

Block Exams Policy (Senior School Only)

Last Updated 18.05.2015

RATIONALE

Block exams 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 Authority 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 simultaneously for years 11 and 12 for the end of semester 1 each year. Timing will be centred around the second-last week of term 2. A variation free period will occur, leading into a block exam period to maximise student learning time.

There will be a block exam period, for year 12 students only, at the end of term 3. This will be scheduled so as to allow sufficient time for the accurate preparation and presentation of Verification Submissions in all Authority subjects.

Year 11 students will undertake a second period of block exams at the end of term four.

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. 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 Uniform Policy). Students will be issued with before/after school detentions that will be required to be completed by the end of the term if they fail to wear full and correct uniform.
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. 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 EXAM SESSIONS

- 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.
- If the absence is due to illness, injury or other medical conditions pertaining to the student, they must provide a written explanation from the parent / guardian, accompanied by a medical certificate. This should be submitted to the administration office immediately upon their return to school.
- Students who miss an exam for non-medical reasons, (e.g. bereavement, family emergency; unforeseeable and / or insurmountable transport difficulties), must provide documentary evidence of this from a parent / guardian (or other responsible adult in the case of independent students). This should be submitted to the administration office at the first opportunity upon return to school.
- Students who have provided the appropriate notification and documentation will, at the discretion of the relevant HOD, be given an opportunity to complete the assessment at a time negotiated by the student, HOD and class teacher.
- If the HOD deems that it is not appropriate for the student to sit the exam at a later date, the assessment item will not be recorded on the student's subject profile. An alternative assessment item may be provided.
- 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 Year Coordinator for further follow up and intervention.