



# MARIST COLLEGE NORTH SHORE

## ASSESSMENT PROGRAMME 2019

7

YEAR SEVEN

## YEAR 7/2019 TERM ONE

Week	Subject	Task
4		
5		
6		
7	PDHPE	Written response - Celebrating Diversity
8	English	Narrative-in class
	Science	Practical Test - Introduction to Science
9	TAS	Online in-class test and OnGuard Safety Certificates
	Catholic Studies	Investigative Task - What it means to be Catholic
10		
11	PDHPE	Skills demonstration - throwing and catching
	Visual Arts	Vanitas Drawing and Assignment

## YEAR 7/2019 TERM TWO

Week	Subject	Task
1	<b>NO ASSESSMENTS</b>	
2		
3	<b>NAPLAN TESTING</b>	
4		
5		
	Mathematics	Class test
6	History	Newspaper Article
7	TAS	Product and Folio 1
8	English	Cultural Awareness-in class
9		
10	Visual Arts	Pop Art Portfolio

## YEAR 7/2019 TERM THREE

Week	Subject	Task
1	<b>NO ASSESSMENTS</b>	
2		
3		
4	<b>Catholic Studies</b>	Ways of Praying - Multimedia Task
5	<b>PDHPE</b>	Padlet presentation
	<b>Mathematics</b>	Class test
6	<b>TAS</b>	Grok NCSS Challenge
7	<b>History</b>	Medieval Europe Practical Task
8	<b>English</b>	Poetry-in class
9		
10	<b>PDHPE</b>	Participation & performance in team game - hockey
	<b>Visual Arts</b>	Stranger Things - Clay Creature and Artist's Statement

## YEAR 7/2019 TERM FOUR

Week	Subject	Task
1	<b>NO ASSESSMENTS</b>	
2		
3	<b>Catholic Studies</b>	Stewards of Creation – Feature Article
4		
5	<b>TAS</b>	Product and Folio 2
	<b>History</b>	In class test
6	<b>Mathematics</b>	Class test
7	<b>Science</b>	End of Year Test
8	<b>English</b>	Across the Seas-in class
9		
10		

# MARIST COLLEGE NORTH SHORE

## YEAR 7

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### ASSESSMENT PROGRAMME - 2019

#### Introduction – The Purpose of Assessment

Approaching examination/assessment time in secondary school can be a daunting experience for many students and their families. Expectations of students are certainly different from those undertaken in primary school, particularly as students are required to be more independent and responsible for their actions and for following through a teacher's instruction.

The aim of this booklet is to allow Year Seven students to become familiar with the expectations of the NESA (NSW Education Standards Authority) and the College in regard to assessment procedures.

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#### Section One

Outlines details of the Year Seven Assessment Policy here at Marist College North Shore. Satisfactory completion of each year for a student will depend on their completion of specified pieces of work, called "assessment tasks", in each of their courses. These tasks may include formal examinations, essays, assignment work, practical work, excursion reports or oral presentations. The number and nature of the tasks may vary for each course. Attendance requirements at school will also be discussed in this section.

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#### Section Two

Contains a draft timetable of subject examinations/assessment tasks for 2019.

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#### Section Three

Outlines the rules and procedures for examinations.

# SECTION ONE

## YEAR 7

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### ASSESSMENT POLICY

The following policy relates to Assessment Tasks in all Year Seven (7) courses conducted at Marist College North Shore.

Formal Assessment Task results contribute to the overall grade achieved by a student.

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#### Satisfactory Completion of a Course

“To have satisfactorily completed a course, students will have:

- followed the course;
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- achieved some or all of the course outcomes.” (ACE 11.4)

#### Attendance

At Marist College North Shore, **85% attendance** is considered a minimum:

- Exceptional cases involving less than 85% attendance **need to be approved by the Headmaster.**
- **In particular, any extended overseas leave requires the approval of the Headmaster two weeks prior to the student commencing the leave.**
- There are to be no unexplained absences.
- Attendance deemed unsatisfactory will proceed to the Review Process.

#### Participation

A **GENUINE ATTEMPT** must be made concerning the learning and teaching activities of a course.

- Participating in a course involves completing assignment, homework and set tasks.
- It is up to the teacher’s professional judgment to determine what constitutes genuine participation.
- Those deemed unsatisfactory will be referred to the Review Process.

#### Completion of Assessment Tasks

A student must make a **GENUINE ATTEMPT** at all Assessment Tasks in each course in which he is entered.

- Any student who fails to complete Assessment Tasks worth in excess of 50% of the available marks will be issued with an official NESAs “N” (non-Completion) notice, which will disqualify him from this particular course.
- This may in turn disqualify him from receiving the RoSA.
- Warnings are sent to parents in writing if this eventuality appears likely.

## Schedule of Tasks

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**STEP 1** ➤ **NOTIFICATION OF TASKS** – The Schedule of Tasks (Section 2) indicates specific dates scheduled from Term 1 to Term 4, 2019.

- For hand-in assessment tasks, written notice will also be given outlining details and marking criteria at least two weeks prior to the task date. Teachers should use their professional judgement to ensure students have adequate time to prepare for each task.
- For in-class tasks and examinations, written notice may be given outlining details prior to the task date; however, students should use the schedule of tasks for task dates, weightings and outcomes assessed.
- Notification of change will be given in writing at least two weeks prior to the task date.

**STEP 2** ➤ **WRITE IN STUDENT DIARY AND FAMILY CALENDAR** – It is the student's responsibility to know and understand the expectations, tasks and timing for each of their courses.

## Reporting and Task Feedback

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All students will receive meaningful feedback on their performance in each Assessment Task.

**Timing** ➤ Feedback will normally be provided as a raw mark, and/or ranked position within the course cohort.

- If it is a major task and undertaken by a large group, feedback will normally be within **10 school days**.
- The onus is on students to check their mark calculations and report any discrepancies at the time the assessment task is returned to them.

## Submission of Tasks

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### Electronic

**ALL HAND IN ASSESSMENT TASKS** for Year 7 must be **ELECTRONICALLY** submitted by 8.15am on the due date or handed in as a HARD COPY at the ARC or La Valla Hall between 8.15-8.35am.

- ALL students are to submit tasks ON TIME regardless of illness on the day.
- Teachers will inform students how the task is to be submitted.
- Tasks will be time stamped with the student's name when submitted electronically.
- Storage devices e.g. USB, cannot be submitted for a task.
- **COMPUTER MALFUNCTION** cannot be used as a reason for submitting a task late.
- To avoid this problem, students should manage their time to ensure that tasks are not left to the last minute.

### Group Work

The **EXPECTATIONS** of the **TASK** will be made clear in **WRITING** relating to what is required of each individual within that group, as distinct from what is expected of the group as a whole.

- The group work may require each student to submit his own report. In this case, the task may be based on shared research and analysis. However, the final presentation will be the work of each individual student.
- Where a group submission is to be made, the teacher will generally award the group mark to each individual student. However, where there is evidence to support the suggestion that there has been an inequitable distribution of work, or a group member has failed to make satisfactory contribution to the group presentation, the teacher has the right to vary the marks in order to reflect this.
- Normally a logbook or other electronic means of tracking student contribution is a co-requisite of such tasks.

### Late Submission

Students who are late submitting a task on the due date. **MUST** submit the task the very next day they attend school to their Class Teacher or the appropriate Studies Coordinator/Head of Department **even if there is NO scheduled lesson on that day.**

### Extensions

Under **EXCEPTIONAL CIRCUMSTANCES** the Director of Teaching and Learning may grant an extension.

- In this case, parents should contact the Director of Teaching and Learning, either in writing or by telephone, to request an extension.
- Medical or other documentation supporting the request may be required.
- Extensions may only be requested with a minimum of **THREE DAYS PRIOR** to the due date of the submitted task.

***The College accepts no responsibility for a student's work if he does not follow these procedures. All students should retain a paper or electronic copy of the task.***

## Task Length Requirements

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- **Students are expected to adhere to the requirements of the Assessment Task for word count and time duration.**
- **Students are not expected to go beyond the requirements outlined in the Assessment Task Notification.**
- **Work submitted that is beyond the word count or time duration will not be considered towards their mark.**
- **In consultation with their classroom teacher, students can develop the skills required in ensuring their task meet the allocated requirements.**



## Procedures for Student Absence from an Assessment Task

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### Unforeseeable Absence

**NOTE:** **ALL HAND IN ASSESSMENT TASKS** for Year 7 must be **ELECTRONICALLY** submitted by 8.15am on the day the task is due, or handed in as a hard copy between 8.15 – 8.35am at the ARC or La Valla Hall. This means **ALL** students are to submit assignments **ON TIME** regardless of illness on the day.

**STEP 1** ➤ **NOTIFY** the Director of Teaching and Learning personally **before 8.30am** on the morning of the task or task due by date. **CALL: 9957 5000**

**STEP 2** ➤ **OBTAIN** documentation

- A letter from a parent/guardian is to be given to the subject teacher indicating why a student has missed an assessment task.
- Arrange a time for a “make-up” task with your teacher.

*Documentation provided must cover all days absent from the College up to and including the task date OR from the task date until the day before returning to College. Undocumented absence beyond this/these dates may result in a zero determination.*

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### When is a Doctor's Certificate Required?

A Doctor's Certificate is required if a student is absent:

- the week before the Assessment Block
- the day before an assessment is due
- the day of an assessment task
- for College events such as Commencement Mass, Swimming Carnival etc
- the last day of Term.

## Foreseeable Absence – Leave

A student requiring Leave must obtain written permission from the Headmaster before commencement date. Students who do not have leave approved are at risk of not meeting attendance requirements.

**STEP 1** ➤ **OBTAIN** approval from the Headmaster.

- Parent/Guardian to access the leave form from the College website and send to the Headmaster **at least two weeks prior to the leave.**
- The Headmaster will respond in writing.

**STEP 2** ➤ **RESCHEDULE** task(s) with the Director of Teaching and Learning.

- Student must discuss with the Director of Teaching and Learning details of the task(s) that will be missed during their absence.
- Arrangements will then be made regarding submission of missed task(s) with the Director of Teaching and Learning and the relevant Leader of Learning.

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## Foreseeable Absence – Prior Appointments

An appointment made for the date or submission of an Assessment Task is not an acceptable reason, unless there is an emergency as evidenced by acceptable documentation. Such documentation would need to be presented before the appointment (if it was known), or immediately upon return. If it is not possible to present documentation before the task date, the student or his parent/guardian must telephone the Director of Teaching and Learning on the day of the appointment to inform her of the circumstances. Failure to comply may result in a zero determination for the Assessment Task.

**STEP 1** ➤ **SCHEDULING APPOINTMENTS**

- Check appointments and task dates at beginning of the year.
- Reschedule appointments, where possible, and ensure further clashes are avoided.

**STEP 2** ➤ **NOTIFY** the Director of Teaching and Learning of absence **BEFORE** task date.  
**CALL: 9957 5000**

**STEP 3** ➤ **RESCHEDULE** task with Director of Teaching and Learning **BEFORE** the task due date.

- Student must discuss with Director of Teaching and Learning details of task(s) that will be missed during absence.
- Arrangements will then be made regarding submission of missed task(s).

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**If a student complies with these requirements,** then he may:

- i) sit the task or a substitute task; or
- ii) be provided with an **estimate**.

## Penalties Applied for Student NOT Meeting Requirement

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### Penalties for Late Submission Without Supporting Documentation

The following penalties will apply in the case of an Assessment Task not being submitted on time and where there is no acceptable supporting documentation.

#### **ONE** lesson late

***10% of the total mark awarded will be deducted***

- parents notified via the diary by the classroom teacher.

#### **TWO** lessons late

***A further 10% of the total mark awarded will be deducted***

- Parents notified via the diary by the classroom teacher.

#### **MORE THAN THREE** lessons day late

**zero awarded**

- In this case, the task must still be submitted.
- It will be marked and returned to the student with feedback.
- The mark, however, may not contribute to the aggregated assessment mark in that subject or course.
- **Failure to submit the task may lead to an “N” determination.**
- **PARENTS WILL BE NOTIFIED IN WRITING BY THE LEADER OF LEARNING.**

#### **LATE SUBMISSION**

For assessments that **CANNOT BE SUBMITTED ELECTRONICALLY**, students who are late in submitting a task on a given day **MUST** hand in the task the next day they attend school to their class teacher or the appropriate Leader of Learning even if there is **NO** scheduled lesson on that day.

- There is **NO EXCUSE** for submitting a **RESEARCH TASK LATE** if these can be submitted electronically.

## Penalties for NON-Authentic Work or Other Malpractice

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- **All work submitted, whether as part of an assignment or test, must be solely completed by the student.**
- **All research assignments **MUST** include a reference list. Criteria for referencing can be found in student diary**
- **If references are **NOT** provided, students will be required to provide evidence that the work is their own.**

### What is Malpractice?

Malpractice is any activity that allows you to gain an unfair advantage over other students. It includes, but is not limited to:

- Copying someone else's work in part or in whole, and presenting it as your own.
- Using material directly from books, journals, CDs or the internet without reference to the source.
- Building on the ideas of another person without reference to the source.
- Buying, stealing or borrowing another person's work and presenting it as your own.
- Submitting work to which another person, such as a parent, coach or subject expert has contributed substantially.
- Using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement.
- Paying someone to write or prepare material.
- Breaching school examination rules.
- Using non-approved aides during an assessment task.
- Contriving false explanations to explain work not handed in by the due date.
- Assisting another student (either intentionally or unintentionally) to engage in malpractice e.g. passing on an assignment to another student in any form.

### How to Avoid Malpractice

All work presented in assessment tasks and external examinations (including submitted works and practical examinations) must be your own.

- Use numerous, relevant, short/concise quotes rather than a few long quotes. These quotes are used as relevant proof of ideas in answer to the question.
- Avoid long quotes that are added as padding and take up more than one quarter of a page.
- Develop an awareness of academic writing skills and conventions.

**A range of workshops and online resources related to referencing and using evidence can be found on the University of Wollongong website. <http://www.library.uow.edu.au/index.html>**

### Penalties

**RESEARCH TASKS** – a zero determination for the section or sections affected, or for the entire task

**EXAMINATIONS** – a zero determination for the whole paper.

### Appeal

If doubt arises regarding the authenticity and originality of the submitted work, the Director of Teaching and Learning will be asked to consider the matter.

- A student log may be required in the case of some Research Tasks, Major Works or Projects, and must be presented upon request.

- Drafts, proofs and rough copies of assignments should be kept to support the authenticity of the assignment.
- The student may appeal this decision **WITHIN THREE DAYS** of written notification of the zero being given.

## Malpractice in Examinations and Examination-Type Tasks

All Assessment Tasks are conducted under conditions set by the College, and are based on HSC and RoSA Examination Rules and Procedures as specified by the NSW Education Standards Authority. Each instance of a breach of rules is treated separately and penalties may be imposed as a result.

***For details of expectations during examination-type tasks, refer to the Appendix pages.***

**Two main breaches are outlined below:**

### Notes

If a student is found to have notes, texts or summaries of the subject being examined with him during an examination (whether he uses them or not) it will be assumed that it was for the purpose of using it during the examination and he may be awarded a zero determination for that task.

- Students who accidentally take notes, texts etc into an examination-type task must report this to the supervising teacher immediately they become aware of the fact.
- Supervising teachers will take the material from the student, make a note of the incident on your paper and report it to the Leader of Learning. However, no action will be taken provided no evidence exists that shows the material was used during the examination.

### Mobile phones

Students are **NOT** permitted to take mobile phones into an examination.

- Any student who is found to have taken a mobile phone into an examination will be penalised.

### Penalties

**Examinations** – a zero determination for the whole paper.

# SECTION TWO

## SUBJECT ASSESSMENT SCHEDULES

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**Please note:**

*Dates are correct at the time of printing in February, 2019.*

*Any changes made after this date may be found in the electronic version located on the College website: [www.maristcollege.com](http://www.maristcollege.com)*

*Wherever possible students will be given two-weeks notice of assessment scheduling for Assessment Blocks.*

# CATHOLIC STUDIES

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## ASSESSMENT Year 7 2019

Task Number	Task Date	Task Type	Task Weighting
1	Term 1, Week 9	What it means to be Catholic: Investigative Task	30%
2	Term 3, Week 4	Ways of Praying - Multimedia Task	30%
3	Term 4, Week 3	Stewards of Creation – Feature Article	40%
<b>Total</b>			<b>100%</b>

# ENGLISH

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## ASSESSMENT Year 7 2019

Task Number	Task Date	Task Type	Task Weighting
1	Term 1, Week 8	Narrative: Imaginative Writing-in class	25%
2	Term 2, Week 8	Cultural Awareness: Viewing/Listening/Writing-in class	25%
3	Term 3, Week 8	Poetry:in class	25%
4	Term 4, Week 6	Across the Seas-in class	25%
<b>Total</b>			<b>100%</b>

# HISTORY

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## ASSESSMENT Year 7 2019

Task Number	Task Date	Task Type	Task Weighting
1	Term 2, Week 6	Newspaper Article	30%
2	Term 3, Week 7	Medieval Europe Practical task	30%
3	Term 4, Week 5	In Class Test	40%
<b>Total</b>			<b>100%</b>

# MATHEMATICS

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## ASSESSMENT Year 7 2019

Task Number	Task Date	Task Type	Task Weighting
1	Term 2, Week 5 28 May	<ul style="list-style-type: none"><li>• Class test on Computation with positive and negative integers, Indices, Understanding Fractions, Decimals and Percentages</li></ul>	30%
2	Term 3, Week 5 20 August	<ul style="list-style-type: none"><li>• Class test on Computation with Fractions and Decimals, Algebraic techniques and Equations</li></ul>	35%
3	Term 4, Week 6 19 November	<ul style="list-style-type: none"><li>• Class test on Time, Angle relationships, Measurement - length, perimeter and area</li></ul>	35%
<b>Total</b>			<b>100%</b>



# PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION

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## ASSESSMENT Year 7 2019

Task Number	Task Date	Task Type	Task Weighting
1	Term 1, Week 6	Analysis of Personal Goals (Changes and Challenges)	25%
2	Term 1, Week 11	Skills Demonstration – Throwing/Catching	25%
3	Term 3, Week 5	Padlet Creation (Health Matters)	25%
4	Term 3, Week 10	Participation and Performance (Hockey)	25%
<b>Total</b>			<b>100%</b>

## SCIENCE

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## ASSESSMENT Year 7 2019

Task Number	Task Date	Task Type	Task Weighting
1	Term 1, Week 8	Practical Test	45%
2	Term 4, Week 7	End of Year Test	45%
3	Term 1 - Mid Term 4	Ongoing in class formative assessment	10%
<b>Total</b>			<b>100%</b>

# TECHNOLOGY

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## ASSESSMENT Year 7 2019

Task Number	Task Date	Task Type	Task Weighting
1	Term 1, Week 9	In-class Online Examination and OnGuard Safety Tests certificates collection	10%
2	Term 2, Week 7	Product 1 and Folio	40%
3	Term 3, Week 6	NCSS Programming Challenge	10%
4	Term 4, Week 5	Product 2 and Folio	40%
<b>Total</b>			<b>100%</b>

# VISUAL ARTS

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## ASSESSMENT Year 7 2019

Task Number	Task Date	Task Type	Task Weighting
1	Term 1, Week 11	Vanitas Drawing and Research Assignment	40%
2	Term 2, Week 10	Pop Art Portfolio	30%
3	Term 3, Week 10	"Stranger Things" Clay Creature and Artist's Statement	30%
<b>Total</b>			<b>100%</b>

# SECTION THREE

## Rules and Procedures for Examinations/Tests

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### Examination Dates and Times

- The College publishes the examination/test timetable and distributes copies to students. It is your responsibility to make sure you receive a timetable and read it carefully.
  - If you miss an examination simply because you have misread the timetable you will receive a mark of zero in that examination/test.
  - You must be at the examination/test location at least 10 minutes before the start of each examination/test.
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### Examination Attendance Rules

- You must sit for all examinations/tests/tasks unless prevented by illness or misadventure. If you cannot attend an examination/test because of illness or misadventure, notify the Director of Teaching and Learning immediately.
  - If illness occurs before the examination and you are still able to attend, notify the Teacher-in-charge of the examination/test when entering the venue.
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### Equipment for the Examination/Test

- It is your responsibility to make sure that you know and possess the correct equipment.
- Before the examination/test begins, staff supervising will inspect any equipment brought into the venue. It is recommended that you place all equipment into an A4 plastic sleeve.
- Equipment should bear only the original inscribed information. You must supply materials that are in working order (this includes calculators). You cannot lodge an appeal on the grounds that your examination equipment did not work correctly.
- You may only use those calculator models that appear on the NESA list of approved calculators
- Where students are permitted to take dictionaries into a Languages examination, dictionaries cannot be annotated in any way, including using stickers to mark a particular place.
- You are not permitted to borrow equipment during examinations/tests.
- Supervisors will not be responsible for the safekeeping of any unauthorised material and equipment, including mobile telephones.

## **Examination/Test Room Procedures**

- You must sit at the desk designated by the Teacher-in-charge of the examination/test.
  - You must place your Photo Library Card at the top right hand side of the desk. If necessary, a drivers licence or travel pass will be acceptable.
  - It is your responsibility to check question papers to make sure there are no pages missing.
  - Reading Time – there will be between 5 and 10 minutes of reading and familiarisation time. You must not write during this time.
  - During written examinations/tests, you must:
    - Read the instructions on the front page of the examination paper carefully. Teachers supervising are not permitted to interpret questions or instructions relating to questions.
    - Write your name on all writing booklets/pages.
    - Write with black or blue pen. Pencil may be used only where specifically directed.
    - Make sure that you write your answers in the correct answer booklets. If you write an answer in the wrong section or booklet, write a note on the front and back of all booklets that an answer has been written in the wrong place. Do not rewrite your answers, but ensure you label and hand in all parts of your answers.
    - Stop writing immediately when told to do so by the teacher supervising.
    - Arrange completed answers according to the supervisor's instructions and wait for the supervisor to collect them.
  - You must not:
    - Commence writing until instructed to do so by the Teacher-in-charge.
    - Leave the examination/test room (except in an emergency) without permission.
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## **Conduct During the Examination/Test**

- You must follow the rules of the College at all times.
- You must only use the toilet in the exam room under the teachers direction
- You must follow the Teacher in charges' instructions at all times and must behave in a polite and courteous manner towards the teachers supervising and other students.
- You must not:
  - Eat in the examination/test room.
  - Speak to any person other than a teacher supervising during an examination/test.
  - Behave in any way likely to disturb the work of any other student or upset the conduct of the examination/test.
  - Take into the examination/test room any books, notes, any paper, or any equipment other than the equipment necessary.
  - Take a mobile phone into the examination/test room.
  - Take any electronic device into the examination/test room

- Remove any examination/test booklets, whether used or not, from the room. Question papers may only be removed with the permission of the Teacher in charge.
  - If you do not make a serious attempt at an examination, you may not receive a result in that examination. Students are required to attempt a range of question types throughout the examination paper. Simply attempting multiple-choice questions is not sufficient for an attempt to be considered serious.
  - Examination answers that contain frivolous or objectionable material may result in the cancellation of the examination and a zero mark being awarded.
  - If you do not follow these rules, or if you cheat in the examinations/tests in any way, you may be removed from the examination/test venue and reported to the Director of Teaching and Learning. The penalty will be a zero mark for that examination/test.
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