



26 September 2018

YEAR 10 FINAL EXAMINATIONS 2018

Dear Parents/Caregivers,

During Week 3 - 4 of Term 4 from Thursday, 1 November through to Wednesday, 7 November, your son/daughter will be sitting their yearly examinations. As indicated in the Year 10 Assessment Booklet, students will experience the process of a formal examination period and these assessments contribute to their RoSA. 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. They will complete the following exams:

St John Paul II Catholic College Year 10 Final Examinations Timetable 2018

Date and Time	Course	Duration	Students	Venue
Thursday, 1 November, Day 4 Week 3				
Session 1: 8.15am	History Elective	1 hour + 5 min Reading Time	20	CLS Red Room
Session 2: 10.30am	Science	80 minutes + 5 min Reading Time	160	PWS
Session 3: 12.30pm	Sport and LENR clubs	Sport and LENR clubs		
Friday, 2 November, Day 5 Week 3				
Session 1: 8.15am	English	1 ½ hours + 5 min Reading Time	160	PWS
Session 2: 10.30am	TAS - Food Technology	1 ½ hours	8	S06
Monday, 5 November, Day 1 Week 4				
Session 1: 8.15am	Mathematics	1 ½ hours + 5 min Reading Time	160	PWS
Session 2: 10.30am	TAS - Food Technology	1 ½ hours	8	S06
Tuesday, 6 November, Day 2 Week 4				
Session 1: 8.15am	History	80 minutes + 5 min Reading Time	160	PWS
Session 2: 10.30am	Agriculture	1 ½ hours + 5 min Reading Time	23	PWS
Wednesday, 7 November, Day 3 Week 4				
Session 1: 8.15am	IST	70 minutes + 5 min Reading Time	35	PWS
Session 2: 10.30am	Textiles	1 hour + 5 min Reading Time	12	PWS

All students will attend school on Thursday 1st November and be at school **all** day. Normal sport and LENR classes will take place. Normal Homeroom will occur on Thursday 1st, Friday 2nd, Monday 5th and Tuesday 6th of November and students are expected to be at school at the normal start time of 7.55am. From Friday, 2 November to Wednesday, 7 November, if your son/daughter does not have an examination they do not have to stay at school. They can use that time for extra study at home. Your son/daughter will be permitted to leave school when their examinations finish as long as they have the return Permission slip completed. Supervision will be provided for any student who wishes to stay at school or is unable to be transported home. Full school uniform needs to be worn for the examinations.

On Thursday, 8 November catch up examinations will take place for the students that have missed a previous exam in the CLS red room.

Attached is a set of examination rules that outlines the basic logistics of the running of these examinations. Should you require any further information, please contact Mr Green, or Ms Burke at the College.

Yours sincerely



Peter Regan
Assistant Principal



Anthony Green
Leader of Learning - Stage 5

PERMISSION SLIP ~ YEAR 10 FINAL EXAMINATIONS 2018

I _____ give permission for my son / daughter _____
(Parent Name) (Student Name)

of Home Class _____ to leave school at the conclusion of each examination. I also give them permission to remain at home if they do not have an examination on.

Signed: _____ Date: _____

INSTRUCTIONS AND RULES FOR ASSESSMENTS / EXAMINATIONS

Instructions and Rules of the Assessments

Please read the following carefully:

- The St John Paul II Catholic College Year 10 Examinations will be held in the Schofields Performance Workshop Space (PWS), Food Technology Room (S06) and the Red CLS Room.
- Diversity provisions examinations will take place in the Library or Yr 10 classrooms.
- 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 PWS 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.
- Students are to line up in alphabetical order in their homerooms 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 PWS 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 PWS 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 ipads and other electronic devices are not permitted in the PWS and must be turned off in the student's bags left in Homerooms.
- No student will be permitted to leave the examination room until the end of the examination.
- **Full school 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 or Ms Burke

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 Regan