

Year Level Coordinators Responsibilities

- 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 Culture Team Coordinator Responsibilities

- Liaise with their LCT staff and the Timetabler to arrange an equitable supervision timetable
- Ensure all LCT staff view the draft exam timetable and notify the Year 10 and 11 Coordinators of any necessary alterations
- Ensure all LCT staff are aware of their supervision responsibilities (see *Exam Supervisor Process* below)
- Ensure all LCT 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 LCT 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.)