

Marymede Catholic College

Year 9 Exam Schedule

Location: Fitness Centre 25th – 26th November, 2015

Day	Start: 9.10am	Start: 11.30am	Start: 2.05pm
Wednesday 25 th November	English	Science	Religious Education
Thursday 26 th November	Maths	Humanities	Health

- English, Science, Maths and Humanities are 75 minutes long with 5 minutes Reading time.
- Religious Education and Health are 60 minutes long with 5 minutes Reading time.

UNIFORM

All students must be neatly presented in full school uniform for all exams.

VENUE

Your exams will take place in the Fitness Centre.

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 **15 minutes** before the start time. Move promptly from Tutor Group and break times. Please line up in alphabetical order in your core group. You will be guided to the exam room by a staff member.

ATTENDANCE AT SCHOOL DURING EXAMINATION WEEK

Students are expected to be on campus for all of their examination sessions. All Year 9 classes are cancelled for the two days.

REVISION TIME

From 10.30 – 11.00am and 12.55 – 1.25pm each day there will be opportunity for revision supervised **in the Fitness Centre**. Students must bring revision materials in each day and place them at their feet.

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.

DICTIONARIES

Approved dictionaries are allowed in the English exam.

CALCULATOR USE

Specific guidelines apply for the use of calculators in each subject 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 (or relevant) 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.