



CATHOLIC COLLEGE SALE

21 May 2018

Dear Parents/Guardians

The mid-year examination period is fast approaching for our students in Year 10. For our senior students these exams are an important part of their assessment and have a significant bearing on their Semester One and end of year results. Students are strongly encouraged to maintain a high level of study to adequately prepare for their exams, and strive to achieve their personal best.

Year 10 exams will be held from Thursday 14th June to Friday 15th June. Please refer to the attached timetable for specific details regarding the exam period.

If a Year 10 student is enrolled in a Unit 1 subject they are required to sit that exam at the scheduled time during the exam period: Tuesday 12th, Thursday 14th and Friday 15th June. Year 10 students are expected to adhere to all College exam rules and conditions, which are attached. Year 10 students are to remain at the College for the whole day during their exam period. Study arrangements will be made for students between exams. Students must assemble outside the Bishop Phelan Stadium 10 minutes prior to their exam starting time.

If, for illness or other genuine reasons, a student cannot attend an exam, **Mr. Ken Holmes** must be notified as soon as possible.

What should a student do if they have an exam clash?

- It is the student's responsibility to reschedule the exam. Please see Mrs. Morrison (Curriculum Assistant) in the O'Connor Resource Centre before **Friday 1st June** to reschedule.
- The exam must be completed at the rescheduled time.

Full winter school uniform must be worn during exams, at study classes and if seeking teacher assistance. Students who are not in this uniform will not be allowed to sit the exam and will be sent home. The sports uniform is not permitted.

If you have any further queries, please do not hesitate to contact Ken Holmes on 5143 9700.

Yours sincerely

CINDY FOAT
ASSISTANT PRINCIPAL
LEARNING AND TEACHING

KEN HOLMES
VCE/VET COORDINATOR

"I am strong of mind, gentle of heart and loved by God"

Year 10 Exam Timetable including VCE Unit 1

	9:00am – 10:45am	11:15am – 1:00pm	1:30pm – 3:15pm
Tuesday 12th June BPS	Unit 3 Maths Methods Exam 1 Unit 3 Business Management Unit 1 Phys Ed	Unit 3 Food Technology Unit 1 Physics Unit 1 Business Management Unit 1 Biology	Unit 3 Psychology Unit 3 Des and Tech Unit 3 Specialist Maths Exam 1 Unit 1 Psychology Yr 10 Choir
Thursday 14th June BPS	Unit 3 Vis Com Unit 3 Chemistry Unit 1 Legal Studies	Unit 3 Drama Unit 3 Biology Unit 3 Maths Methods Exam 2 Unit 1 Vis Com Unit 1 Outdoor Ed	Unit 3 Phys Ed Unit 3 Legal Studies Unit 3 History Unit 3 Specialist Maths Exam 2 Unit 1 Maths Methods Exam 2 Yr 10 History
Friday 15th June BPS	Unit 3 Physics Unit 3 Outdoor Ed Unit 1 Chemistry Unit 1 Media Yr 10 English Yr 10 Literature	Unit 3 Studio Art Unit 3 HHD Unit 3 Geography Yr 10 General Science	Unit 3 Vet Music Unit 3 Media Unit 1 HHD Yr 10 Maths Yr 10 Essential Maths

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Rules for the conduct of examinations

1. A student must obey and observe all proper instructions or directions given by an examination supervisor.
2. A student must not begin to write or mark his or her paper or response material in any way, or use a calculator, until advised by a supervisor that writing may commence. ***(Examinations have reading time allowed at the start, and a good exam technique is to use all of this set time to study all parts of each question thoroughly).***
3. A student must not cheat or assist another student to cheat.
4. A student must not take any action that gives or attempts to give that student or another student an unfair advantage in an examination.
5. Students must not present for an exam under the influence of alcohol or drugs.
6. A student attending an examination may bring only materials and equipment approved for that examination into the examination room.
7. A student must not possess in an examination room mobile phones and electronic devices such as recorded music and video players, organisers, dictionaries and computerised watches, which are capable of storing, receiving or transmitting information or electronic signals. **MOBILE PHONES MUST BE SWITCHED OFF** and left in the designated box. **All watches must be removed and placed at the top of the student's table where they can be seen clearly and easily by a supervisor.**
8. A student detected with a mobile phone or electronic device such as a recorded music and video player, organiser, dictionary or computerised watch or as defined in the above guidelines, must, upon the direction of a supervisor, surrender that device for inspection and to be retained pending any investigation into an alleged breach of rules.
9. A student must not bring into or possess in the examination room any drinks or food except under special circumstances as approved and directed by the supervisor. Bottled water is permitted in the examination room in a CLEAR plastic bottle with all labels removed. No chewing of gum is allowed.
10. A student must not communicate with another student while the examination is being conducted.
11. A student must not cause any nuisance, annoyance or interference to any other student while in an examination.
12. A student must raise his or her hand if he or she wishes to communicate with a supervisor.
13. A student will not be allowed to leave the room before 30 minutes has elapsed from the start of writing time or in the last five minutes of the examination.
14. A student must cease writing when instructed to do so by a supervisor.
15. A student must remain silent and seated in his or her place at the end of the examination until response materials have been collected and checked, and an announcement is made to students to leave the examination room.
16. A student must not leave his or her place until directed by a supervisor.
17. A student must not communicate with an assessor, either before or after a written examination except when communication is necessary for the conduct of the examination.