

Marymede Catholic College

Year 11 Exam Schedule – November 2015

Main Location: Fitness Centre 16th – 18th /Upper VCE 19th & 20th

LOTE and MUSIC: R006 / FB03

MARSHALLING: 15 minutes prior to Examination Start time.

Day	Start: 8.50am	Start: 11.20am	Start: 1.50pm
Monday 16 Nov	General Maths (90 Mins)	Chemistry (90 Mins) Psychology (90 Mins) VET – Cert III in Sport and Recreation (90 mins)	English (120 Mins)
Tuesday 17 Nov	Physical Education (90 Mins) Music Performance (in R006) (90 Mins)	Biology (90 Mins)	Accounting (90 Mins) Media (90 Mins) Pre-Specialist Maths (90 Mins)
Wednesday 18 Nov	Health and Human Development (90 Mins)	Maths Methods (90 Mins) Drama (90 Mins)	Literature (120 Mins) Food Technology (90 Mins) Physics (90 Mins) UPPER VCE
Thursday 19 Nov	Business Management (90 Mins)	Art (60 Mins) History – 20 th Century (90 Mins) Information Technology (60 Mins)	Legal Studies (90 Mins) Outdoor and Environmental Studies (90 Mins) VET - Interactive Digital Media (SS03) (90 mins)
Friday 20 Nov	Visual Communication Design (90 Mins) Italian (in FB03) (90 Mins) Japanese (in R006) (90 Mins)	Design and Technology (Wood, Textiles) (90 Mins)	

VENUES

Fitness Centre: Monday, Tuesday and Wednesday (1st and 2nd Session)

Upper VCE: Wednesday (3rd Session), Thursday and Friday.

FB03 and R006: LOTE and Music

EXAM CLASHES

Any clashes are your responsibility to resolve. You must see Ms Wake by Friday 13th November to reschedule.

MARSHALLING

In order to begin your examinations in a calm and relaxed frame of mind, it is important that you be at school in plenty of time. **NOTE: Examinations will start on time.** All students must assemble outside the Fitness Centre on basketball courts/ outside the Resource Centre no later than **15 minutes prior** to the start of each session. Please line up in alphabetical order in your class/subject group. You will be guided to the exam room by a staff member.

ATTENDANCE AT SCHOOL DURING EXAMINATION WEEK

Students are only expected to be on campus for their examination sessions. All Year 10 and 11 classes are cancelled for the week except for VCAL classes. Any students remaining at school outside of examination times need to be considerate of 7-9 classes.

STUDY

All students are encouraged to study at home unless they have a legitimate reason to be at school before or after they have completed their examinations for the day. If remaining at school, students are to study quietly in the Resource Centre. Any poor behavior will result in losing the privilege.

SICKNESS DURING THE EXAMINATION PERIOD

If you are ill during an examination, or must miss an examination because of illness, it is essential that you or your parents **notify the Secondary School Office**, as soon as practicable and **ensure that full medical certification is obtained. Phone: 94079000**

If you feel ill during an examination, immediately notify an invigilator who will monitor you.

READING TIME

Reading time is generally 10 minutes for 90 Mins + papers and 5 Mins for 60 Mins papers.

DICTIONARIES

Approved dictionaries are allowed in Year 10, 11 English and LOTE exams only.

CALCULATOR USE

Specific guidelines apply for the use of calculators and your teacher will have already explained these to you for your respective subjects. If you are unsure of how to clear your calculator's memory, please see your Maths teacher.

EXAMINATION RULES

The following rules apply to Secondary School examinations at Marymede Catholic College:

No candidate will be allowed to enter the examination room more than 30 minutes after the writing time for the examination has started and no student will leave before the end of the examination.

All candidates should particularly note the following rules for the conduct of examinations.

You must not under any circumstances:

- have in your possession any book or notes or blank paper (apart from the materials distributed for that examination) or any other means that would improperly help you in your work. An exception applies to mathematics subjects - see your teacher for details;
- have in your possession any electronic device (including mobile phone, electronic dictionary) apart from calculators in certain subjects.
- directly or indirectly help any other candidate;
- permit any other candidate to copy from or otherwise use your papers;
- directly or indirectly accept help from any other candidate;
- use any papers of any other candidate;
- by any other improper means whatever, obtain or try to obtain, directly or indirectly, help in your work, or help or try to help, directly or indirectly, any other candidate;
- be guilty of any breach of good order in the examination venue.

- **Any candidate who is guilty of a breach of any of the above rules** will lose the marks available for that examination, and will be liable to such further penalty, as the Head of Learning and Teaching and Principal may determine.

OTHER IMPORTANT NOTES

- ✓ You must wear proper school uniform and be properly groomed at all examination sessions. You will not be permitted entry into an examination if you are inappropriately attired.
- ✓ You must bring your student ID card and place it face up on the desk, right hand side.
- ✓ With the exception of a **clear** bottle, of water only, up to 750ml, **food and drink is not permitted in the examination venue.**
- ✓ **Mobile phones may not come into the examination venue;** you must leave them in your locker or another safe place away from the examination venue. It is a breach of examination rules to bring your mobile phone into the examination venue and consequences will be applied accordingly.
- ✓ Alarms on watches must be **switched off.**
- ✓ **You may not share equipment;** bring everything that you may need such as spare pens, pencils, eraser and calculator batteries.
- ✓ Items to be used in the examination must be in **a clear plastic bag** and not in a large pencil case or box.
- ✓ When you enter the examination room move directly, and silently, to your desk, which will be designated in advance, and sit down. **Remain in your seat at all times during the examination.**
- ✓ If you require any assistance during the examination, **raise your hand.** Do not call out.
- ✓ You are to be respectful to those staff invigilating your examinations.

If you have any other questions please see or email Ms Wake.