

Chatswood High School – Year 11 Online Examination Rules and Code of Practice

These rules and code of practice operate in conjunction with the requirements set out in the subject-specific examination notifications issued by faculties. It is your responsibility to read the examination notifications carefully and seek guidance from your teachers or head teachers prior to scheduled examinations.

Lateness/Non-Attendance

- Be punctual to your examinations. Read the examination timetable carefully and be prepared to log on at least 5 minutes prior to the scheduled time. If you are late to an examination, you will be admitted but you will not be given any extra time. If you are more than 30 minutes late and there is an acceptable reason for your lateness, you must complete an Illness/Misadventure form and email it, together with any supporting documentation, to Mr McKeough (Deputy Principal) as soon as practicable.
- If you miss an examination because you misread the timetable, contact Mr McKeough or the school immediately. You cannot apply for illness/misadventure on these grounds, and you will receive zero marks for the exam. You may still need to sit the examination to avoid an N determination in the course.
- If you are sick or unable to attend (illness or misadventure): A parent or caregiver should contact the school and leave a message for your Mr McKeough. Either download the illness/misadventure form from your assessment booklet, the school website or the Year 11 Google Classroom, fill it in and attach your medical certificate and email it to Mr McKeough that day or the following day.
- If you know in advance that you cannot attend an examination, you must notify and submit an Illness/Misadventure form to Mr McKeough immediately so that other arrangements can be made. Mr McKeough will liaise with the relevant faculty head teacher and you will be informed of the outcome.

Equipment/Technology

- Find a quiet work space where there is limited chance for interference or disruption to yourself or other students undertaking the examination.
- It is your responsibility to read the specific requirements for each examination, to have the necessary equipment and to ensure it is in good working order. Test the equipment prior to the examination. If it is not in good working order, notify your supervising teacher immediately.
- If you do not have access to necessary equipment, you and/or your parent/caregiver should contact your classroom teacher prior to the examination and as close to the date of the examination notification as possible. The school will endeavour to provide equitable access to resources but should be given adequate notice by you and/or your parent/caregiver so that accommodations can be made to support you.
- If you are allowed a scientific calculator, make sure you have an approved model. Check the list of equipment for specific exams on *Students Online*.
- Only use the equipment/resources expressly permitted in the subject-specific notifications. If it is discovered that you accessed non-permitted equipment/resources in order to gain unfair advantage then it will be deemed malpractice. It will be investigated by the school executive and parents/caregivers will be contacted. If there is a finding of malpractice, a zero mark will be awarded and an N warning letter will be issued.
- You may have set reading time for certain examinations. During this time, you must not write, use any equipment, including highlighters, or make any entries in any way. If you are allowed a dictionary, you can read it but you cannot write on or mark it during reading time.

During each examination, you must:

- read the instructions and all questions carefully. Supervising teachers will not interpret or give instructions about exam questions
- write clearly with black or blue pen (if the task is handwritten)
- write/enter your answers where and how instructed.
- stop writing/making entries immediately when instructed by the supervising teacher
- follow the supervising teacher's instructions for arranging completed answers
- always follow the supervising teacher's instructions
- make a serious attempt at the examination by answering a range of question types. Answering only multiple-choice questions is not considered a serious attempt
- answer in English, unless the question paper directs otherwise. If you do not write in English, you will get a zero mark for your answer
- behave politely and courteously towards the supervisors and other students.
- do not send messages to other students during the examination. Written, verbal or other forms of electronic communication with other students may be deemed as malpractice and a zero mark may be awarded and an N warning issued.
- follow the subject-specific examination requirements. (eg you may be required to have your camera turned on at all times or to have your microphone turned off). Failure to follow the subject-specific examination requirements may result in a zero mark being awarded and an N warning being issued.

During each examination, you must not:

- start writing/entries until instructed by the supervising teacher
- leave the online forum, except in an emergency. In this case, you will need to submit an Illness/Misadventure form to Mr McKeough that day or the following day.
- leave (finish) the exam in the first hour or leave the exam in the last 15 minutes
- leave the exam without submitting your responses. If you mistakenly do so, you must re-enter the exam forum ASAP and the supervising teacher must be able to verify that you completed the work during the exam period and that it is your own work.
- cheat in any way
- include frivolous or objectionable material
- speak to anyone other than a supervising teacher unless it is a requirement of the examination
- behave in any way likely to disturb other students
- interfere or cause disruption to the examination process (electronically or otherwise)
- be affected by or use alcohol or illegal drugs (this extends to cigarettes and vapes)
- be inappropriately dressed
- have anything offensive that can be viewed by others on screen

Supervising teachers can ask you to leave the examination forum if you do not follow these rules which may result in a zero mark being awarded and an N warning being issued.

Honesty and Integrity

The online examinations will be a test of honesty and integrity as much as they are a test of your academic capabilities. There is a high degree of trust that you will honourably undertake your examinations without being tempted to gain an unfair advantage over others. It is very important for you to develop the skills necessary to perform well under examination conditions in the HSC. You will have very limited opportunities over the coming year to sit formal examinations so it is in your long-term best interest to abide by the examination rules. You all should have completed the NESAs 'All My Own Work' Program and therefore understand that *"cheating or malpractice is about doing the wrong thing by behaving dishonestly. It is not only bad for you as a person, it is very unfair to other students."*

Teachers understand how difficult this situation is for you and we have tried to make accommodations by postponing the examination period, adjusting the nature and time limits of the examinations and the methods by which they will be conducted. We trust and expect that you will undertake the examinations in the best possible spirit.

Mr McKeough – Deputy Principal – Year 11

20th August 2021