GUIDELINES FOR PRELIMINARY EXAMINATIONS

ATTENDANCE and EXAMINATION TIMES

- Please arrive for exams at least 15 minutes prior to the start of the exam commencing.
- MORNING exams start as close as possible to 8.45 am.
- AFTERNOON exams will start as close as possible to 12.20 pm
- If you are late you will be admitted up until the end of the first hour of the exam. EXTRA TIME WILL NOT BE GRANTED TO COMPLETE THE EXAM.
- You are to be at school and ready to enter the hall in alphabetical order at 8.30 am for the first English exam.
- You must bring your Oxley High School Swipe Card with you into the exam for identification purposes.
- NO STUDENT IS ALLOWED TO LEAVE EARLY BEFORE THE TIME FOR THAT EXAM HAS ELAPSED.
- WATCHES AND MOBILE PHONES MUST NOT BE BROUGHT INTO ANY EXAMINATION.
- If you do bring your mobile phone does ring or you receive a message during an exam, your phone will be confiscated and you will receive ZERO for the examination.
- Failure to attend an examination without a valid reason could mean an 'N' award for the course.
- In the event of illness a medical certificate will be required.
- If you cannot attend an examination because of illness or for other valid reasons, you must notify the school before 8.30 am on the day of the exam and make sure the message is given to either Mrs BLAKER. It is your responsibility to arrange alternate exam times ASAP with Mrs BLAKER so that exams can be completed within the designated examination period.
- As will be required in the HSC, FULL SCHOOL UNIFORM is to be worn for each exam.

DURING THE EXAMINATIONS

- The ATTENDANCE SHEET must be signed BEFORE the commencement of each exam.
- The COVER pages for each question/examination must be completed with your STUDENT NUMBER and the question number – NO NAMES are to be used. All separate sections of the paper must show your student number. Your name is not to appear anywhere on the paper.
- All answers are to be written in black or blue pen. Lead pencil should only be used where specified for a particular paper or section.
- Non-serious attempts at examinations will be penalised and could result the withdrawal of your HSC entry
- If you do not attempt a question or section of the exam, a cover sheet is still required and you will need to write “NOT ATTEMPTED” on the front.
- No communication between candidates is permitted during an examination. All requests should be made to supervising staff.
- No food is permitted in the examination room except in the case of students who for health reasons may have made special prior application. Students are permitted to bring water ONLY into an examination.
- No written paper is to be taken into or out of the examination room. All scrap paper is to be placed in the bins before leaving the hall.
- No equipment is to be borrowed or lent during the examination time period. You must make sure you have all the necessary equipment for your exams.
- Write on ONE side of the paper ONLY
- Read your examination instructions carefully – most essay style questions will require you to start each essay on a new page and the CLEARLY identify the question being attempted

EQUIPMENT

You will need to bring for all examinations:

1. YOUR STUDENT NUMBER – this will be displayed on the sign on sheets if you cannot remember it.
2. A small stapler for stapling answers or solutions to questions.
3. Blue or black biros or pens for answering questions.
4. Pencils and erasers for drawing diagrams.
5. Subject specific instruments – eg. Calculators.

NOTE: If there are any problems associated with doing the examinations at the set time and you know about them beforehand it is vital you speak with Mrs Blaker as soon as possible so that alternate arrangement can be made.