



Examinations Policy & Procedures

2014

EXAMINATION CODE OF CONDUCT

The SAC Examination Code exists to ensure that those assessment tasks are to be completed individually and without assistance from others are carried out in an environment which ensures professionalism, fairness and integrity:

1. For all written, practical and oral examinations, students are to wear full school uniform.
2. Students should be at the examination room ten minutes before the starting time. Misreading the examination timetable will not entitle students to an alternative task. Extra time will not be allowed if students are late to the exam room.
3. For Senior School, absence on the day of the paper will require a written explanation as soon as the student returns to school. Parents need to notify the school by phone on the day of the exam.
4. Students may enter the exam room only when instructed to do so by the supervisor.
5. Students are to remain in the examination room for the allocated time and may only leave the room in a medical or other emergency.
6. Once students enter the examination room, they may only speak to the supervisors. Under no circumstance may students speak to each other. Any behaviour that may distract or interfere with the capacity of another student to concentrate may result in immediate removal from the exam and cancellation of the paper.
7. It is the student's responsibility to ensure that they have been given the correct examination paper. Students must also check that there are no pages missing from the examination paper.
8. To gain the supervisor's attention at any time during the examination students are to silently raise one hand and wait for the supervisor's attention.
9. Writing implements, approved calculators and other subject-specific materials only are to be taken into the examination room. **All equipment must be in a clear plastic bag or plastic sleeve.**
10. Students may not borrow equipment during an examination. No blank paper, examination papers or answer booklets may be removed after the examination. **Only black or blue pens** are to be used, unless specifically required by a specific subject.
11. Any possession of notes, any writing on skin (even your best friend's phone number) is not permitted and will lead to the cancellation of the paper or a section of it.
12. Copying or perusal of another candidate's work is not permitted and will lead to the cancellation of the paper or a section of it.
13. Foodstuffs are not permitted. **Clear, unlabelled bottles of water may be taken into the examination room.**
14. If there is reading time provided, students may not hold a writing implement. The length of the reading time will be specified on the paper.
15. Students must be careful to read all instructions on the paper. Mistakes due to misreading or overlooking instructions (eg. answering two questions when only one is required by the examiner) cannot be taken into account by the marker. The decision as to how marks will be determined in such cases will be a matter of Departmental policy.
16. **All students are expected to complete each exam to the best of their abilities.** A paper that is determined to be a non-serious attempt will be referred to the relevant Head of Department and may receive zero marks. This could result in the subject being omitted from the student's record of achievement. In some cases this could cause the student to be ruled ineligible for the School Certificate of HSC.
17. Students are expected to answer only the questions printed on the examination paper. Messages written to the examiner are not permitted in any form. This, along with graffiti or decoration of the paper may result in the cancellation of the paper or a section of it.

