

**IRRAWANG HIGH SCHOOL**  
**YEAR 12 TRIAL HSC EXAMINATION GUIDELINES**

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These guidelines are taken and adapted from the NESA publication for HSC exams. Students should read and be familiar with these guidelines to ensure successful exams during their half-yearlies.

**1. Illness/misadventure appeals**

If you believe that your performance in the examination was diminished because of circumstances beyond your control, you can lodge an illness/misadventure appeal.

(i) You may appeal for a variation to your results if you were prevented from attending an examination, or you consider that your performance was affected by illness or misadventure immediately before or during the examination.

Appeal forms are available from supervising staff or the Deputy Principal. It is your right and responsibility to lodge an appeal.

(ii) The illness/misadventure appeals process does **not** cover:

- difficulties in preparation or loss of preparation time;
- alleged deficiencies in tuition;
- loss of study time or facilities prior to the formal study vacation;
- misreading of the timetable;
- misreading of examination instructions;
- failure to enter for the examination in the correct course;
- long-term illness such as glandular fever, asthma and epilepsy – unless there is evidence of a sudden recurrence during the examination;
- matters over which the student has control – eg. Sleeping in!

(iii) If you have been granted special examination provisions such as extra time, you are generally not eligible for illness/misadventure appeals unless you experience additional difficulties during the examinations.

(iv) If your appeal is upheld, you will be awarded the higher of your examination mark and your assessment mark.

**2. Examination dates and times**

(i) The school publishes the examination timetable to students. It is your responsibility to make sure you receive a timetable and read it carefully.

(ii) If you miss an examination simply because you have misread the timetable, you will receive an examination mark of zero in that course. You may still retain eligibility for the award of a Higher School Certificate and Record of Achievement. You cannot make an illness/misadventure appeal on these grounds.

(iii) If you arrive more than one hour after the commencement of the examination, you will not normally be admitted to the examination room.

**3. Examination attendance rules**

(i) You can only sit for examinations in the courses for which you have entered. You are not permitted to change courses or add courses during the examinations.

(ii) You must sit for all examinations for which you have entered, unless prevented by illness or misadventure. If you cannot attend an examination because of illness or misadventure, notify your school principal or deputy principal immediately.

(iii) If illness or misadventure occurs before the examination and you are still able to attend, notify a supervising teacher when entering the examination. If a problem occurs during an examination, you should notify a supervising teacher at once.

(iv) If you are absent from an examination and your illness/misadventure appeal is declined by the school, you will not receive any result in the relevant exam. This could mean that you become ineligible for the award of the Higher School Certificate.

(v) Except for Mathematics Extension 2 candidates, if you have entered for an extension course and fail to sit for the examination in the related 2 unit course, you will not receive any result in the subject.

#### **4. Examination room procedures**

(i) You must enter the room quietly and sit at the desk indicated by supervising staff.

(ii) You must remove your watch and place it in clear view on your desk.

(iii) It is your responsibility to make sure that the correct examination paper has been provided for the course you have entered. When asked to do so by the supervisor, you must also check question papers to make sure that there are no pages missing.

(iv) During written examinations, you must:

- ◆ read the instructions on the front page of the examination paper carefully. Supervising staff are not permitted to interpret examination questions or instructions relating to questions;
- ◆ write the exam centre number and your student number on all answer booklets/sheets used.
- ◆ stop writing immediately when told to do so by the supervisor;
- ◆ arrange completed answers according to the supervisor's instructions and wait for the supervisor to collect them; and
- ◆ complete attendance/collection vouchers indicating the number of exam booklets used.

(v) You must not:

- ◆ commence writing until instructed to do so by the supervisor (note no writing or highlighting during reading time);
- ◆ leave the examination room (except in an emergency) until one hour after the start of the exam. If you have to leave and want to return and resume the examination, you must be supervised while you are absent from the examination room.
- ◆ Leave the examination room during the last 15 minutes of the exam. If you have completed the examination you must remain seated and quiet.

#### **5. Conduct during the examination**

(i) You must follow the day-to-day rules of the school

(ii) You must follow the supervisors' instructions at all times and must behave in a polite and courteous manner towards the supervisors and other students.

(iii) You must not:

- ◆ Take a mobile phone or programmable watch into the exam room
- ◆ Take any electronic device including digital media players into the exam room unless approved by NESAs.
- ◆ smoke in the examination room;
- ◆ eat in the examination room except as approved by the presiding officer;
- ◆ speak to any person other than a supervisor during an examination, or after entering the room;
- ◆ behave in any way likely to disturb the work of any other student or upset the conduct of the examination;
- ◆ attend an examination while under the influence of alcohol or illegal drugs;
- ◆ take into the examination room any books, notes, this guide, the examination timetable, or any equipment other than blank writing paper for each exam, as indicated by course teachers.
- ◆ take any examination booklets, whether used or not, from the examination

(iv) No responsibility will be taken for the safe-keeping of any unauthorised material or equipment surrendered to supervisors before or during the examinations.

(v) If you do not follow these rules, or if you cheat in the examinations in any way, you may be removed from the examination room and will be reported to NESAs. The penalty may be cancellation of papers for the course concerned, or of all papers, and as a consequence you may be ineligible for a Higher School Certificate.

(vi) If you do not make a serious attempt at an examination, you may not receive a mark in that course and may not be eligible for the award of the Higher School Certificate. Marking staff will bring to the NESAs' attention examination answers that contain frivolous or objectionable material. Answers not written in English, except where required or permitted by the question paper, may be classified as non-serious.

(vii) Actions which breach the examination rules and may also be illegal will be reported to the police.