

## Colo High School Senior Exam Guide

### **Preparation**

1. Examinations form part of the assessment schedule for each course. It is important to prepare thoroughly to demonstrate what you have learnt.
2. Begin by checking with your teachers as to what will be assessed in each exam.
3. Make a list of what you will need to study and draw up a realistic study schedule, devoting time to each subject.

### **Exam timetable**

Examine the timetable carefully and note the start time for each exam as they may vary.

### **Attendance**

1. You are advised to be at school 30 minutes prior to the start of an exam.
2. You must sit for all examinations wearing full school uniform.
3. You must stay in the exam room for the full length of the exam.
4. You are only required to be at school when you have an exam.

### **Exam Equipment**

1. You may only take the following equipment into the exam room:
  - black pens
  - pencils, erasers and a sharpener (use pencils where specifically directed)
  - a ruler marked in millimetres and centimetres
  - highlighter pens
  - clear (see through) pencil case for the above items

You may also bring a bottle of water in a clear bottle. You can wear an analogue watch in to your exams, but once you sit down you will have to take it off and place it in clear view on your desk.

2. It is your responsibility to be aware of, and provide, the specific equipment you are allowed for each exam (such as calculators). Check with your teacher if you are not sure. Make sure any equipment is in good working order.
3. You must NOT bring any of the following to your exam table:
  - a mobile phone.
  - any electronic device (except an approved calculator where permitted).
  - paper or any printed or written material.
  - correction fluid or correction tape.
4. You are not allowed to borrow equipment during examinations.

### **Exam room procedures**

1. Bags are to be left at the front of the Hall. Please make sure all mobiles are turned off and in your bags.

2. It is your responsibility to make sure that the correct examination paper has been provided to you. When asked to do so by the supervisor, you must also check your examination papers to make sure that there are no pages missing.
3. All written examinations have reading time. You must read the instructions on the examination paper, as well as all questions, carefully. You may not write at all during the reading time.
4. At the beginning of each exam you must fill in the attendance slip on your desk.
5. Write your student number clearly on each page and clearly label different sections of the exam. It is the student's responsibility to know their NESA student number.
6. You must NOT: begin writing until instructed to do so or leave the examination until the end of the exam.

### **Conduct during the exams**

1. You must follow the supervisors instructions at all times.
2. You must behave in a polite and courteous manner towards the supervisors and other students.
3. You must NOT: speak to any person other than a supervisor during an examination or behave in any way likely to disturb the work of any other student or upset the conduct of the examination.
4. If you do not follow these rules, or if you cheat in the examinations in any way, you may be asked to leave the examination room, and you will receive zero marks for the exam.

### **Illness/misadventure**

1. It is important that you attend the examinations where possible. If you cannot attend an examination because of illness or misadventure, you must notify the school immediately. You will be required to provide documentary evidence so it is important to get a doctor's certificate. You must submit an illness/misadventure form ASAP to the Exam Supervisor and negotiate a suitable time to catch up on the exam.
2. Colo High School will not uphold an illness/misadventure application if the reason for your absence is not considered to be sufficiently serious. You should consult the Deputy Principal before deciding not to attend an examination.
3. Missed examinations must be caught up ASAP.

### **Exams and COVID-19**

1. Students will be required to use hand sanitiser when they enter the exam room.
2. All tables and chairs will be sanitised by a cleaning team before each exam.
3. Students may wear a mask if they choose to.
4. Expect to see supervisors wearing masks in the exam room.
5. **DO NOT ATTEND EXAMS IF YOU HAVE COVID SYMPTOMS.** Contact the school as soon as possible to advise them of your symptoms. Arrange to get a COVID test and remain isolated until you have the results. Evidence of a negative result needs to be provided to the school before you return. Exams can be rescheduled upon your return.