



Examination Guidelines for Year 6-12 students

The College does not organise block exams for all subjects.

For Year 6-10, assessment items are given throughout the term, and exams are given during regular class time.

For Year 11-12, assessment items are given throughout the term, and exams may be given during regular class time. Some subjects, however, may need to have blocked exams due to the time required for that subject to be tested eg. Mathematics.

The following guidelines are to be followed by staff during exam sessions:

1. Exams are to be delivered to the appropriate room/s by the subject teacher at the beginning of the session or given to the supervising teacher before the session begins.
2. All books, notes etc. are to be placed on the floor beneath the student's chair before exams are distributed. Once exams are distributed, the supervising teacher is to pray out loud for students before the exam begins.
3. There is to be NO TALKING during an exam session. Students who repeatedly disrupt a class during an exam session, may have their paper removed from them and be sent to the relevant Year Level Coordinator for the remainder of that session.
4. Students must remain in the exam room for the ENTIRE session. They may NOT leave if they finish an exam early. Students may hand their papers in early and use remaining time to read a novel or to study for other subjects. NO magazines are allowed.
5. When students do not have a timetabled exam, they are to attend their usual classes. Students are not permitted to leave the College during College hours.
6. When an exam session is finished, the supervising teacher is to collect all papers and deliver them to the relevant teachers' desks or pigeon holes.
7. If the supervising teacher suspects cheating, they are to allow the student to finish their exam at an isolated desk and report the suspicion to the relevant teacher.
8. If a student is absent from an exam for any reason, they are to sit the exam on the first day they return to the College after their absence.