

Dear Parent/Guardian

Year 12 Term 2: important assessment information

This letter outlines information about important assessments for Year 12 in Term 2 – the Externally Set Task for General courses, and Semester 1 exams for ATAR courses. Please read the letter and timetables carefully, and let the school know if there are any issues. For ATAR students, I strongly recommend putting the exam timetable somewhere easily found during exam week – for example, your refrigerator or noticeboard.

### **General Courses**

Students will do their Externally Set Tasks, in class time, during Term 2 Week 2 and Week 3 (May 6 to May 17). There will be no changes to the timetable during Week 2 and 3, that is, students will attend all their normal classes, and sit the EST during class time.

#### ***What is the EST?***

This task is worth 15% of the student's total year mark. It is set by the School Curriculum and Standards Authority. The in-class, 50 minute task will be done by all Year 12 students across the state doing the General course.

#### ***What will the EST be about?***

The content which will be covered in this task is outlined in the Course Outline. Class teachers can provide more information.

#### ***Can I do the EST at another time?***

Generally speaking, no. Students who are absent with an acceptable reason (for example, medical reasons), will need to organise to sit the task at an alternative time within Week 2 or 3. Caregivers of students who are absent for the EST are asked to contact Julie Grobbelaar, Student Services Manager, or Craig Chadwick, Associate Principal to discuss this.

#### ***What happens if a student doesn't do the EST?***

Students who do not sit the EST will receive '0' for this task, which has a weighting of 15% of the course's total mark. This may have a significant impact on the final course grade.

#### ***Can my child prepare for the EST?***

Yes. Students have had information about the syllabus content which will be covered – they can make sure they have learned this. The content is from Unit 3. It will help if students can recall information and apply skills and concepts covered. Teachers will reinforce this in class time.

### **ATAR courses**

**Semester 1** (Unit 3) examinations will take place in Week 5 from Monday 27 May to Friday 31 May.

#### **Frequently Asked Questions for ATAR exam week:**

***My child does General, Industry Links or 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 four or more ATAR courses. What does s/he do?*** Attend examinations as per the schedule, Monday 27 May to Friday 31 May. Resume classes on normal timetable Tuesday 4 June.

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

***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 guidelines for examinations, so students are familiar and comfortable with these in their final external exams. More information can be found in the Year 12 Handbook which was given out to students in Term 1 or you can log onto the School Curriculum and Standards Authority website.

[http://www.scsa.wa.edu.au/internet/Publications/year12\\_information\\_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. Personal exam timetables and an examination booklet will be issued to students in Week 4.

Students attending exams must be in full school uniform. This includes jackets.

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, or Ms Grobbelaar, or myself, at the school. Documentation will be required, for example, a medical certificate in the case of sickness. 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 that 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 sample exam papers.

We wish all students the best during their examinations.



Craig Chadwick  
Associate Principal

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