

<b>Wodonga Senior Secondary College Policy Manual</b>	<b>600 TEACHING &amp; LEARNING 607.3 Year 12 Examination Process</b>	Page: 1 of 4 Date: Jan 2011
<b>SoF Reference Guide: N/A</b>		
<b>Associated Processes:</b>		<b>Associated Documents:</b>

## Year 12 Examination Process

### IMPORTANT CONTACTS:

Pam Henderson

[hendbill@optusnet.com.au](mailto:hendbill@optusnet.com.au)

Loretta Dobb

Exam Coordinator - VCAA

03 9225 2237

(Coordinator for hire of facilities)

Heidi Reiter

03 9225 2253

Maria

03 9225 2255

Each year all supervisors will be required to complete a new Statutory Declaration form. The forms will be sent from Melbourne.

### February

Collect numbers, do white document to be sent with green forms. Ring all supervisors to see if they will be available, do Statutory Declarations.

Mid February collect numbers CEC/Community College and Victory. Collate numbers and designate numbers of students in various exam venues. Collect green forms from the schools make sure they are signed including white "Agreement to join" which must be signed by Peter MacLean. All supervisors must be rung to find out if they are still available. Green forms due in Melbourne in March they must have a quote for Civic with them and a letter explaining why you should be allowed to use it – i.e. combined schools etc. Between February and June all supervisors must fill in a Statutory Declaration which is left at the school. Should book rooms/Halls to be used for all exams at school including PAC, MDC etc.

### March

Green forms from Wodonga Senior Secondary College and Victory due in Melbourne.

### June

Contact Civic Centre on (02) 6022 9300 with numbers, organise which supervisors for each venue.

Check stationery and exams, make sure you repack exams in the order they will be used. Deliver to Commonwealth Bank for storage – having checked with the bank previously.

Friday before long weekend get 1<sup>st</sup> exam, Biology from bank and store at College.

### June

Before exams start you should have all the cards stuck and the gold envelopes written. The rolls and other stickers should be in plastic pockets ready to take to the exams.

It is easiest to keep track of students with special arrangements if you write this on the blue face page of each subject.

You will need to have organised rooms for students doing exams on their own if there are any and have booked the shed, Study Centre, Galvin Hall and any classrooms needed for GAT – Civic needs to be booked at the end of the year to ensure it is available for the next year June 1<sup>st</sup> exam day – collect exams from school at 7.45am. Go to Civic put up posters. Plan seating arrangement. Put out place cards, stick stickers on exams and place them on the correct seat according to student numbers any other stationery must also be given to the correct student.

Do a seating plan to be kept with duplicate rolls. Go out among the students and remind them not to bring mobile phones.

You need people on the door to check ID's and people in the room to help students find seats – especially in big exams. Check the photos as they come in and the names against the place cards in reading time.

Locate any students with DES forms. You need to move around the room as unnoticeably as possible. We run a 15 minute time line because the students pay no heed to us going up to rub out numbers.

It pays to ask several times about mobile phoned. They need to be sent back to the school with the teacher, no bags in the exam room.

You need to collect the exam material in order because it is packaged in order. We do 10 students in each gold envelope for English because they have 3 books and the gold envelopes won't close. 5 gold envelopes in each pink one.

Between the 1<sup>st</sup> and 2<sup>nd</sup> exam you to the bank and collect the next 2 exam for the day and the 1<sup>st</sup> ---- the --- day. This one is taken to the school to be signed overnight and is collected the next morning. Completed exams are collected from your home or the school at about 6.30pm-7.00pm at night. Everything goes back with last pick up.

Metropolitan Express will confirm arrangements via fax. The college returns the fax to confirm arrangements may go ahead.

Keep a pile of gold envelopes because Heidi will send the June rolls early to allow you to get started.

Heidi Reiter sends the rolls early so that all stickers can go on cards and gold envelopes can be written. You should keep envelopes for November.

Exams and stationery arrive together in June. Exams must be unpacked and checked against the paperwork included and repacked in the order you will use it. I always check with the Commonwealth Bank 2 weeks before to see if it is still ok to store exams there. You need to have the 1<sup>st</sup> exam in the top box and go down to the last. You don't have time to go through and find exams. Write contents of each box on end and on sheet of paper.

Stickers should be a GAT books before exam period starts – there visit time on the day.

Exams for 1<sup>st</sup> session must be collected from bank and taken to schools on the Friday before long weekend.

July  
Another green form confirming March arrangements this includes yellow subject number forms – this gives you what subject are being done in November. These numbers may change a little but it gives a good indication – keep it.

October

October

Performance exams and CCAFL (obscure LOTE subjects) are held before main exams.

You will need to organise supervision and rooms for CCAFL and CD players (usually in Cassandra Walters - Assistant Principal office. You need to book PAC, Study Centre and Galvin Hall for October/November exams.

Civic needs to be booked in November at the end of exams.

Performance exams at PAC Albury and Music PAC at WSSC. There is a training day in September in Melbourne for these forms for these supervisors have to be returned to Melbourne about April. CCAFL notes are on about 2 weeks before main exams.

Stationery arrives before exams and must be checked. School to be told how many students in which venue. Exam rolls are with this – all stickers including English script books should be done now and all Gold envelopes done. Exams arrive about 1 week before they start. These must be unpacked, checked, repacked and taken to the bank. You should have checked with the bank before.

Must be packed in the correct order for use as there will be about 12 boxes and you cannot ----- through them at the bank.

You will have already sorted which supervisors are at which venues. Let Civic know student numbers for various sessions.

## EXAMS

Thursday before English get question papers from bank and take to WSSC.

7.45am on Friday collect exams from safe storage at school and go to Civic and Galvin Hall.

You will have about 160-180 students at Civic all supervisors need to be there at 8.00am. You have to put up all posters in foyer and hall.

Cards need to go on tables, then stationary and the exams. Do your seating plan.

You will need to go into the foyer and remind students 'no phones' – all phones to be given to teachers. No bags in exam room. We check ID as they come in, just faces during reading time we check names against place cards. Some students will not know their number, use blue centre roll for these. Students must sit at the correct seat. The room needs to be set up with students in order from front to back. The pickup must be in order as they have to be4 packed in order in the Gold envelopes. All numbers must be checked as they go in the envelope. You have one hour to pack up and set out the next exam and get the next set of students in.

You must go to the Commonwealth Bank between 1<sup>st</sup> and 2<sup>nd</sup> exams to get the next 2 for that day and the 1<sup>st</sup> for next day. The 1<sup>st</sup> for next day goes to the school for safe keeping and is collected next morning at 7.45am-8.00am. This exam is in a pink plastic envelope completed. Completed exams are collected from my house. You will need to decide if this is what you want or if they go from the school.

There will have to be a clock in Galvin Hall. I need stop watches.

Set up of Room

Front of Room

Start - front left table



When you reach back table walk to front of room and come down next row and continue across room.

Pick up the same as you set up

Finish table

Need stop watches