



DIANELLA
SECONDARY COLLEGE

2017 Exam Policy

Inspire Create Achieve

The following Policy Statement has been provided for the information of parents and students

EXAM ROOM ETIQUETTE

- a) Students must not be late to exams. Students will not be permitted to enter the exam room once the working time of the exam has commenced.
- b) Students must remain in the exam room for the first hour of the exam time and may only not leave in the final 15 minutes..
- c) Silence is to be observed at all times in the examination room.
- d) No bags, mobile phones, pencil cases, paper or the like will be allowed into the examination room.
- e) Reading time – students are not permitted to write during this time.
- f) No food or drink allowed except one plastic water container up to 1.5L and labels removed. It may not be refilled.
- g) No mascots or other non-related exam items permitted

2. ATTENDANCE

- a) Upper School students need only attend when they have an examination.
- b) Unless there are exceptional circumstances students who miss a scheduled exam will not be permitted to sit the exam at another time. The students will be awarded a zero mark, which will be included in the overall assessment.
- c) Legitimate absentees, as determined by the Deputy Principal, will not be penalised in the final assessment. If possible they may be able to sit the exam at an alternative time.
- d) When a student cannot attend an examination because of a sudden illness a parent must notify the school on the day of the scheduled examination and a medical certificate must be obtained to cover the absence.

EXAM SCHEDULES

Students are responsible for ensuring they understand and comply with the dates and times of examinations.

4. SCHOOL RULES

All school rules apply during the examination period. This means the school dress code will be enforced

5. CHEATING

If cheating in an examination is established, the student should anticipate a mark of zero for that component of the assessment program. Specific consequences of cheating in examinations will be:

- a) Collusion between students: Cancellation of subject paper of EACH of these involved together with an inspection of prior papers in any common examination for evidence of collusion.

- b) Possession of unauthorised materials: Cancellation of student's paper where unauthorised materials are considered to be relevant to the subject being examined (whether actual use is established or not).

- c) Markings on authorised materials: Cancellation of student's paper where markings on tables, data books or dictionaries are considered to be relevant to the subject (whether or not actual use is established).

- d) Examination room Behaviour: Blatant disregard of exam room regulations will result in removal of student from exam room.

Exam supervisors will collect any evidence of cheating at the time of the incident, noting the fact in writing on the student's paper. The evidence will be presented to the Head of Learning Area of the subject and investigations will be undertaken in due course. The student will remain in the exam room until the conclusion of the exam and will be notified of when to report to the HOLA.

6. DRESS

School uniform must be worn to examinations. Students will not be admitted if their standard of dress is unacceptable or inappropriate.