



Dear Parent/Carer,

Your child will complete formal examinations during Weeks 9 & 10, Term 3, from **Monday, 14th September 2020 to Friday, 25th September 2020**. A copy of the timetable is included with this letter.

This is a formal examination period and students are expected to undertake **home study** when they do not have an examination. This means that it is possible for students without an examination during the first session to arrive at school later in the day.

Students must arrive on time and assemble near the canteen promptly for all examinations held in the Hall (14.09.2020-22.09.2020) and in the quad for all examinations held in the top of B-Block (23.09.2020 – 25.09.2020). Their attendance will be recorded at the examination venue. If students are unable to travel to school later in the day, then they are expected to arrive at the normal time and report to the Library. Students who are at school must use this facility when not in examinations. However, if students do not have an examination in the afternoon, they are permitted to leave school but **must go directly home** to resume their study. Students are reminded of the school's high expectations, especially when dressed in school uniform.

It is the student's responsibility to be familiar with, and follow, the **'2.11 - Expected Student Behaviour During Examinations'**, as outlined in the *'Year 11 Preliminary Assessment Policy'* document issued to students in Term 1. Please refer to pages 24-25, or see attached.

Where students do not complete an examination (due to illness, misadventure, malpractice or any other reason), students are required to follow the procedures outlined in the *'Year 11 Preliminary Assessment Policy'* document to lodge a formal appeal application, for consideration. This document was provided to students in Term 1 and is also available on the school's website.

Expectations of acceptable behaviour for students are as follows:

- Students will be expected to follow strict examination conditions from the moment they enter any examination venue until they are dismissed. This includes having **all their own equipment**, as borrowing during examinations will not be allowed.
- Students are responsible for checking their examination timetable carefully each day.
- If a student is absent during the examination period, please contact the school on the day and provide written confirmation on the next school day not covered by their documented evidence. This must be supported by a medical certificate or other legal paperwork for the examination mark to contribute to the student's school assessment. A formal appeal will need to be lodged with the Deputy Principal, subject to approval. *Please note: approval is not guaranteed. All appeal applications will be critically assessed and the appeal application may be declined and deemed malpractice.* It is expected, where possible, that missed examinations are arranged to be completed before the end of the examination period.
- Students are not to have notes, devices or mobile phones with them during an examination. These are to be **switched off and kept in school bags** if they are at school.

I would appreciate it if you could discuss these expectations with your child. Please do not hesitate to contact me at school if you have any questions. I would like to wish all Year 11 students the best for this very important examination period.

Mrs Donna Healy
Deputy Principal
25th August 2020

Expected examination conduct and student expectations at Glenwood High School are outlined below:

2.11.1: Organisation

- BE AT YOUR EXAMINATION VENUE at least 20 MINUTES BEFORE THE START OF YOUR EXAM
 - Students must follow the daily Positive Behaviour for Learning expectations of Glenwood High School.
 - Students are expected to wear full school uniform during examinations.
 - Students should go to the toilet before entering the examination so that there are no disturbances.
 - Students must follow the supervisors' instructions at all times and must behave in a polite and courteous manner towards the supervisors and other students.
 - Students should ensure they have all the necessary equipment for each examination. No borrowing of equipment is permitted in the examination room. All equipment is to be kept in a CLEAR PLASTIC SLEEVE – NO PENCIL CASES ALLOWED!
 - Students are not permitted to leave early during the examination.
 - Students are not permitted to have any notes, aides or technology device including mobile phones.
 - If you do not make a serious attempt at an examination, you will be referred to the Deputy Principal for further action.
 - Students must supply a medical certificate to cover absence from an examination and report to the deputy principal on their first day back at school after the illness to complete the Illness and Misadventure Appeal.
 - All work produced for marking in examinations must be the student's original work, otherwise, it will be considered malpractice (1.11)

2.11.2: Behavioural Expectations

To be fair to all students attempting to complete their examination, strict rules governing behaviour are necessary.

DISRUPTIVE BEHAVIOUR OF ANY SORT WILL RESULT IN REMOVAL FROM THE EXAMINATION. A non-serious attempt will be recorded and a zero mark may be given

- **No food, drink**, notes, digital devices or **mobile phones** are permitted in the examination room.
- All phones are to be kept in student bags and must be switched OFF. Any disruption to an examination due to a phone will result in serious consequences.
- **Only equipment needed for the examination** should be taken into the examination venue. All other materials (including notes, magazines and novels) are not permitted.
- Electronic devices such as an organiser, dictionary or computerised watch are not permitted into the test room unless approved by NESAs.
- Once seated, students should **remain silent**, face the front and not communicate with other students.
- Students must behave in a way that is not likely to disturb the work of any other student or upset the conduct of the examination/test.
- Students must make a serious attempt at answering all questions in the examination/test.
- Students caught cheating will have their examination paper cancelled and will be dealt with in accordance with the School Discipline Code. Cheating includes, but is not limited to, bringing into the examination room notes, devices and non-approved calculators, as well as reproducing work which is not their own.
- Non serious attempts at any examination will not be marked. In addition, examination papers with offensive writing or graffiti **WILL NOT BE MARKED**.
- Students **will not be permitted to leave the examination room** for the toilet. If a student has a medical issue which makes this necessary, that information should be provided to the Head Teacher Welfare in advance of the examinations. This will then be recorded and examination supervisors will be notified.
- Students must stop writing when advised to do so by the supervisor.
- Test material cannot be removed from the examination room.
- Students arriving late to an examination without a justifiable reason will complete the examination in the time remaining. Students late to examination where circumstances were outside of their control or are not in a fit state to sit an examination are to see a Deputy Principal before entering the examination hall.

Year 11 Yearly Examination Timetable 2020

	<i>Monday 14th September</i>	<i>Tuesday 15th September</i>	<i>Wednesday 16th September</i>	<i>Thursday 17th September</i>	<i>Friday 18th September</i>
AM	Advance English Standard English <i>9.00-10.35 am</i> <i>1 ½ hours + 5 mins reading</i> HALL	Mathematics Advanced Mathematics Standard <i>9.00-11.10</i> <i>2 hours + 10 mins reading</i> HALL	Business Studies <i>9.00-11.05</i> <i>2 hours + 5 mins reading</i> HALL	PDHPE <i>9.00-11.05</i> <i>2 hours + 5 mins reading</i> HALL	Chemistry <i>9.00-11.05</i> <i>2 hours + 5 mins reading</i> HALL
PM	Earth and Environmental Science <i>12.40-2.45 pm</i> <i>2 hours + 5 mins reading</i> HALL	Community & Family Studies <i>12.40-2.45 pm</i> <i>2 hours + 5 mins reading</i> Visual Arts (24) <i>12.40-2.15 pm</i> <i>1 ½ hours + 5 mins</i> HALL	Software & Design <i>12.40-2.45 pm</i> <i>2 hours + 5 mins reading</i> HALL	Investigating Science <i>12.40-2.45 pm</i> <i>2 hours + 5 mins reading</i> HALL	Sport, Leisure & Recreation <i>12.40-2.45 pm</i> <i>2 hours + 5 mins reading</i> Music Written (19) <i>12.40-1.45</i> <i>1 hour + 5 mins reading</i> HALL

	<i>Monday 21st September</i>	<i>Tuesday 22nd September</i>	<i>Wednesday 23rd September</i>	<i>Thursday 24th September</i>	<i>Friday 25th September</i>
AM	Biology <i>9.00-11.05</i> <i>2 hours + 5 mins reading</i>	Physics <i>9.00-11.05</i> <i>2 hours + 5 mins reading</i>	Food Technology Society & Culture <i>9.00-11.05</i> <i>2 hours + 5 mins reading</i>	Dance <i>9.00-11.05</i> <i>2 hours + 5 mins reading</i> J1 Industrial Technology Timber & Multimedia <i>9.00-10.05 am</i> <i>1 hour + 5 mins reading</i>	Music Performance All day by appointment HALL Information Processing Technology <i>12.40-2.45 pm</i> <i>2 hours + 5 mins reading</i>
PM	Economics French Continuers Modern History <i>12.40-2.45 pm</i> <i>2 hours + 5 mins reading</i>	Legal Studies <i>12.40-2.45 pm</i> <i>2 hours + 5 mins reading</i>	English Extension <i>12.40-1.45</i> <i>1 Hour + 5 mins reading</i>	Hospitality <i>12.40-2.45 pm</i> <i>2 hours + 5 mins reading</i> Maths Extension 1 <i>12.40-2.15 pm</i> <i>1 ½ hours + 5 mins</i>	Engineering Studies <i>12.40-2.45 pm</i> <i>2 hours + 5 mins reading</i>
	HALL	HALL	Top B-Block	Top B-Block	Top B-Block