



St Patrick's College Exam Procedure – Students

1. **Read** your exam **timetable** carefully and note all exams. This is **YOUR** responsibility.
2. Turn up in **plenty of time** – half hour before most exams or at 8.25 am for morning exams.
3. Wear academic uniform correctly (in correct uniform or detention).
4. **Phone** the College if you are going to be late or are ill. Illness will usually require a **medical certificate** to be presented when you return to school. You will still be required to complete the exam.
5. Bring all necessary **equipment** – spare pens, calculators, rulers, erasers, extra batteries etc in a clear container. You will **not** be allowed to **borrow** anything during the exams. Do not bring other materials into the exam.
6. When called over the PA, line up in classes in alphabetical order so that rolls can be marked. This order is also the order that you will sit in for the exam. Follow teacher directions.
7. **Dispose** of any study notes before you enter the exam room.
8. Once you enter the exam room you must remain **silent** and **not** communicate with any other student in any way. **TO DISRUPT AN EXAM IS A SERIOUS BREACH OF THE COLLEGE BEHAVIOUR CODE.**
9. During **perusal** time, you may read the items and associated assessment materials. You are **not** allowed to touch any writing instrument or other equipment. This time is for reading only. Remember perusal means read thoroughly, **not** skim.
10. During **planning** time, you may plan how to respond to items and associated assessment material. You may make notes on the stimulus or planning sheet, but may not commence responding to the assessment in the response space or booklet. Notes made during planning are not collected, nor are they graded or used as evidence of achievement.
11. Do **not** ask anyone to explain or interpret an assessment item.
12. For internal exams you **may not leave** the exam room until the end of the exam.
13. **No food** is to be taken into exam rooms and **water** bottles must be kept on the **floor**.
14. If you wish to speak to a supervisor you must raise your hand.
15. **Mobile phones, smart watches and other electronic devices** are strictly forbidden in the exam room at all times.
16. We are under **State** and **National** requirements for the qualifications gained by senior assessment including exams – these require the College to conduct exams under strict, secure, ethical conditions.
17. Rearranging an exam can only be done under very exceptional circumstances which **MUST** be disclosed to the Deputy Principal – rescheduling exams is not desirable because of the reasons stated in point 16.
18. Do not cheat or help others to cheat. All work submitted must be your own. Do not look at or copy another student's work.
19. Stop writing immediately when instructed to do so by a supervisor.
20. Do not leave the assessment room until instructed by a supervisor.