

EST EXAM INFORMATION FOR STUDENT AND PARENTS

Check your examination timetable carefully noting subjects, dates, times and rooms.
You are only required to be at school for the duration of the examination.

You **MUST** have your student number for the exam papers which appears on your timetable.

EQUIPMENT AND DRESS:

Make certain you have all the necessary equipment for each exam such as pens, pencils, ruler, calculator (if required).
Students will not be allowed to share equipment.
Please note that only pencil cases made of clear material are permitted.
NO mobile telephones, bags, calculator cases or calculator instruction booklets are allowed.
Normal school uniform is required.

PUNCTUALITY:

Students should be present outside the exam room at least 10 minutes before the starting time for an examination.
Students are to sit in the order indicated by the examination supervisor.
15 minutes after the exam has started students **will not** be permitted to enter.

EXAM DESKS:

During an exam, students' desks are to be clear of all books and materials except those permitted by the exam supervisor.
Schoolbags will be placed away from the examination area.

READING TIME: - (only if allocated)

Please observe the conditions for reading time stated on each exam paper. Your result could be cancelled if you disregard these instructions.

ATTENDANCE

Attendance is compulsory as the Externally Set Tasks are a requirement for completion of course. If you are unwell you will be required to provide a doctors certificate. If possible an opportunity will be provided for you to sit your EST at a modified time which you must attend.

BEHAVIOUR:

Silence must be maintained throughout the entire exam session from the moment exam instructions are given.
Talking between students or other distracting behaviour is NOT permitted.
Failure to maintain appropriated exam behaviour will lead to the immediate removal of the student from the exam room.
The student will not be permitted to continue the exam and the exam paper may be disqualified.
Normal school rules also apply at all times.

QUESTIONS:

If you have a question put your hand up. **DO NOT** call out.
Supervisors cannot answer questions related to the content in an exam.

SETTING OUT ANSWERS:

Students are to write on both sides of the paper unless otherwise instructed.
Question numbers to be clearly indicated on the exam answers.
Use an ink pen in blue or black.
Follow exam instructions for labelling diagrams etc.
Where required all working out and methods of obtaining an answer must be shown.
If you have been supplied with an examination answer booklet, **DO NOT** pull the pages apart, even if you think it makes it easier for working.
Examiners may refuse to mark untidy or illegible work.

LEAVING THE EXAM:

Students are **NOT** permitted to leave the exam room prior to the scheduled completion time.
When dismissed from an exam room, students are to move quietly away.

EXAM FINISH:

At the conclusion of the exam, ensure all answers are numbered clearly with the question. Make sure your name is on every piece paper to be assessed.
Remain seated and silent while papers are collected.
You will be instructed when to leave by the exam supervisor.

CALCULATORS:

Please check the exams where calculators are required and make sure you have the appropriate one on the day.
Calculators **WILL NOT BE SUPPLIED.**

FOOD & DRINK:

No food is to be taken into the examination room.
Water in a plastic bottle is permitted (no labels).

MISSING EXAMS DUE TO ILLNESS

If you miss an exam due to illness you MUST:

Obtain a Medical Certificate (from a doctor) to cover the exam(s) missed.

Bring the Medical Certificate to the school for your next exam or on the first day back whichever is the soonest. Report to the Deputy Principal in charge of exams immediately on the day you return to school.

If you do not comply with these procedures, you will score zero for the exam(s) missed.

Sharon Harry
Deputy Principal