



# 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.

### **Scope of examinations at Year 9**

- o Students at Year 9 will sit an examination for English, Mathematics, Science and Humanities at the end of first and second semester.
- o The scope of the knowledge and skills to be examined at Year 9 will reflect the learning intentions and success criteria of the units studied during the semester.
- o The end of semester exam may be used as a redemption task for the last CAT for the subject to achieve an S for that subject.

### **Scope of examinations at Year 10**

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

### **Scope of examinations at Year 11**

- o 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 may draw from skills and knowledge across Units 1 and 2.
- o Examinations are separate to School Assessed Coursework (SAC) and may not be used as a final redemption task to be awarded an S for an outcome.
- o Students completing VCE VM will not complete examinations and instead complete Structure Work placements.



### **Scope of examinations at Year 12**

- o Students completing VCE VM do not complete examinations.
- o Year 12 Examinations are set and administered by VCAA.
- o The examinations are held during term 4 and test knowledge from Units 3 and 4.
- o In the Northern Eastern Hemisphere Timetable (NHT) students may sit an external examination in late May/early June.

### **College attendance requirements during examination periods**

- o Year 9 examinations will occur during class time.
- o Year 9 students are expected to attend regular school hours and attend all classes when not in exams.
- o 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.

### **Participation and Non-attendance**

- o Attendance at examinations is an expectation for all students at the college.
- o Parents should contact the relevant Sub School if there are issues regarding student attendance during the examination period.
- o Special consideration will be given on medical or compassionate grounds or in exceptional circumstances when formal documentation<sup>#</sup> is provided.
- o Family holidays are not an acceptable excuse for non-attendance at examinations.
- o If a student does not attend an examination they will be awarded an 'N' result, except where a student has a medical certificate or other supporting documentation where an 'NA' (Not Assessed) will be given.

*<sup>#</sup> formal documentation includes medical certificates or certificates of attendance from other authorised organisations in exceptional circumstances.*

## **Special Conditions and Requirements**

### **Students on Modified Programs**

- o Students on a modified curriculum will sit an exam.
- o The exam is to be modified to reflect their Semester One or Two learning goals and allow the student to demonstrate their learning progress
- o Modifications could include: a modified exam, a different exam or the allowance of support materials



### **Students Requiring Reasonable Adjustments (Years 9 and 10)**

- o This applies to students identified on Compass as requiring reasonable adjustments for assessment tasks.
- o These students will be located in a separate room to allow for these accommodations.
- o Reasonable adjustments could include: allowing extra time, providing assistance with writing, use of a laptop, or rest breaks.

### **Students Requiring Special Provisions (Year 11)**

- o This applies to students identified on Compass as requiring special provisions for SACs.
- o Will be provided to students in accordance with the VCAA Special Provision Policy.
- o Some students will be located in a small group room to allow for these accommodations.
- o Some students may require separate rooms as part of their special provisions.
- o Special provisions could include: extra time, use of a scribe, use of a laptop, or rest breaks.

### **English as an Additional Language (EAL)**

#### **Middle School**

- o Examinations may be modified for some EAL students.
- o The same EAL exam should be applied across a subject.
- o EAL students will be allowed to use a non-electronic dictionary in approved examinations.

#### **Year 11**

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

### **Students enrolled during the semester**

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

### **Reporting on Examinations**

- o Examination results 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.



## Consequences of breaches of examination procedures

### **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 spoken to, moved seats or other action as deemed necessary by the teacher(s) in charge of the exam.
- Students discovered cheating will be awarded a grade of zero for their examination. The subschool will decide if further action is to be taken.

### **Devices**

- No unauthorised devices are allowed into the examination room, this includes; phones, tablets, smart watches etc.
- Students found to have a device will be awarded a grade of zero for their examination and the subschool will decide if further action is required.

## Overview of implementation

### **Responsibility of Head of Curriculum**

- Liaise with the Heads of School around the development of the examination timetable.
- Supporting faculty heads and teachers as required in the development of examinations and liaise with office administration.
- Communicating to staff the timeline for examinations and where to locate relevant information (such as exam front cover template).
- Manage the process for external printing of examinations.
- Provide staff with the required materials to bag and organise examinations for delivery to the relevant sub school.

### **Responsibilities of the Faculty Head**

- Remind their faculty members of their role in the examination process.
- Check all examinations prior to printing.

### **Responsibility of the sub school**

- The Head of Senior and Middle School will create an examination timetable for years 9, 10 and 11 and share a draft with staff to allow for feedback
- The Head of Senior and Middle School will publish a final version for staff and students.
- The sub school administration support will manage seating plans, check all examinations have been taken to the relevant sub school and provide materials such as tissues, examination procedure books and spare pens/pencils



- o Inform staff supervising the examination room of expectations and procedures.
- o Inform students of examination procedures.
- o Manage any breaches of examination rules.

## REVIEW CYCLE

|                            |                                       |
|----------------------------|---------------------------------------|
| Policy last reviewed       | July 2024                             |
| Consultation               | Education subcommittee                |
| Approved by                | College Council and College Principal |
| Next scheduled review date | July 2027                             |