RATIONALE

Block exams (including the end of Unit 4 External Exam Block) are run primarily to allow all students studying a subject to complete major assessment tasks at the same time. This is vital if the security and integrity of the assessment instrument is to be assured.

By making provision for all members of the subject cohort to sit the exam together, there can be no suggestion of individuals gaining unfair advantage by completing the assessment after the majority of the group.

In addition to this, the scheduling of block exams also provides students (especially those undertaking a mainly "academic" program of General subjects), to have significant blocks of time for uninterrupted, focused at-home revision, while still allowing the usual access to teaching staff, should students require their support.

Students may also be required to attend school during the block exam period in order to complete outstanding assessment pieces.

TIMING OF EXAM BLOCKS

Block exams will run as per the school calendar. A variation free period and moratorium will occur, leading into a block exam period to maximise student learning time.

They may be scheduled as per key junctures of the QCAA curriculum (for example, at the conclusion of Unit 2 and then the External Exam Block at the conclusion of Unit 4).

STUDENT RESPONSIBILITIES AND PROCEDURE

1. All students are required to participate in all test / examinations as part of the school's assessment procedures.

2. Students are only required to be at school when they have a timetabled examination or are completing outstanding assessment pieces if they have fulfilled the requirements as stated in the Year 11/12 statement of expectations. Students who choose to be at school when not involved in assessment are expected to undertake quiet study in the Resource Centre, or through negotiated access, to a computer room or other specialist facility. During such times, students must ensure that their behaviour is respectful of all other members of the school community.

3. Students are required to wear full school uniform (including correct footwear), during the examination session. (Refer to the school's Dress Code).

4. Students should arrive at least 10 minutes prior to the commencement time for each exam. A roll will be marked for each exam session.

5. All students will have been provided with a detailed exam timetable, and it is the individual student's responsibility to ensure they know the time and location for each exam.

6. Only materials required for the exam will be allowed into the exam room. All materials must be presented in a clear container and be shown on request to any exam supervisor.

7. Borrowing of materials from other students is NOT allowed during the exam.

8. Mobile phones are not permitted in the exam room. Such items will be confiscated by exam supervisors and held until the end of the session. NOTE: The use of mobile phones as calculators is NOT PERMITTED.

9. If a student wishes to speak to a supervisor, they are to raise their hand quietly in their place, and wait for the supervisor to come to them.

10. NO STUDENT will be permitted to leave the exam room during the last 10 minutes of the scheduled exam time, unless ALL STUDENTS in the room are completely finished.

11. As per Assessment Policy (Introduction), Section 8 Understanding Academic Misconduct,

any student caught cheating during the exam will have their paper noted accordingly, and signed by a supervisor. The supervisor will document the incident and the student will be allowed to complete the paper. The relevant HOD will then determine the validity of the paper, and decide on appropriate consequences.

STUDENT ABSENCE FROM AN EXAM BLOCK SESSION

• If a student is unable to attend a scheduled exam, they or their parent / guardian must notify the school's Admin office on the morning of the exam or prior to the day.

• Absence due to illness or emergent family circumstances or other special circumstances on the due date of assessment must be communicated to the school by the parent/guardian caregiver as soon as possible.

• While a phone call should be made by the parent on the day, students and parents will need to make an Application for AARA (Access Arrangements and Reasonable Adjustments) via the school website. A medical certificate (QCAA approved medical report or similar) or explanation of emergent family circumstance (e.g. bereavement, family emergency) will be required for approval.

• If a student has TAFE, traineeship/apprenticeship the exam MUST be sat on the DUE DATE unless prior arrangements have been negotiated.

• Students who are absent due to a School Approved Absence (e.g. school sporting event) will need to make an Application for AARA (Access Arrangements and Reasonable Adjustments) via the school website prior to the absence. The timing of the exam will occur at a time negotiated by the student, HOD and class teacher.

• If the HOD deems that it is appropriate for the student to sit the exam at a later date, the student will be required to sit a "comparable assessment". QCAA policy does not allow for students to complete the same test as completed by the majority of students on the published assessment date.

• Any student who is found to develop a pattern of absenteeism for exams will be held accountable and the inclusion of any assessment item on the student's subject profile will be at the discretion of the relevant subject HOD. The student will be referred to the relevant Dean for further follow up and intervention.

STUDENT ABSENCE FROM AN EXTERNAL EXAM AT THE CONCLUSION OF UNIT 4

• If a student is unable to attend a scheduled external exam, they or their parent / guardian must notify the school's Admin office as soon as possible.

• External Exams can only be completed on the scheduled session of the exam. Students absent from an External Exam, and/or their parents, will be required to make contact with a Guidance Officer for support with making an Application for AARA.

• A medical certificate (QCAA approved medical report or similar) or explanation of the circumstances beyond their control will be required as part of the application.