



PATTERSON RIVER
SECONDARY COLLEGE

EXAMINATION POLICY

PERSISTENCE · EXCELLENCE · COMMUNITY · RESPECT

Purpose Statement

Patterson River Secondary College recognises the fundamental importance of formal examinations as a diagnostic tool in assessing the achievement of student learning outcomes. This policy explicitly aims to provide for a *whole school approach* towards exams. As such this policy outlines the procedures for the preparation and conduct of all formal examinations at this college. Examinations will be conducted for all students in Years 10 and 11 in all subjects at the end of both Semester 1 and 2.

VCE Year 12 November examinations are governed by VCAA rules and regulations as per the *VCE and VCAL Administrative Handbook 2018*.

Guidelines

SETTING OF SEMESTER EXAMINATIONS

- Each unit examination must assess the student's understanding of the whole unit content.
- Where a unit is taught by more than one teacher all teachers must be consulted in the preparation of that unit examination.
- There must be consistency of format and presentation of unit examinations across Domains. *For example, Examination Cover Pages, Multiple Choice Answer Sheets.*
- Unit examinations must try to reflect the format and type of questions used in VCE Year 12 examinations.
- Unit examinations must contain sufficient material and tasks to keep the students engaged for the length of the examination.
- Alternative examinations for *Learning Support* students should be prepared in consultation with the *Learning Support Coordinator*. Modified examinations must be clearly labelled and any alternative arrangements negotiated with the relevant year level co-ordinator.

PREPARATION FOR SEMESTER EXAMINATIONS

- The Principal Class, in consultation with the Exam Coordinator, will determine the appropriate dates and venues for the Semester 1 and 2 examination periods. These dates will be published in the relevant College Term Calendar.
- Unit teachers should plan to provide opportunities for revision, practice tests and examination techniques in lessons leading up to the examination period.
- The stipulated deadline for completion and submission of examinations will be determined by the Principal Class and Exam Coordinator.
- Domain Leaders are responsible for coordinating the preparation and proof-reading of all semester examinations. Unit Teachers will provide relevant class lists to their Domain Leaders. Domain Leaders will submit exams to a nominated ES staff member (chosen by the Principal Class) by the stipulated date for printing.
- Unit Teachers are responsible for the final check to ensure that all examinations are correct and ready for student use.
- The Daily Organiser is responsible for generating an Examination Timetable and Staff Supervision Roster. Exam Timetables and Staff Supervision Roster will be published onto Compass for students and Staff to access. The Daily Organiser is responsible for organising Room Changes for venues that are designated as examination rooms.

EXAMINATION PROCEDURES AND RULES

- Students will be provided with a copy of examination rules and procedures before they formally sit their semester examinations. It is the personal responsibility of each student to bring the required materials and equipment to each examination.
- Students do not have to attend school when they do not have a scheduled examination.
- Students are expected to attend all examinations in full school uniform. Students who attend the examinations without the appropriate uniform will be prohibited from sitting that exam and will have it re-scheduled to sit it at an alternative time.
- Students are expected to arrive 10 minutes before the scheduled start time for the examination and assemble in an orderly fashion outside the examination venue.
- Students will enter the examination venue in a quiet and orderly manner and sit in the seats designated by the supervisors.
- All mobile phones should be switched off during exams. Students should take off their watches and place them on the desk. Clear water bottles are allowed with no labels. No food is permitted in an examination venue.
- Strict silence is required from the start of reading time to the end of the stipulated examination time. Supervisors must inform students at the start of the exam that they must raise their hand as a visual signal for assistance. Students can only start writing when instructed by the Supervisor.
- Supervisors must maintain a written time remaining countdown on a whiteboard. The time remaining must be in 15 minute intervals. Alternatively, a digital clock will be made visible for students to refer to.
- No student is permitted to leave an examination early except in the case of an illness or emergency and then only if accompanied by a Supervisor.
- In the case of a breach of examination rules it is the responsibility of the Supervisor to notify the appropriate year level co-ordinator in writing concerning the breach so that appropriate disciplinary action can be initiated.
- Supervisors must collect up examinations at the end of time and return them in the appropriate bags to the relevant staff member's pigeon hole.
- Students who do not attend a scheduled examination(s) because of an approved absence will negotiate an alternative time to sit the examination(s) with the year level co-ordinator and Exam Coordinator. Approved absences are deemed to be absences verified through a parental/guardian note or medical certificate.
Students who arrive more than half an hour late to an exam once writing time has commenced will not be permitted to sit the exam and an alternative arrangement will be made with the year level co-ordinator and Exam Coordinator.
- If a student has a clash in their examination timetable, they will negotiate an alternative time to sit an exam with the year level co-ordinator and Exam Coordinator.

EXAMINATION EVALUATION

- Students should receive feedback on their examination performance from their subject teacher as soon as practical after the examination. For Semester 2 units the examinations must be returned during Step up.
- Student performance in a semester examination should not be the only determinant of successful completion of a semester unit.
- Student performance on a semester examination with a letter grade must be explicitly reported on in each semester unit student report.
- Examination letter grades for student reporting shall be A+ – E and UG if a student obtains a score less than 40%. If a student is absent from an examination without an approved absence they shall be reported as NA.

Responsibilities

Staff responsible for this policy:

- Exam Co-ordinator
- Senior School Sub-School Leader

Review

Policy updated May, 2018

Review May 2020

PERSISTENCE · EXCELLENCE · COMMUNITY · RESPECT

79 – 98 Eel Race Road, Seaford VIC 3198

PO Box 2664, Seaford VIC 3198

P 03 8770 6700 E patterson.river.sc@edumail.vic.gov.au

www.prsc.vic.edu.au