



2 August 2018

## YEAR 9 EXAMINATIONS 2018 (WEEK 5)

Dear Parents/Caregivers,

We wish to inform you that the Year 9 Examinations will take place during Week 5 of Term 3 Monday, 20 August to Wednesday, 22 August, with the catch up day on Thursday 23 August, 2018. 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 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 Performance Workshop (PWS).

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

Mr Regan  
Assistant Principal  
Stage 5

Mr Anthony Green  
Leader of Learning –  
Stage 5

Mr Brendan Ford  
Student Learning Liaison  
Year 9 – Stage 5

Session	Monday 20 August	Tuesday 21 August	Wednesday 22 August	Thursday 23 August	Friday 24 August
Periods 1 & 2	Year 9 English	Year 9 Science	Year 9 Mathematics	Catch up Examinations	Normal Lessons
Periods 3 & 4	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons	Normal Lessons
Periods 5 & 6	Normal Lessons	Normal Lessons	Normal Lessons	Learning Enrichment / Sport	Normal Lessons

# 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 Examinations will be held in the Schofields Performance Workshop (PWS). Disability Provisions examinations will usually take place in the Library.
- 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. Access to the PWS 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 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 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 PWS 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 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 Green.