



EXAMINATION POLICY

PURPOSE

Examinations are a means of assessing how well students have understood a common core of knowledge and skills. Exams 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. 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.

Students at Years 7 and 8 do not sit formal timetabled end of semester examinations but rather they may sit topic tests which can form part of the assessment practices in determining student learning and achievement.

1. Scope of examinations at Years 9 and 10

- Students at Years 9 and 10 are required to sit an examination in each subject at the end of first and second semester.
- The scope of the knowledge and skills to be examined at Years 9 and 10 will reflect the learning intentions of the units studied during the semester.
- The end of semester exam maybe used as a redemption task for the last CAT for the subject to receive an S for that outcome.

2. Scope of examinations at Years 11 and 12

- At Year 11, the Semester One exam should assess skills and knowledge across all outcomes in Unit 1. In Semester Two, the Year 11 exam should draw from outcomes across Units 1 and 2. Examinations are separate to School Assessed Coursework (SAC) and may be used as a final redemption task to be awarded an S for an outcome.
- The design of Unit 1 and 2 exams reflect the timing, structure and question format of the Year 12 examinations set by VCAA.
- Year 12 Examinations are set and administered by VCAA at the end of Unit 4 in Term 4. In the Northern Eastern Hemisphere Timetable (NHT) students may sit an external examination in late May/early June.

3. College attendance requirements during 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 school for exams only. Students are expected to prepare and study for examinations when not required at school.

4. Participation and Non-attendance

- Attendance at examinations is an expectation for all students at the college.



- Parents should contact the relevant Head of School if there are issues regarding student attendance during the examination period.
- Special consideration will be given on medical or compassionate grounds or in exceptional circumstances 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 in exceptional circumstances.

4. Special Conditions and Requirements

4.1 Students on Modified Programs/Special Provision

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

4.2 English as an Additional Language (EAL)

Middle School

- Examinations may be modified for EAL students as decided by the faculty.
- Year 9 and 10 EAL students will sit English, Humanities and Science exams separately.
- EAL students will be allowed to use a non-electronic dictionary in approved examinations.

VCE

- An approved non-electronic English and/or bilingual dictionary is allowed in English (EAL) examinations. In all other subjects there is no special provision made for EAL students.

4.3 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.

4.4 Year 11 Unit 2 exams for Unit 2 enrolments

- 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.

4.5 Special provision in VCE

- Special provision is provided to students in accordance with the VCAA Special Provision Policy which allows equivalent, alternative arrangements for students who can demonstrate that their learning is affected by illness, impairment or personal circumstances.



5. Reporting on Examinations

- Examination results for Years 9 and Year 10 will be reported as a separate task for Semester one and Semester Two reports. The exam will be reported on as a Grade, there are no written comments on this task.
- Year 11 exam results will also be reported as a separate task. The exam will be reported on as a Grade, there are no written comments on this task.
-

6. Consequences of breaches of examination procedures

6.1 Non attendance

- If a student does not attend an examination they will be awarded a Not Satisfactory, except where a student has a medical certificate or other supporting documentation where Not Assessed will be given if an alternative arrangement cannot be scheduled.

6.2 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 who are suspected of cheating will be told to change their behaviour, move seats or other action as deemed necessary by the teacher(s).
- Students discovered cheating will be awarded a grade of zero for their examination. The subschool will decide if further action is to be taken.

7. Overview of implementation

7.1 Responsibility of Head of Curriculum

- The role of Head of Curriculum includes liaising with the development of the examination timetable, support faculty heads and teachers as required in the development of examinations and liaise with office administration.
- The Head of Curriculum is to publish examination dates to families and provide access to the examination and homework policy.
- Liaise with Sub Schools to provide student information sessions on study techniques and preparing for examinations.

7.2 Responsibilities of the Faculty Head

- The Faculty Head is to ensure all teachers are aware at the beginning of the semester of the learning intentions and success criteria that are to be examined.
- The Faculty Heads are to consult with teachers in the preparation of the examination paper and check that the prepared exam reflects the learning intentions and curriculum of the subject. All classes of the same subject are expected to be provided with the same examination paper.

7.3 Responsibility of the Sub school



- Sub School Leaders are to work collaboratively with both Sub Schools and the Head of Curriculum to create the exam timetable and publish the final version of the timetable to staff and students.
- Inform staff supervising the examination room of expectations and procedures
- Inform students of examination procedures
- Manage any breaches of examination rule

REVIEW CYCLE

This policy was reviewed in July 2021 and is scheduled for review in July 2024.