



31 July 2017

YEAR 9/10 EXAMINATIONS 2017 (WEEK 5)

Dear Parents/Caregivers,

We wish to inform you that the Year 9/10 Examinations will take place during Week 5 of Term 3 (Monday, 14 August – Thursday, 17 August, with the catch up day on Friday, 18 August 2017). See schedule below.

As indicated in the Assessment Booklets students will experience the process of a formal examination period. The purpose is to create in the students, an awareness of examination etiquette and a sense of the seriousness and significance of the situation. Overall, it is hoped that this will reduce pre-exam anxiety, improve student confidence and learning achievement, as well as, prepare them for the formal examinations that occur in Stage 6. Attached is a set of examination rules that outlines the basic logistics of the running of these examinations.

It must be stressed that not all subjects in the curriculum are going to be tested at this time. As well, all the examinations that will take place are not extra to those scheduled in the Year 9 and 10 Assessment Handbooks that were received earlier in the year. Those tasks scheduled in the handbook for Term 3 Week 5 to be in class tests will now take place in the Schofields Co-operative Learning Space (CLS).

Should you require any further information, please contact Mr Green, Mrs Skjellerup or Mr Ford at the College.

Yours sincerely,

Nal Wijesekera
 Acting Assistant Principal – Stage 5

Mary Refalo
 Assistant Principal - Stage 4

Session	Mon 14 August	Tues 15 August	Wed 16 August	Thurs 17 August	Friday 18 August
Periods 1 and 2	Year 10 Maths	Year 10 English	Year 10 Agriculture & Year-10 Food Tech	Year 9 Science	Catch up exams Years 9 & 10 Science Catch Up Exams
Periods 3 and 4	Year 9 Maths	Assumption Mass Whole School	Year 10 Science	Year 9 Food Technology	Years 9 & 10 English Catch Up Exams
				Year 10 Maths Catch up Exams	
Periods 5 and 6	Year-10 History	Year 9 English	Year 9 Sport	Learning Enrichment	Years 9 Maths Catch Up Exams

INSTRUCTIONS AND RULES FOR ASSESSMENTS

Instructions and Rules of the Assessments

Please read the following carefully:

- The St John Paul II Catholic College Year 9/10 Examinations will be held in the Schofields Co-operative Learning Space (CLS). Disability Provisions examinations will usually take place in the Rose Cottage.
- Students who do not have a scheduled examination will have normal classes.
- Make sure you know the starting times of all your examinations. Consult the timetable to make sure you have an organised study plan and that you are on time for the beginning of each examination.
- Students will be escorted to the CLS at least 10 minutes prior to the commencement of the assessment.
- Students are not to enter the examination centre until instructed to do so by a member of staff. Access to the CLS will be via the side doors off the Year 7 pathway ONLY (unless directed otherwise). Students are to line up in alphabetical order in the Lower Assembly Area under the direction of the supervising teachers. When this has been completed the students will be directed to enter the examination room by the designated doors.
- Students will enter the CLS at which time all talking is to cease. Talking will not be permitted until after all students have left the examination room at the completion of the examination concerned.
- No eating will be permitted during examinations unless prior permission has been sought and granted on medical grounds. However, the drinking of water only will be permitted from a clear plastic bottle.
- Students can only take necessary equipment into the examination room – No bags will be allowed in the CLS during any examination. Student bags will be left and locked in the Homerooms. It is suggested that you carry your pens, rulers etc, in a clear plastic sleeve. Mobile telephones and items such as ipods/ipads and other electronic devices are not permitted in the CLS and must be turned off in the student's bags left in Homerooms.
- Do not bring your own paper to the examination room. All answers will be attempted on the examination booklet or on the paper provided.
- No student will be permitted to leave the examination room until the end of the examination.
- **Full school winter or sports uniform** is to be worn to all examinations. Uniforms will be checked at the start of each assessment and any violations will be recorded and discussed at the conclusion of the task.
- Clocks will be provided in all examination venues. Any student who wears a wrist watch must remove it and place on the desk for the duration of the task.

Code of conduct for students

- Upon entering the assessment room all talking must cease.
- Instructions will be issued by staff as to when students may commence the examination.
- Each Examination will be preceded by a prayer.
- Any form of malpractice will be treated as a most serious offence.
- Students who for whatever reason are late to an examination should, in the first instance report to the office, and see Mr Green, Mrs Skjellerup or Mr. Ford.

Illness or Misadventure

If due to illness or any other unforeseen serious circumstance, you are unable to come to an examination, you must arrange for contact to be made with the College prior (**not after**) to the commencement of the examination. You will need to complete the illness/misadventure form and supply evidence e.g. Medical Certificate supporting your statement as to why you could not sit for the examination at the scheduled time. All matters of this nature should be directed to Mr Wijesekera.