



CATHOLIC COLLEGE SALE

21 May 2018

Dear Parents/Guardians

The mid-year examination period is fast approaching for our students in Year 12. These exams will provide valuable experience in preparation for final exams in November. Students are strongly encouraged to maintain a high level of study to adequately prepare and strive to achieve their personal best.

All Year 12 students will begin their exams on Thursday 7th June and due to the Student Free Day on Friday 8th June and Queen's Birthday Public Holiday on Monday 11th June, they will continue from Tuesday 12th, Wednesday 13th (GAT), Thursday 14th and Friday 15th June. Please refer to the attached exam timetables for specific details regarding the exam period.

All students studying a Unit 3/4 subject and/or a VET 3/4 scored subject will sit the General Achievement Test (GAT) conducted by the VCAA on **Wednesday 13th June**. A list of students required to sit the GAT is posted on the window of the O'Connor Resource Centre. It is important that students take the GAT very seriously as it is an essential part of the VCE assessment process.

The 2018 VCAA GAT Brochure will be handed out to all students sitting the GAT. Students are required to be familiar with the VCAA rules for the conduct of VCE exams and the GAT, and the list of approved exam materials and equipment, explained in this brochure. 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.

During their exam period Year 12 students are required to attend school only at the times that they have exams. Bus students are to remain at the College for the whole day unless the attached permission form is completed and returned to the Student Office. Study arrangements will be made for students who wish to remain at the College before and/or after an exam.

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
SENIOR LEARNING COACH

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

Year 12 Exam Timetable Semester 1 2018

NOTE: *The GAT Exam will be held on **Wednesday 13th June from 10:00am – 1:15pm.**
 All students in Year 11 and 12 who complete at least one VCE/VET Unit 3/4 sequence with an exam **MUST** sit the GAT. If in doubt please see Mr. Holmes.

Due to the length of time for the Year 12 English exam, the times for Year 12 exams differ on **Thursday 7th June ONLY.**

YR 12 ONLY	9:00am – 12:15pm	1:30pm-3:15pm
Thursday 7th June ST MARY'S HALL	Unit 3 English	Unit 3 Further Maths

	9:00am – 10:45am	11:15am – 1:00pm	1:30pm – 3:15pm
Tuesday 12th June Bishop Phelan Stadium	Unit 3 Maths Methods Exam 1 Unit 3 Business Mgt Unit 1 Phys Ed	Unit 3 Food Technology Unit 1 Physics Unit 1 Business Mgt Unit 1 Biology	Unit 3 Psychology Unit 3 Des and Tech Unit 3 Specialist Maths Exam 1 Unit 1 Psychology Yr 10 Choir
Wednesday 13th June	General Achievement Test (GAT) *See note above		10:00am – 1:15pm
			Bishop Phelan Stadium
Thursday 14th June Bishop Phelan Stadium	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 Bishop Phelan Stadium	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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Year 12 Permission Slip

**Permission Slip to Leave College Premises during the Exam Period
 Thursday 7th June to Friday 15th June 2018 inclusive:**

I _____ give permission for my son/daughter _____

Learner Advisor Group _____ to leave Catholic College Sale premises during exam period Friday 7th June to Friday 15th June 2018 inclusive.

_____ **Parent / Guardian**

____/____/____ **Date**

Catholic College Sale

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.