

Dear Parent/Guardian

YEAR 11 Examinations – for ATAR courses (General and Certificate courses continue normal timetable)

During the examination times normal timetable will continue for General and Certificate courses. TAFE and Workplacement will also continue. Year 11 ATAR Examinations will commence on Monday 10 June and continue on to Friday 14 June 2019 for ATAR course only.

My child does General and Certificate courses. How does this affect them? Students who do General and Certificate courses attend classes in the usual manner. Attendance in class is really important.

My child does ATAR courses and General or Certificate courses. Will they miss out on instruction? New course content will not be covered during the exam week.

My child does four or more ATAR courses. What does s/he do? Attend examinations as per the schedule Monday 10 June to Friday 14 June: do not attend timetabled classes. Resume classes on normal timetable Monday 17 June.

What exam conditions and rules does my child need to be aware of? Students will be given an Examinations Handbook, and this will also be on the school's website. In particular, students are reminded not to have any phones or e-devices on their person (these need to be left at the front of the room, switched off); drink bottles must be clear/no labels, and there is to be no talking/communication except with supervisors in the exam room. The school follows School Curriculum and Standards Authority's (SCSA) guidelines for examinations, so students are familiar and comfortable with these in their final external exams. More information can be found in the SCSA Year 12 Handbook http://www.scsa.wa.edu.au/internet/Publications/year12_information_handbook (especially pp 25, 43 – 46).

An examination timetable has been attached for your information. Students must arrive at the examination venue 15 minutes prior to the commencement time. The times for examinations are on the schedule. No allowance will be made for students who are late to or miss examinations as a result of misreading the examination timetable. Students will be given a personal exam timetable by Week 4.

Students attending exams must be in full school uniform. Non-school jackets or jumpers will not be allowed in the examination room. If required school jackets should be worn for warmth.

Attendance at examinations is an essential part of a student's course or subject. If students are unable to attend an examination due to 'sickness or misadventure', students or their parents/caregivers are asked to make urgent contact with Ms Schmidt in the first instance, Ms Grobbelaar or myself, at the school. Documentation will be required, for example, a medical certificate in the case of illness. The school will follow School Curriculum and Standards Authority procedures to ensure fairness and equity.

In order to help students prepare for their exams, it is recommended they review course outlines and syllabus documents, make notes (for example in concept or mind maps, flip or review cards), prepare and record oral revision notes to replay to themselves, work in study groups, go over previous assessment items, or work through previous years' exam papers.

We wish all students the best during their examinations.



Craig Chadwick
Associate Principal

12 April 2019

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