.

In the examination

Students must place their ID cards on their desk. No student will be permitted to sit the examination without an ID card.

Supervisors will mark the roll. The sub-school will collect absences when the rolls have been marked.

Communication (verbal and non-verbal) with others is banned in the examination room. Students must not talk from the moment they enter the examination room to the moment they leave the room. Any student caught talking or communicating with others will have this recorded on their examination paper. Repeated offences will have further consequences. If the supervisor deems that there was an intention to cheat this should be reported to the sub-school office as soon as possible.

Only approved equipment is permitted into the examination room. There will be no borrowing of equipment inside the examination room.

Students are not to open the paper or start writing until instructed to do so.

Students must not write during allocated reading time. Students must not pick up or use a writing implement in reading time.

Once the examination has started, the supervisor will mark off the times of the examination clearly on the whiteboard.

If a student wishes to talk to a supervisor, the student must raise their hand.

No student may look at another student's paper. This will be deemed as cheating.

Unless there is an obvious mistake in the examination paper (eg. questions incorrectly numbered, etc.) the supervisors may not answer any student queries regarding the meaning of examination questions.

Supervisors are to walk around the examination venue to ensure correct examination etiquette is practised. Pencil cases should be placed on the floor. EAL students may be allowed a non-electronic dictionary in some examinations. Supervisors will check all dictionaries.

Students who have to go to the toilet must put up their hand and wait until a teacher can escort them from their desk to the toilet. The teacher will wait outside until the student is ready to return to the desk. Only one student may be in the toilet area at one time.

At the conclusion of the examination

The supervisor will advise students to:

- cease writing
- put their pens down
- when there are loose pieces of paper students will fold their papers in half lengthways, including everything that is included in the exam and put their name on the top right corner.
- sit silently until all papers are collected.

Students may not leave the examination room prior to the stated finish time. Students must remain in the room until all papers have been collected.

Breaches of examination procedure will be recorded on the student's paper. Repeated breaches will result in the student being removed from the examination room. Breaches of examination procedure may result in a student being awarded with a mark of zero.

Disruptive behaviour is not tolerated. Students engaging in this behaviour will have their examination cancelled and be awarded a grade of zero. Further disciplinary consequences may follow, including detentions, exclusion or suspension.