

# Examination Policy

<b>Date Reviewed</b>	21 <sup>st</sup> August 2019
<b>Date Implemented</b>	15 <sup>th</sup> June 2016
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<b>Approved By</b>	College Council / Policies sub-committee
<b>Approval Authority (Signature &amp; Date)</b>	<i>Gail Hardman 21/8/19</i>
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	July 2022 or earlier as required
<b>References</b>	VCAA

## RATIONAL

- This policy is to be read in conjunction with the VCAA rules for the conduct of external examinations.
- Seymour College policy is that all student's present for external exams. Student's completing unscored assessment are not required to sit.

## OBJECTIVES

The objective of an Examination Policy is to abide by VCAA guidelines for the purpose of internal and external exams.

- All students are to be provided with an exam timetable.
- Students are required to bring their Seymour College student ID card to each exam session. If you forget your ID you will need to obtain an ID slip signed by one of your teachers before you sit the exam.
- Students must not attempt to take any bags into the exam room. Other things which cannot be taken into the exam room under any circumstances include: Ipods/MP3/MP4s, mobile phones or electronic communication devices, such as organisers and computerised watches which are capable of storing, receiving or transmitting information or electronic signals.
- Students must remain seated in the exam room for the full scheduled duration of the exam. Interruptions to those still writing their exam, through students moving around the exam venue, is not permitted.
- For Years 7-10 exams, students are required to arrive at the exam venue on time. If you are less than 30 minutes late you may be admitted and you can attempt your exam – but you must finish writing at the advertised finishing time with everyone else.
- For VCE exams, students will be required to comply with VCE exam regulations which specify arrangements for students arriving late to written exams up to and after 30 minutes
- If you miss your exam, it is treated as an absence and posted on Compass, so an SMS message will be generated and sent out to notify parents.

## **POLICY**

# **VCAA rules for the conduct of VCE external assessments\***

**\* VCE external assessments include the GAT, written, aural, electronic/digital, oral and performance examinations and the Extended Investigation oral presentation.**

Students are required to observe the following rules for the conduct of VCE external assessments conducted by or on behalf of the VCAA, as well as the day-to-day rules of their school and of the venue.

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.

## **IMPLEMENTATION**

1. Students must not cheat or assist other students to cheat.
2. Students must not take any action that gives or attempts to give them or another student an unfair advantage in a VCE external assessment.
3. Students must not allow, induce or assist any other person to present for a VCE external assessment in their place.
4. Students must not present for a VCE external assessment in another student's place.
5. Students must not present for a VCE external assessment under the influence of alcohol or drugs.
6. Students must obey and observe all proper instructions or directions given by their supervisor.
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 will be retained, pending any investigation into an alleged breach of VCAA rules.
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.

#### **EXPECTATIONS**

- This policy will be reviewed as part of the College's review cycle.
1. This policy will be made available to staff and students.
  2. This policy was ratified by College Council on 

21/08/2019
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#### ***Child Safe Standards***

*"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."*