

Aims

- To give students repeat practice undertaking exams in increasingly authentic conditions
- To provide students an opportunity to receive quality and timely feedback on their learning
- To provide students with the opportunity to revise multiple topics / areas of study
- To provide students an opportunity to assess their learning on previously learnt areas of study
- To reduce anxiety

General Conditions

It is an expectation that all studies will conduct practice examinations (see Table 1, below)

For students engaged in mainstream curriculum subjects the following will apply:

- No SACs can be scheduled during designated exam weeks to ensure student focus is on examination preparation and participation.
- Year 12 Subjects which are study score assessed must complete written exams.

Table 1. Exam Expectations

Term 3/4 (Semester 2) Formal Exam Period
<ul style="list-style-type: none"> • All subjects are expected to run a formal <u>written</u> exam • Performing Arts and LOTE exams including an aural/oral/practical component may be conducted outside the scheduled Exam Period
<p>Exemptions:</p> <ul style="list-style-type: none"> • VCEVM (Lit, Num, PD, WRS) – formal interview • Student Agency – no relevant reporting requirements • EAL Sup, Tutorial – study support classes, no relevant reporting requirements • Childrens Services – 2 week Practical work place assessment
<p>Exam Length:</p> <ul style="list-style-type: none"> • Year 10 (Unit 1) = 90 minutes, plus 15 minutes reading time • Year 11 (Unit 2/3) = as close to same time as the Unit 3/4 study end of year VCAA exam as practicable.

Semester Examinations

- Practice examinations will be set for all Year 10 Semester 1, VCE Unit 1 and 2, and VET Unit 1 and 2 subjects at the end of Semester 2.
- Students undertaking a VM certificate will participate in a VM interview in lieu of VM subject exams. They will be required to sit the exams for any VET or VCE subjects they do.

Semester 2 Formal Examination Period

- These examinations will be conducted during a designated Examination Period as identified on the College Calendar. A timetable will be constructed for this purpose by the Timetabler – no timetabled classes will operate during this period.
- These examinations will assess work completed in Semester 1 and 2, for subjects which have a two-semester sequence. Subjects will be able to choose to assess only Sem 2 content if this suits the learning sequence. This is to be negotiated with the AP Curriculum in term 1 each year and is to be communicated clearly to the students.
- The duration and conditions of these exams should simulate final external exams for all Unit 2/3 subjects. For example, a Unit 2/3 examination should match the Unit 3/4 final examination in an equivalent subject, as closely as possible. The duration and conditions of Unit 1 (Year 10) exams are listed in Table 1 Exam Expectations –see below.
- Teachers will provide Semester 2 exam feedback at the beginning of the following year.

Semester 2 Formal Examination Feedback Process

A key aspect of learning from practice exams is the opportunity for students to reflect on what went well and what can be improved.

Reflection will be built into the process by:

- Students receiving a statement of each exam result on the Portal, in addition to their semester1 report
- Having all exams available for collection by students when they receive their final report

Examinations and Unit 3&4 subjects

- These guidelines apply to VCE and VET scored assessment Unit 3/4 subjects.
- Practice examinations should be conducted,
 - during the Semester 1 Formal Examination period as identified on the College Calendar,
 - During week 7 of term 3 (from 2018 onwards) and during the Term 3 vacation period. (But see also Note iv), below)
 - During Term 3 vacation period
- Conditions of the Semester 1 Formal Examination period are as described above.
- Conditions of the Term 3 vacation period should match final external exams as closely as possible, in terms of attendance, presentation of identification, external supervision, scheduling of exams etc.

Notes

- i. There are no guidelines regarding Minor or Formal examinations for GP, EAL Support, AVID, VCAL or VET non-scored assessment Unit 3/4 subjects.
- ii. Exemptions from, or any other variations to these guidelines, must be sought from the AP Curriculum.
- iii. Semester 2 Exams may cover a semester or a whole year's content.

Year 12 Formal practice examinations

- Formal practice examinations for Year 12s will be conducted during the Term 3 vacation period following as closely as possible the structure, including duration, of VCE and VET scored assessment Unit 3/4 examinations
- English and Mathematics Units 3/4 will conduct practice examinations under simulated end of year conditions during Week 7, Term 3, 2017 only. All VCE and VET scored assessment Unit 3/4 subjects will conduct practice exams under simulated end of year conditions during week 7, Term 3, 2018 and during term 3 holiday period
- Subjects with final exams in early October (eg Performing Arts, LOTE) may choose to have practice exams/rehearsals for that exam in the practice exam period

Use of Exams as School Assessed Coursework and Work Requirements.

As final assessment and GPAs are due after exams, exams can be used as sources of feedback for teachers in assessing work habits, achievement and satisfactory completion of work requirements in all subjects.

Semester1

The following conditions apply

- The exam cannot be the sole determination of a work requirement for Year 10 subjects as there is no opportunity for redemption
- The exam cannot be a scored SAC as this does not meet the aim of revision of multiple topics or the condition or replicating end of year exam conditions.
- Unit 1/2 Subjects: If a student achieves a mark higher than that scored on comparable SAC, teachers have the discretion to use this mark instead of the prior assessment, however, if the exam mark is lower, then the original SAC mark would stand
- For Unit 2 subjects, exams may be used as a redemption task in order to determine a Satisfactory Completion of a work requirement, however they cannot be the sole determinant of the work requirement (i.e. used in conjunction with coursework, SAC results and other opportunities)

Semester2

The following conditions apply:

- For Unit 1 subjects, exams may be used as a redemption task in order to determine a Satisfactory Completion of a work requirement, however they cannot be the sole determinant of the work requirement (i.e. used in conjunction with coursework, SAC results and other opportunities)
- For Unit 1 Subjects: If a student achieves a mark higher than that scored on comparable SAC, teachers have the discretion to use this mark instead of the prior assessment, however, if the exam mark is lower, then the original SAC mark would stand.

The following VCAA external examination rules will be applied to all WSSC exams

VCAA rules shall apply with appropriate and reasonable modifications to students who have disabilities or other impairments.

All supervisors are issued with directions for the administration of the VCE external assessments and are required to report all alleged breaches of these rules to the VCAA.

Supervisors have the right to check any authorised materials that are taken into a VCE external assessment.

1. Students must not cheat or assist other students to cheat including taking any action that gives or attempts to give them or another student an unfair advantage in a VCE external assessment.
2. Students must not allow, induce or assist any other person to present for a VCE external assessment in their place.
3. Students must not present for a VCE external assessment in another student's place.
4. Students must not present for a VCE external assessment under the influence of alcohol or drugs.
5. Students must obey and observe all proper instructions or directions given by their supervisor.
6. Students must provide reasonable assistance to any investigation by VCAA in relation to a suspected breach of the VCAA rules.
7. Students attending a VCE external assessment may bring only materials and equipment approved for that external assessment into the examination room.
8. Students must not possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches, during a VCE external assessment.
9. Students detected with any device defined in rule 8 must, upon the direction of a supervisor, surrender that device for inspection. Any confiscated device may be retained, pending any investigation into an alleged breach of VCAA rules. Students must provide reasonable assistance to VCAA or its agents to enable the interrogation of the device.
10. Students must not bring into or possess in the examination room any drinks or food except under special circumstances as approved and directed by the VCAA. Bottled water is permitted in the examination room under approved conditions.
11. Students must not communicate with any other student while the VCE external assessment is being conducted.
12. Students must not cause any nuisance, annoyance or interference to any other student during a VCE external assessment.
13. Students must not remove or tear out any part of a bound reference, question/task book, question and answer book or answer book, except where permitted, for example formula sheets.
14. Students must not remove any response material, used or unused, from the examination room.
15. Students must not begin to write or mark their paper or response material in any way, or use a calculator, until advised by a supervisor that writing may commence.
16. Students must raise their hand if they wish to communicate with a supervisor.
17. Students must not leave their place until permitted by a supervisor.
18. Students will not be permitted to leave the VCE external assessment before 30 minutes have elapsed from the start of writing time.
19. Students will not be permitted to leave in the last five minutes of the VCE external assessment.
20. Students must cease writing when instructed to do so by a supervisor.
21. Students must remain silent and seated in their place at the end of the VCE external assessment until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.
22. Students must not communicate with an assessor, before, during or after a VCE external assessment, except when communication is necessary for the conduct of the assessment

Summary

Term 1 – no exams	Term 2 – no exams	Term 3 - Unit 3/4 all other VCE and VET scored, VCAA conditions as above	Term 3 vacation Unit 3/4 all other VCE and VET scored, VCAA conditions as above	Term 4 – Semester 2 exams for Year 10 and 11, conditions as above
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EXAM ORGANISATION PROCESS

LT Student Outcomes

- Arrange appropriate venues for the exams
- Arrange appropriate tables and chairs to be shifted to exam venues
- Arrange for tables and chairs to be removed from exam venues
- Arrange appropriate venue for the exams to be stored and clearly organised including designated areas for each day and time when exams are to be held
- Email all staff details of the designated exam papers storeroom
- Provide a copy of all class roles and appropriate numbers of attendance slips in a clearly labelled folder for each exam
- Provide a sign-off sheet for staff to register receipt of exams placed in the designated storeroom
- Provide cover sheets for all exams – LCT staff are to complete the cover sheet for their exam
- Provide elastic bands for staff to bundle exam papers with completed cover sheets
- During the exam period ensure all exam papers have been collected by supervising staff and brought to the appropriate exam venue
- Supply Attendance slips for students (to record their attendance at each exam)

- Provide class lists for each time and venue
- Provide Exam Supervisor's instructions sheets
- Assist with supervision of exams, particularly for core subjects in large venues

Timetabler Responsibilities

- Draft the semester 1 and 2 exam timetable. This will include all subjects, venues and staffing
- Email draft timetable to all staff for feedback
- Email final timetable to all staff and students
- Arrange for timetable to be placed on the College website

Learning Area Leader Team Coordinator Responsibilities

- Liaise with their LA staff and the Timetabler to arrange an equitable supervision timetable
- Ensure all LA staff view the draft exam timetable and notify the Year 10 and 11 Coordinators of any necessary alterations
- Ensure all LA staff are aware of their supervision responsibilities (see *Exam Supervisor Process* below)
- Ensure all LA staff place their exam papers in the designated store room prior to exam period, complete the cover sheet and sign the 'sign off sheet' provided
- Ensure that any additional requirements (such as script books) are provided

Class Teacher Process

- In conjunction with your LA Leader produce an appropriate exam early in each semester
- Print exams for each student and place in designated exam paper storeroom in bundles with a completed cover sheet prior to the beginning of the exam period
- Sign the 'sign off sheet' to register delivery of your class exams
- Place copies of irregular exams (e.g. due to clashes or absences) in the appropriate exam pile with a completed cover sheet prior to the beginning of the exam period
- **Procedure for students who have missed your exam:**
 - Contact parents of these students to reschedule their exam during one of the scheduled 'Exam Catch-up' periods
 - Write student's name, date and time of resit on top of the exam paper
 - Place these exam papers in the resit boxes in the designated exam paper storeroom
 - Rescheduled exams will be supervised by Year Level Coordinators

Exam Supervisor Process

1. Collect all exam papers, additional requirements (e.g. script books), supervisor instructions and student attendance slips from the designated store room **a minimum of 20 minutes prior to the exam starting**
2. Place exam papers, extra writing paper and attendance slips on each desk
3. Write exam times (in 15 minute increments) on the board and cross off as time passes
4. At the start of the exam gain attention of all students and state the following:
 - Check that you have the correct exam paper.
 - Fill out an attendance slip and place in plain view on desk.
 - Examination will proceed under Examination Conditions
 - Stress 'NO MOBILE PHONES'
 (see copy of Exam Guidelines overleaf)
 - If you wish to attract the supervisor's attention put your hand in air and wait till you are attended to. (eg. request to go to the toilet)
 - There will be 10 minutes reading time – no writing or calculator use during this time.
 - Unless otherwise indicated on the timetable, all examinations will last for 90 minutes. No one is to leave the room until the supervisor has signalled time.
 - Any student who causes a disturbance or refuses to follow a reasonable instruction from the supervisor will be removed from the examination and will re-sit it at a later date.
1. Collect all completed attendance slips and mark attendance on class rolls (as provided by Coordinators)
2. General supervision, answer student questions and maintain exam conditions
3. Collect completed exam papers and return to appropriate class teachers
4. Return class rolls to the relevant class teacher
5. Tidy exam room for next exam (i.e. pick up rubbish, push in chairs, remove spare exam papers, etc.)