

# Warnbro Community High School



## Year 11 and 12 Examinations 2019 Handbook

***Please bring this booklet, with your completed personalised examination timetable, to each examination.***

***For further information you may wish to read the School Curriculum and Standards Authority Year 12 Information Handbook 2019 - <http://www.scsa.wa.edu.au/publications/year-12-information>***

## General Information

Semester examinations are an important part of ATAR. School-based examinations contribute to a student's school score and end of year grade. In addition, for students considering applying for university, semester examinations provide an opportunity to practise and put in place exam techniques, in preparation for the external WA Certificate of Education examinations in November of Year 12.

### How are the examinations used?

Examination marks are used:

- As part of a subject/course requirement
- To assist in ranking of student performance
- To assist in moderating assessment to ensure validity and reliability in marking
- To ascertain student strengths and weaknesses.

### When are the examinations scheduled?

Year 11 Semester 1 - 10 June – 14 June      Semester 2 - 11 November - 15 November  
Year 12 Semester 1 - 27 May – 31 May      Semester 2 - 23 September – 27 September  
(Please note second semester Year 12 exams are in the last week of the school holidays).

WACE (external) exams for Year 12 students:

The 2019 **written** WACE examinations will run from Wednesday 30 October to Friday 15 November.

The 2019 **practical** WACE examinations are scheduled as follows:

Saturday 28 September to Sunday 6 October (Saturday, Sunday and the public holiday included)

### Dance, Drama, Physical Education Studies

SCSA will release the written examination timetable on 27 May 2019 – no further information is available until that date.

### Where are the examinations held?

Year 12 - Sanbrook Theatre

Year 11 – PE48

### Who needs to sit the examinations?

All students enrolled in courses/subjects with examinations, must participate in the examinations in order to complete the course.

### Am I eligible for special examination arrangements?

If you have a permanent or temporary disability, illness and/or specific learning disability which could disadvantage you in demonstrating your knowledge, skills and understandings in timed assessments you may apply to sit the examinations under special arrangements.

The granting of special examination arrangements is not automatic, but depends on the provision of medical and/or psychological evidence to justify the decision.

Please contact the associate principal if you wish to be considered for special examination arrangements.

## “The Rules”

### What is unacceptable behaviour?

Any activity that allows one candidate to have an unfair advantage over other candidates is deemed to be unacceptable.

All work submitted must be your own. If your work includes material that is not your work, this must be acknowledged appropriately. Plagiarism could lead to an examination paper or practical mark being cancelled or having an examination mark reduced significantly.

### What are the candidate's responsibilities?

Candidates must adhere to the instructions, as set out in this booklet, and any other instructions issued in the course of the examinations. Candidates must check the schedule for subjects and courses they study, and report any incorrect information immediately.

- Arrive before the examination commences. Candidates will NOT be admitted after 30 minutes has passed from the start of the work period of an examination, other than under exceptional circumstances and by express permission of the Associate Principal.
- Wear full school uniform, including jackets.
- Make immediate application for sickness or misadventure.

### What needs to be taken into the examination?

- Your personalised examination timetable
- Pens, pencils, highlighters, rulers, erasers, correction fluid and other items specified or recommended for particular subjects/courses. These specified or recommended items are listed on the front cover of each exam paper and in the exam design brief in the syllabus. (See also Appendix D of the [Year 12 Information Handbook 2019](#)) Items should be contained in a pencil case made of clear materials.
- Approved calculators in examinations which allow these. These must be

used silently and must not contain any Aplet or program which transforms it into an unauthorised calculator.

- Any equipment must bear only the original inscribed information.
- Equipment must be carried only in clear containers.
- Drawing/measuring aids approved in some courses (e.g. Design, Mathematics, Geography, Outdoor Ed, Physics).

### Can notes be taken into any examination?

The only examinations in which candidates can have notes in their possession, either compiled by the candidate or commercially produced, are Mathematics. Design students may be allowed an approved portfolio – see your teacher for more information.

### What are the rules regarding the notes taken into the mathematics examinations?

- Up to 2 A4 flat pages, which do not contain folds.
- May be written on both sides, but must not have any notes stuck to them.
- Must be left on student's desk at all times.
- If you attempt to bring more than the prescribed number of sheets, this will be a breach.

### Can pencil be used?

Candidates should write clearly in pen or pencil. For multi-choice sections, you must use blue or black pen when recording your response on the relevant recording sheet. You may use either a pen or pencil in other sections of the examination, though blue or black pen is preferable. You are advised not to use erasable pens. Coloured pencils may also be used.

### Can water be taken into the examination?

Yes, provided it is *in a clear (non coloured) plastic bottle with all labels removed*. The bottle should have a secure lid and a capacity of no more than 1500ml. Water bottles *may not be refilled during the examination*.

### **Can food be taken in to the examination?**

Eating is not permitted during an examination. However, if there are special circumstances (e.g. a diabetic condition) you may apply to the Associate Principal to eat food during an examination.

### **What cannot be taken into the examination?**

The only items authorised to be taken by a particular candidate are those listed on the front cover of each respective examination paper. All other items are unauthorised and *must be left at the front of the room*. This includes, amongst other things, the following items:

- Mobile phones, tablets, smart watches and MP3/MP4/iPods/iPads/laptops (*must not be on candidate's person, must be switched OFF*)
- Bags
- Pencil cases not made of a clear material
- Calculator cases and instruction booklets
- Blank paper
- Map templates of any sort.
- Glasses cases
- Caps
- Food/lollies
- External storage media

*No responsibility will be taken for items left at the front of the room.*

***Please note, in the external WACE exams, these items must not be taken into the room.***

### **Mobile technology**

In recent years, most breaches of exam rules have related to possession of mobile phones and/or MP3/MP4/iPods. In these instances, candidates have lost examination marks.

Mobile telephones, tablets, smart watches and MP3/MP4/iPods/iPads/laptop computers should not be taken into an examination room. If due to a security risk they cannot be left outside the examination room, then they must be turned off and left at the front of the room. No responsibility will be accepted by the supervisor for your personal property.

### **Can a candidate wear a cap or hat into the examination room?**

No. they should be removed before entering the room and left at the front of the room.

Veils or headwear worn for cultural, medical or religious reasons as part of a candidate's

normal attire when attending school can be worn during an examination.

### **What language of communication can be used in responding to questions on the examination paper?**

English unless otherwise specified.

### **What can candidates do during reading time?**

Read. The purpose of reading time is for candidates to read all instructions on the paper, familiarise themselves with the questions and determine which questions they will attempt. All written papers have a reading time of ten minutes. Reading time is for reading only. No marking of the paper by pen, pencil, highlighter or any other items or the use of calculators is permitted.

### **Is communication permitted during the examination?**

During the examination, no communication between candidates is permitted. This includes non-verbal communication. Candidates wishing to communicate with a supervisor should raise their hand to attract attention.

### **What do I do if I need to go to the toilet?**

Raise your hand to attract the supervisor's attention. The supervisor will arrange for someone to accompany you to the toilets.

### **Can a candidate leave the examination early?**

Candidates to whom an examination paper has been supplied will not be allowed to leave the examination until one (1) hour after the start of the work period of the examination, or during the final fifteen (15) minutes of the examination. Candidates must check and recheck their exams. They must wait until released by the supervisor.

### **What happens at the end of an examination?**

Candidates will be warned before the end of the examination and must stop writing immediately they are asked to do so by the supervisor. Candidates should not leave their desks until all papers in the room have been collected. They may then leave the room in an orderly fashion when directed by the supervisor.

Talking is not permitted in the examination room at any time. When candidates have been dismissed from the examination, they should move well clear of the examination room so as not to disturb other candidates who may be engaged in other examinations.

### **What happens if a candidate misses an examination?**

If a candidate misses an examination due to sickness or misadventure, they can apply for special consideration. Please make contact with the Associate Principal as soon as possible to apply for this. Documentation such as a medical certificate is required.

### **Other Rules and Expectations**

All school rules and expectations apply during the exam period.

### **Breaches of Examination Role**

It is the responsibility of all candidates to ensure that they understand all instructions relating to the examinations. The following penalties will normally apply to breaches of the examination rules:

- ☛ Impersonation of candidate – Cancellation of all papers and exclusion from remaining examinations in that year, and the matter will be reported to the police.
- ☛ Collusion between candidates: - Cancellation of that subject paper of each of those involved, together with an inspection of prior papers in any common examination for evidence of collusion.
- ☛ Use of unauthorised materials: Cancellation of whole or parts of a candidate's paper where unauthorised materials are considered to be relevant to the subject being examined (whether or not actual use is established).
- ☛ Marking on authorised materials: Cancellation of whole or parts of a candidate's paper where markings in tables, data books or dictionaries etc are considered to be relevant to the subject being examined (whether or not actual use is established).

- ☛ Removal of examination materials: Unauthorised removal of examination materials from the examination room will result in cancellation of part(s) removed, and the matter may be reported to the police.
- ☛ Examination room behaviour: Blatant disregard of examination room regulations will result in the removal of the candidate from the examination room.
- ☛ Failure to follow Examination Instructions: Cancellation of whole or parts of a candidate's paper where the candidate's failure to follow examination instructions is considered to have given the candidate an advantage over the other candidates.
- ☛ Breaches of examination rules will be reported by the supervisor and the above penalties will be applied.
- ☛ Possession of non-permitted items will result in: cancellation of whole or parts of a candidate's paper; a marks penalty.

An examination is an opportunity to demonstrate and showcase your learning. Being aware of the procedures and routines for the examinations will help you approach the experience well-prepared, with a positive focus.

It is appropriate to be somewhat 'stressed' and nervous about examinations, because this shows you care and it is important to you.

We aim to support you to develop the skills and techniques that help you to showcase your knowledge, skills and understandings.

These 'rules' are based on the School Curriculum and Standards Authority WACE external examinations rules.

These are outlined in the Year 12 Information Handbook, which is available:

<http://www.scsa.wa.edu.au/publications/year-12-information>

# Examination Tips

## Preparing for exams

The most important thing to remember is not to get stressed about the examinations. The exams are important but they are not the be-all and end-all. Remember that up to 50 per cent of your final mark comes from the work you have achieved throughout the year. It is important that you study in a calm, positive environment and sit the exams in a calm, positive frame of mind.

Planning and preparation, however, make a difference, so use your study time effectively.

- When studying you should:
  - do active reading—such as highlighting, underlining or circling words to develop a comprehensive set of study notes; don't just reread notes
  - seek help from your teacher if you don't understand something (ring them)
  - work with a partner or small group of friends to test your understanding.
- Don't just rely on the knowledge and skills you have learnt through completing class work and assignments throughout the year. Practise writing answers in limited time periods. You also need to practise tackling a wide range of questions in case you do not get asked the questions you expected. These materials (available at the School Curriculum and Standards Authority) can assist your revision program:
  - current syllabus outline for each subject—syllabus outlines describe the examination details and the knowledge that will be examined
  - past papers—they show the style/type of questions that have been asked in the past and you can practise writing answers in a set time
  - examiners' reports on each subject—these reports provide feedback, including comment on mistakes candidates made.
- You should lead a balanced lifestyle. This means:
  - taking short breaks from study at least every two hours
  - having reasonably early nights
  - eating a balanced diet
  - engaging in some physical exercise and social activities.

## During the exam period

- Continue leading a balanced life: eat well, get some exercise and don't stay up late the night before an exam. On an exam day make sure you have a good breakfast. Foods that contain protein will help you maintain concentration for longer periods of time.
- Write out your personal exam timetable and stick it above your desk at home or on the fridge. (You'll have a feeling of satisfaction every time you cross off an exam.) Make sure you know the date and time of each exam and the venue. Check the timetable with your friends and then get someone else (like your parents) to check it.

- Before the exam period starts check that you have the materials you require, such as stationery, calculators, dictionaries and water bottle. Make sure that the battery in your calculator or graphics calculator is not about to expire.
- Arrive at the exam centre at least 15 minutes before an exam starts. Give yourself plenty of time to get there.
- Give yourself a positive pep talk before each exam and focus on your strengths. An alert mind is your best asset in any challenging situation.
- Use your reading time effectively to plan which questions you could answer, brainstorm information for your responses and order them logically so that your arguments are well-developed and make sense to the marker.
- Divide your time intelligently. Do not spend a lot of time answering a question that is worth five marks and then hardly any time answering a question worth 20 marks.
- Exam markers cannot guess your potential achievement. They have to judge your work according to marking guidelines. This means you have to demonstrate what you know and are able to do while you are sitting the exam paper.
- Make sure your writing is legible. Markers will not be able to decipher writing that is illegible, so you need to take care when you are under the added pressure of writing inside a time limit.
- Leave yourself ample time at the end of the exam for picking up any careless errors with calculations, spelling and grammar. Avoid racing to finish as the time draws to a close.

### **Tips for parents**

- Have realistic expectations for your child.
- Be encouraging and supportive. Tell them to do the best they can.
- Encourage them to follow a comprehensive, committed study program.
- Provide a calm, positive atmosphere at home.
- If things go wrong on the morning of an exam (illness, accidents, emergencies etc), contact the school to advise them and make arrangements.

This information was based on a document prepared by the School Curriculum and Standards Authority of Western Australia. For more information on the examinations see the *Year 12 Handbook* or the Authority's website ([www.scsa.wa.edu.au](http://www.scsa.wa.edu.au)).

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**For more information contact:**

**Tracey Schmidt, Year 12 Coordinator  
Julie Grobbelaar, Student Services Manager  
Craig Chadwick, Associate Principal**

**T: 9553 0100**

**For information about the format and potential content of your examinations, contact your class teacher.**

**Please ensure that your family is familiar with your exam schedule and that they know to contact the Associate Principal in the case of sickness or misadventure.**

**We wish you good luck with your examinations.**