



# MARIST COLLEGE NORTH SHORE

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Dear Year 12 Parents/Guardians,

Thank you for working with us this year as we navigate your son's final year in the most unusual of circumstances. You will have undoubtedly seen recent media reports about the guidelines to ensure that the HSC exams are conducted in a manner which, as far as possible, mitigates the risk that COVID disrupts our students' final exams.

I would like to take this opportunity to take you through how Marist College North Shore will be managing the HSC exams in the interests of the safety of all of our students.

## **Timetable and location**

The HSC timetable has been set by the NSW Education Standards Authority (NESA) and will proceed as published. The HSC timetable can be found [here](#) and your son's personal exam timetable is available from [studentsonline.nesa.nsw.edu.au](http://studentsonline.nesa.nsw.edu.au).

The planned location of each exam including the location of special provisions will be made available to the students before the end of the term.

## **Alternative Venue**

Marist College North Shore has been asked to plan a contingency in the event that our exam rooms are inaccessible due to COVID.

In the event that a positive case of COVID requires us to relocate an exam, students will be notified via email as well as a posting on Compass and the College website. We will be using our demountable classrooms, which are located off the main school site as a backup relocation. If we need to move students to a completely new venue, students will be advised as soon as possible of any change in venue and it will be confirmed again on the morning of the exam including available transport options to access the alternative venue.

I would like to reassure all parents and students that Marist College North Shore will work with Sydney Catholic Schools and NSW Health and will only move the exam to a completely different site if absolutely necessary and where all other options have been exhausted.

## **Exam Attendance**

Students should not attend exams if they are experiencing any flu-like symptoms. Students who present before or during the exam with flu-like symptoms may be asked to leave.

If your son has an existing condition or illness which may present as flu-like symptoms such as hay fever, please see your General Practitioner for a letter which he can carry with him to the exams. Please also provide a copy of this letter to the school office via [reception@maristcollege.com](mailto:reception@maristcollege.com). This will ensure students are not disrupted based on symptoms which may appear flu-like. A reminder that the supervisors in the HSC exams are not teachers of our College and so do not know your son's individual circumstances.

If your son cannot attend their exam because of flu-like symptoms or because they have been instructed to isolate they will be entitled to apply for illness/misadventure. Please be aware they will need to provide medical evidence from a medical practitioner or NSW Health if this is the case.

If at any point during the HSC Exam period your son requires a COVID test they will be required to isolate until the results are available. When being tested it is important that you tell the testing facility to mark the test '*HSC student*' which will fast track the results.

### **Arriving at the exam**

Students must arrive 60 mins before the exam and leave immediately following the completion of the exam.

Those students who need to arrive earlier than 60 mins before the commencement of the exam are asked to wait in the Team Teaching Room in the ARC, which has been set aside for Year 12 only during the HSC period. Students must maintain physical distancing as much as possible.

60 mins before the exam, students are asked to present in the O'Mara Plaza where Year 12 teachers will sign the students in. Students will be asked to sign in and confirm that they are not suffering any flu-like symptoms nor have they been requested to be in isolation by NSW Health.

### **In the exam room**

Hand sanitizer will be available upon entry into the exam room as will wipes so that students can wipe down their desks before the exam if they wish. Please be aware that I have spoken with our cleaners who will clean our HSC Exam rooms before every HSC exam.

Masks are not mandatory or required but if a student wishes to wear a mask they are able to do so.

Senior teachers at our school will be available throughout the exam to support the external supervisors, so rest assured no student will be interrupted without my express permission.

As we prepare for the exams it is important that you and your sons are assured that we are planning a range of contingencies in order to ensure that as far as possible the exams are able to proceed as planned. It is natural to feel apprehensive about the approaching exams in the current COVID climate but know that we are here to work with your sons to make the exam period as smooth as possible.

If you have any questions please don't hesitate to contact the College for more information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Brigid Taylor', with a stylized flourish at the end.

**Brigid Taylor**  
**Acting Principal**