



Christ Church  
Grammar School

# **Rules for Year 12 Examinations (Semester 1)**

- We set our exams up just as they will be for the ATAR exams at the end of Year 12 – this is so you get lots of opportunities to practice.
- Your classroom teachers won't be in the exam rooms – they will be run by external invigilators.
- If you are not sure about any of the rules ask – not knowing the rules is not a valid excuse for being in breach of them.
- You need to arrive 30 minutes prior to the start time listed for your examination.

# Where do I go?

- Check the exam timetable carefully for the room you are in.
- Sometimes we need to change rooms – keep a careful eye on your emails as we will send out updates as required.
- For courses where there are lots of classes, you will need to know which class you are in (e.g 12A\_ENG2). You can see this on your Nexus timetable.
- Students with special provisions will **sometimes** be in a separate room for an examination – if this is the case, a special provisions room will be listed on the timetable.
- You will need to wait outside the room until a supervisor invites you in.
- If you are late (e.g because you didn't check your class code and went to the wrong room), you may miss out on important information from the supervisor. You will also make it a more stressful experience for yourself.

# What happens when I enter the room?

- Prior to entry, check the list on the door to find the row and seat number of where you will be sitting.
- When you enter the room, there can be no communication (verbal or non-verbal) between yourself and other students.
- If you are communicating with other students you may be asked to leave the examination room and you may not be allowed to sit the examination.
- Find the desk with your label on it (the row and seat from the list on the door). DO NOT move to a different desk.
- Listen carefully to the instructions of the supervisors.
- If you need to ask a question – raise your hand and ask

# If you are sick on the day

- If you are sick on the day – let your Head of House and the Studies Office know.
- The usual school rules apply – you will need to submit a medical certificate covering your absence within 48 hours.
- If you are absent due to COVID – then you will need a medical certificate (e.g through tele-health)
- There is no required isolation period for COVID anymore, so if you test positive but are asymptomatic, you can attend the examination wearing a mask.
- If you are not able to sit an exam for a reason that is deemed valid, you will receive an N/A. Otherwise you will receive zero.
- After the examination period, you can speak to the Head of Department, as you may be able to get a copy of the examination to complete for feedback.

# What do I wear?

- You need to be in your school uniform, just as you would be in your regular lessons (this includes sport uniform on Fridays).
- All standards of dress (including facial hair, haircuts, wearing of jewelry etc) need to be as they would for a normal day of school– if you aren't appropriately attired or need to shave etc, you will be asked to leave the examination room and you may not be permitted to sit the examination.
- This includes no wearing of sports uniform (unless you have an injury for which this has been approved or it is a Friday) and no wearing of the PE jacket with your uniform.

# What you can bring in

- Your own pens, pencils, erasers, highlighters, rulers, protractors and calculators (where allowed) and any other special items stated explicitly on the front of the exam paper (e.g mathematical drawing templates, language dictionaries)
- They can be carried in a colourless, transparent pencil case – it cannot have any writing on it (consider using a plastic sleeve)
- Calculators (without the case) are only allowed to be brought into examinations where they can be used – don't just leave them your pencil case.
- Dictionary –Language examinations only
- Piece of string – for Geography only
- Notes (with only mathematics related graphics and text - no additional graphics or wording that are not related) – for Mathematics only
- Clear and colourless water bottle – can only be filled with water - cannot be refilled

# Specifications

- Pencil case – must be colourless and transparent, no writing on it
- Pens – can be blue or black. Must **not** be erasable or gel pens (these are not allowed in ATAR exams as they do not scan).
- Rulers – can be transparent, metal or wood – in mm, cm and/or inch increments. Rulers cannot have table/s, data, formula/s or graphics on them (beyond manufacturers stamp).
- Calculators (without the case)– Scientific and/or Programmable (depending on requirements of examination). You can bring a maximum of 3 calculators.
- Spare batteries for calculators
- Water bottles – Maximum capacity 1500 mL. Must have a secure lid and be clear plastic (not glass). Cannot be refilled. Can only be filled with water.

# What can't I bring in?

- A watch (of any kind – analog or digital)
- Your mobile phone
- Notes (except for Mathematics)
- Dictionary (except for language examinations)
- Calculator cases
- Food\* \*except where approved through Special Provisions
- Drinks other than water
- Medicine (including throat lozenges)\* \*except where approved through Special Provisions
- Chewing Gum or mints (on the desk or in your mouth)
- Lucky charms/small personal objects, chap sticks, elastic bands etc
- School bag
- Laptop
- Anything that is not on the 'What you can bring in' slide or noted on the front of the exam paper

# What do I do with the things I can't take in?

- Put them in your locker
- **Put them in your locker** (this one is written twice because it is so important)
- **DO NOT** leave items outside the exam room. This area is not secure and we cannot guarantee your valuables will be safe. We take no responsibility for your valuables.
- **DO NOT** leave items outside the exam room. It is likely to rain and be windy- things left outside may get wet and may be blown away.
- **DO NOT** leave items outside the exam room. The ravens are inquisitive and will get into them (some can open bags).
- **DO NOT** dispose of notes in the bathrooms. This is considered a form of collusion.

# What if I have brought in unauthorised materials?

- The rule is that you cannot be in 'possession of unauthorised material during the examination'.
- This means it **must not** enter the examination room with you.
- Bringing in unauthorised materials, is a breach of the examination rules and **a mark penalty will be applied**.
- If you bring unauthorised materials in, you will need to surrender them to the supervisors and a breach will be recorded.
- The supervisors will bring it to the Studies Office at the end of the exam.
- You will need to come to the Studies Office to collect your items and to be given information on mark penalties.

# What if I have forgotten something?

- The supervisors are **not** allowed to provide you with spare items (this includes batteries for calculators or replacement calculators and dictionaries).
- The Studies Office do not have spare items to lend you.
- Consider speaking to other students in different year groups to see if they are able to lend you what you need.
- Coming with the correct equipment will alleviate anxiety.

# Reading Time

- All examinations have reading time of 10 minutes (unless stated otherwise)
- During reading time students may not write or highlight, make any marks (including with fingernails) nor turn over corners of pages etc in the examination booklet.
- Students may not touch any of their stationary or calculators during this time.
- Students may use dictionaries (in language examinations) during this time

# During the examination

- If you need to go to the toilet, raise your hand and wait for a supervisor.
- As there is a limit on how many students can access the bathroom at once, you may need to wait (consider your water intake carefully).
- Your examination time will not be stopped while you are in the bathroom (unless a specific examination accommodation is in place and a request has been made for its use).
- If you have any other queries or questions (e.g you need a tissue), raise your hand and wait for a supervisor.
- Supervisors are not able to answer questions about the individual examination papers.
- Do not communicate with any other candidates and keep your eyeline to the front of the room.

## At the end of the examination

- Students are not allowed to leave the examination in the first hour of working time or in the last 15 minutes.
- If you have finished early, use the remaining time to check your work carefully.
- When the supervisor says that the examination has finished, you must put your pen down immediately – you are not able to finish a sentence or keep writing.
- Students who keep writing risk having their examination deemed invalid and a zero recorded.

# Exams at MLC

- Exams at MLC have an earlier start time than exams at CCGS – make sure you are aware of this and are on time for your examination.
- MLC do not allow late-comers to start examinations.
- DO NOT take your school bag to MLC – there is nowhere to store it.
- MLC and CCGS do not take responsibility for your belongings if they have been left outside an exam room or ‘hidden’ on campus. MLC will dispose of unaccompanied bags.
- Dress and presentation standards are the same for MLC exams as for CCGS exams.



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