

## 2009 Exam Procedures for Year 12 Students

- During the exam block, you only attend school for your timetabled exams. At other times, you study at home under your parents' supervision. If at school you are either in an exam or studying in the Resource Centre, you must check in with the Librarian.
- When attending school for exams, study, or contacting teachers during the exam block period 7<sup>th</sup> to 11<sup>th</sup> September 2009, you will wear 100% correct formal school uniform. You will not be admitted into an exam if you are not in 100% formal uniform and/or without a uniform pass from a DP.
- The exam timetable will indicate the starting time of each exam session, the room to which you have been allocated for the exam, and the time of completion of the exam. You should arrive at the exam room at least 5 minutes before the start of the session. **Carefully check start times.**
- You must remain working at an exam for the total time allocated to the exam e.g. if it is a 2 hour exam, you remain for the full 2 hours. **There are no early departures.**

### EXPECTATIONS OF SENIOR STUDENTS IN THE EXAM ROOM

- You do not enter an exam room until instructed to do so by the supervising teacher.
- On entering the exam room, you take the seating position allocated to you by the teacher.
- The roll will be marked.
- The teacher will write the starting and finishing times of the exam on the board, according to the classroom clock.
- There is total silence during an exam. You do not move out of your seat. If you have a relevant question to ask, you raise your hand.
- There are no toilet or drink breaks during an exam.
- You only take appropriate writing materials with you into the exam room. e.g. pens (at least two), ruler, pencil, eraser. Some subjects may require other equipment e.g. calculator, graph paper etc. Your teachers will inform you beforehand if any special materials are required. Textbooks, paper, notes etc are not to be taken into the exam room. If ruled A4 paper is required, it will be provided.
- During an exam, you may not borrow materials from other students.
- You must maintain security of your work during an exam. It should not be visible to other students and you must not view other students' work.
- At the conclusion of the exam, your supervising teacher will tell you to stop work. At this point you assemble your work. The printed exam paper should be at the front, with your name and your teacher's name clearly visible. Your name must be on all sheets that you attach to your exam paper. Your supervising teacher will then come and collect the exam paper from you. Silence is maintained until you leave the exam room.
- Mobile phones must be switched off during exams.
- No other electronic devices will be allowed.

### ABSENCE FROM AN EXAM

If you are absent from an exam session, **a medical certificate is normally required.** Parents/caregivers must contact the Head of Department and inform them of the reason for your absence **before the time that the exam is due to commence.** If the absence is deemed valid and supported by a medical certificate, the Head of Department will make alternative arrangements for you to sit the exam as soon as you return to school. HODs may choose to use exam make-up sessions held on Monday 14<sup>th</sup> September.

**Students are to return to school on September 14<sup>th</sup>. These are normal school days which students needs to attend. New unit material will be introduced during this time.**

**Judy Hodes**  
Deputy Principal

4<sup>th</sup> September 2009

<b>EXAM SCHEDULE</b>			
<b>MONDAY</b>		<b>YEAR 12</b>	
		<b>Year 12 Semester 2 Term 3, 2009</b>	
		<b>DATE 7 September, 2009</b>	
<b>Time</b>	<b>Subject/Class/Class Teacher</b>		<b>Exam Room</b>
<b>YEAR 12</b>			
9.00-11.15 am	ENG122A	GINNLO	HU10
	ENG122C	HANNPA	HU11
	ENG122D	IVETJE	HU04
	ENG122E	DOYLAM	HU06
	ENG122F	BOTHNA	HU08
	ENG122G	KOSAST	HU09
	ENG122H	HARDBR	HU01
	ENG122I	HARDBR	HU03
12.30 – 2.35 pm	MAA122A	ROSSJE	GS01/02
	MAA122B	GRIFPA	GS10/11
	MAA122C	BOTEBR	GS10/11
	MAA122D	BOTEBR	GS01/02
	MAA122E	KLOZSU	GS10/11
	MAA122F	MALIPO	GS01/02

<b>EXAM SCHEDULE</b>			
<b>TUESDAY</b>		<b>YEAR 12</b>	
		<b>Year 12 Semester 2 Term 3, 2009</b>	
		<b>DATE 8 September, 2009</b>	
<b>Time</b>	<b>Subject/Class/Class Teacher</b>		<b>Exam Room</b>
9.00 – 10.30 am	BSC122A	SUEDRA	GS07/10/11
	BSC122B	CAMEGR	GS07
	BSC122C	LAMBBR	GS10
	BSC122D	WARRSH	GS11
11.30 –2.00 pm	HEC122	MCHABA	HE08
11.30–2.00 pm	MAB122A	TEALDA	GS14
	MAB122B	MICHPE	GS11
	MAB122D	WINKRO	GS10

<b>EXAM SCHEDULE</b>			
<b>WEDNESDAY</b>		<b>YEAR 12</b>	
		<b>Year 12 Semester 2 Term 3, 2009</b>	
		<b>DATE 9 September, 2009</b>	
<b>Time</b>	<b>Subject/Class/Class Teacher</b>		<b>Exam Room</b>
9.00 – 12.00	MSC122A	KLOZSU	GS01
	MSC122B	ROSSJE	GS02
11.00 –3.00 pm	BOM122A	LEIGKI	BT06
	BOM122B	FURLBE	BT07

<b>EXAM SCHEDULE</b>		<b>Year 12 Semester 2 Term 3, 2009</b>	
<b>THURSDAY YEAR 12</b>		<b>DATE 10 September, 2009</b>	
<b>Time</b>	<b>Subject/Class/Class Teacher</b>		<b>Exam Room</b>
9.00 – 12.05 pm	PHY122A	HACKJU	GS10
	PHY122B	GRIFPA	GS11
9.00 – 11.00am	VAR122A	THORMI	AR04
	VAR122B	TEHSIE	AR10
1.00 – 3.00 pm	DAN122	HOLMMI	PA20/21
1.00 – 2.30pm	ACC122	LEIGKI	BT04
	GRA122	BEDFCH	MA14
1.00 – 2.00 pm	MAP122	WARRSH	GS14

<b>EXAM SCHEDULE</b>		<b>Year 12 Semester 2 Term 3, 2009</b>	
<b>FRIDAY YEAR 12</b>		<b>DATE 11 September, 2009</b>	
<b>Time</b>	<b>Subject/Class/Class Teacher</b>		<b>Exam Room</b>
9.00 – 11.30 am	MAC122	JAYAHE	GS14
	HOS122	MCHABA	HE08
9.00 – 3.05pm	FTM122	BALLME	FT01
11.05 – 3.05 pm	AHS122	KOSAST	HU06
12.30 – 1.40 pm	PVM122A	KERTDE	GS10
	PVM122B	KHEZAH	GS11
	PVM122C	RAJAEU	GS10/11

<b>EXAM SCHEDULE</b>		<b>Year 12 Semester 2 Term 3, 2009</b>	
<b>MONDAY YEAR 12</b>		<b>DATE 14 September 2009</b>	
<b>Time</b>	<b>Subject/Class/Class Teacher</b>		<b>Exam Room</b>
<b>SESSION 1</b>			
9.00 – 11.30 am	MAKE-UP ONE		AR05
<b>SESSION 2</b>			
12.00- 1.30 pm	MAKE-UP TWO		AR05
<b>SESSION 3</b>			
1.30 – 3.00 pm	MAKE-UP THREE		AR05
			AR05