Picton High School
Senior Examination Policy

Rationale:
Examinations are an important part of the teaching and learning process. It is appropriate that processes are implemented in order to meet the standards set by the Board of Studies and the Department of Education to establish acceptable codes of conduct for these examinations.

Aims:
- To ensure that all examinations meet the requirements of the Board of Studies.
- To provide examinations that are fair and meaningful for all students.
- To ensure the examination environment is conducive to high student achievement.

Procedures:
- All students must wear full school uniform when sitting for an examination.
- Students should not talk once they enter the examination room.
- All mobile phones and electronic devices must be switched off and left in bags in the designated area.
- According to the Board of Studies guidelines, students must remove wristwatches at the start of an examination and leave the watch on their desk in full view of the examination supervisors.
- Upon entering the examination room, all equipment required for the examination must be removed from bags before they are placed in the designated bag storage area. Under no circumstances will students be able to keep their bags with them during the exam.
- No equipment may be borrowed from or shared between students during an exam, and any additional equipment required must be obtained from an exam supervisor.
- Students must complete examinations in black or blue pen only. (Advisable to bring a spare.) Pencil cases must remain in student’s bags. White out is not to be used on student’s work.
- Student’s are permitted to bring into the examination a bottle containing water, however the bottle must be completely clear – no labels or non transparent containers.
- Students who talk or disrupt others during an examination will have their names and the nature of the incident recorded by the examination supervisor and may potentially receive a mark of zero for the examination.
- Any student who creates a major disturbance during an exam will be removed from the examination room and sent to a Deputy Principal for disciplinary action. Then they will receive a mark of zero for that particular examination.
- If a student needs to use the toilet during the length of an examination, they must raise their hand and obtain permission from the examination supervisors before leaving their seat. This will not be permitted in the first hour of the examination.
- Students are only permitted to leave the examination room after the first 30 minutes and before the last 30 minutes of the examination.
- If a student cannot attend an examination due to unforeseen circumstances, that student needs to obtain appropriate documentation, such as a medical certificate and bring it to the Head Teacher of the examinations (Miss Remynse) and notify her on the day of the examination via a phone call to the school that they will not be in attendance, so that a re-scheduled examination can be arranged.

Evaluation
This policy will be reviewed as part of the school’s three-year review cycle.

April 2013