



DUNCRAIG SENIOR HIGH SCHOOL

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[Online version available at SSBB](#) –
Hyperlinks can be used to navigate to
relevant support materials or websites.

Senior School – Semester 1 Exam and EST Period – 2017

Information for ALL Senior School students with regards to Workplace Learning (11/12), Examinations (11/12) and EST's (Year 12 General courses)

Dear Parents and Students,

Weeks 3 – 6 of Term 2 will be a very busy period for our Year 11 and 12 students with the Semester 1 Exam period (Year 11/12), Externally Set Task (EST) assessments (Year 12 General courses) and Workplace Learning work placements (Year 11/12). **Both exam and EST schedules have been posted to the [SSBB](#) for a number of weeks as per previous correspondence.**

Year 11 & 12 exams will commence in week 5 (Monday 22nd May) and finish at the end of week 6 (Friday 2nd June). Year 11 and 12 Students who are part of the Workplace Learning (WPL) program (and are doing an ATAR course) will be doing their exams on the last 2 days of week 4 (18th and 19th of May) to allow them to commence their work placements during the exam period. We wish all of our WPL students the very best for a successful work placement. I know that their behaviour and work ethic will reflect positively on Duncraig Senior High School.

Year 12 Externally Set Task (EST) – Year 12 General courses only

Every Year 12 student who is doing a General course, will be completing a major assessment (worth 15%) during weeks 3 or 4 (8th May – 19th May) as per the [schedule outlined at the SSBB](#). This task is set by the Schools Curriculum and Standards Authority (SCSA) and is a **compulsory requirement for students enrolled in these courses**. **Students who are absent on the day of this assessment without a Medical Certificate will receive a zero for this assessment.** EST's have the same status as exams. Please see the [Senior School Assessment Policy](#) for further information about this if required.

Parents and students must read all the information to follow carefully and refer to the [Senior School Bulletin Board \(SSBB\)](#) for supporting information.

VET/ General students not doing exams during the examination period

As stated above, all Year 12 students doing General courses will complete their EST during Weeks 3 & 4 of Term 2.

For students not doing exams (students completing only General/ Certificate courses), there is an expectation that they will return to school to complete course work or assessment if requested by their teacher. Any student doing a General/ Certificate course could be issued with a "**Course Work/ Assessment Request Form**" which will outline the task to be completed. In most cases, students will attend during the regular course time but these arrangements will be finalized between the teacher and the students. Once the student has completed the required task **they do not have to attend school during the exam period.**

The consequences of failing to attend if issued with a request can have a very significant impact on a student's course result and could **also result in loss of Good Standing**. Details of these consequences are outlined on the request form.

Can non ATAR students please note the following:

- School uniform is required at all times when coming onto school grounds. Students will be sent home to change if they attend school out of uniform.
- Students only need to attend to complete work during the time discussed with the teacher. When the work or assessment is completed they can leave the school grounds.
- If a non ATAR student **has not** been issued with a "Work/ Assessment Request Form" they are not required to attend school during the exam period.

Students completing exams (ATAR courses)

Preparation

In most courses, examinations represent a major component of the assessment weighting. For students to maximize their results and therefore their future opportunities they must be thoroughly prepared. Well done to many of our Year 12 students for attending

Revision Courses during the first 4 weeks of Term 2. Revision Courses will be offered to both Year 11 and 12 students prior to the Semester 2 exam period.

Revision courses are only part of the exam preparation process. I would encourage all Senior School students to read the handouts called "How to get 5 extra marks". This is available in both [Year 11](#) and [12 versions](#). The guidelines in these documents represent **essential reading for all students**. Both documents can be downloaded from the [Senior School Bulletin Board \(SSBB\)](#)

Exam timetables and student instructions

A copy of the "[Upper School Examinations – Instructions to Students](#)" is included with this letter and it is essential that all students read and understand these instructions completely. Please note that **Year 11 students will NOT be allowed to leave exams early** and will be expected to engage and complete exams to the very best of their ability.

Individual Exam Timetables will be issued at school but further copies of both exam instructions and exam times will be available for download from the [SSBB](#).

Please note that failure to read an exam timetable correctly is not an acceptable reason for missing an exam. Students must make sure that they read both the exam instructions and timetable very carefully.

Students who miss an exam

A student would only miss an exam under **extraordinary conditions** such as severe illness. ***In which case it is important that you contact me as soon as possible (phone 6241 5020).*** You must also obtain a **Medical Certificate** for your child. You will also need to obtain a "**Sickness and Misadventure**" (**SAM**) form from the Front Office which would need to be completed and submitted to me along with the Medical Certificate for consideration.

If a "SAM" is granted to a student then the following will occur:

- Where possible, students will complete the missed exam during an alternative time in the exam period.
- Where attendance during the exam period is not possible, teachers in consultation with the Head of Department will determine an estimated score based on the performance of the student in course work to that point. An exam score will be estimated based on the performance of similar students. When the student returns to school the Learning Area may ask the student to complete the exam to verify the estimated score.

If the school is not notified about a student missing an exam, the student will be given a zero for the exam.

Please note the following key points with regards to attending school during the exam period:

Note –

- Students only attend school when they have an exam
- Students must wear school uniform at all times during exams
- If students attend school out of exam time (to see a teacher for support or visit the library) they must be in school uniform.

All Senior School students will return to school on Tuesday 6th June (Monday 5th June is a Public Holiday). Note that exam results are not available for students until they return to school.

For students not completing exams, please take advantage of the time to make sure that your course progress and assessments are all up to date and completed to the very best of your ability. I wish all students completing EST's and exams the very best and hope that their results reflect the effort and preparation they have put into them.

Kind regards



Associate Principal – Senior School

SSBB



UPPER SCHOOL EXAMINATIONS - INSTRUCTIONS TO STUDENTS

Being Prepared for the Exams

1. Students should study the examination timetable carefully and note when their exams are on.
It is each **student's responsibility** to be there at least 15 minutes prior to the listed commencement time.
Students arriving after the completion of the reading time **must** report to one of the Deputy Principals for permission to enter the examination room late.
Students **may not** enter the examination room until told to do so by the supervising teacher.
2. Examinations must be taken at the time shown on the timetable. If you are unable to sit for any examination, **you must notify the school immediately and provide suitable documentation** (medical certificate or confirmation from team/travel officials) to cover your absence. Please note: A parent note **is not sufficient** for this purpose.
3. Students are expected to wear **school dress** throughout the examination period.
4. Students are only expected to attend school when they have an examination. Students wishing to study at school at other times may use the library providing they do not disturb other students.

Rules During Examinations

5. Use of Pen and Pencil - Candidates should write clearly with a pen unless otherwise directed.
6. Reading Time - Most examination papers have 10 minutes Reading Time **allocated for reading only**. No writing, highlighting, underlining or use of calculators is permitted during this period. The purpose of this time is for you to read all instructions, familiarise yourself with the questions and determine which questions you will do first.
7. No communication between students, by word or otherwise, is allowed during an examination. Nor will behaviour which disturbs other students be permitted. Students wishing to communicate with the supervising teacher should raise their arm to indicate assistance is required.
8. **No year 11 student may leave an exam early. Year 12 students may not leave during the first hour of an examination, or during the last 15 minutes.** Students are advised not to leave any examination early - any students who leave early must immediately move right away from the examination room(s) and remain out of sight of students completing any examination.
9. At the completion of the examination, **students should remain seated, without talking until all papers have been collected** and they are asked to leave.
10. Eating is not permitted in examination rooms. However, a small water bottle (600ml max) is permitted to be brought into an exam. The bottle is to have no labelling and only to be filled with water.
11. Mobile phones are to be switched off and laid on the floor near your desk and not touched until you leave the room.

Checklist of Equipment for Examinations

12. Candidates must provide their own pens, pencils, rulers, erasers, and other items specified or recommended for particular subjects. Bring equipment in a clear plastic bag, no pencil cases. Equipment should only bear the original inscribed information. No borrowing of equipment is permitted during an examination. Special items which candidates are recommended to take into the examination room in particular subjects include:

- approved calculators
- drawing instruments
- commercially produced templates, (Math-O-Matt, Mathaid, etc)
- Curriculum Council / SEA Mathematical Formulae and Statistical Tables Book

Note: Personal copies of the SCSA Mathematical Formulae and Statistical Tables Book should not contain any handwritten or typewritten notes, words, symbols, signs, formulae, sketches or any other marks (including highlighting and underlining). Candidates using mathematical and statistical tables and / or calculators must show sufficient working to allow their answers to be checked.

An approved calculator is any commercially produced calculator which is battery or solar operated, silent, hand held, non-programmable and does not have a full alphabetic display. Watches, rulers, pens or any other equipment with built-in calculators or memory functions must also conform to the criteria for an approved calculator. **GRAPHICS CALCULATORS ARE APPROVED FOR USE ONLY IN MATHEMATICS YR 11 AND 12.**

13. **Calculators** (Mathematics year 11 and 12)
The examinations for Mathematics and Mathematics: Specialist will have two (2) sections. Candidates will not be permitted to use calculators in section one. In section two of all mathematics examinations, candidates will be permitted to use up to three (3) calculators – CAS, graphic or scientific.
14. **Student notes FOR MATHEMATICS ONLY:**
Students may bring up to two sides of TWO A4 sheet of notes into their examination. These notes:
 - * may only be used in section two
 - * may be from any source
 - * may be handwritten, typed, photocopied or commercially produced but **must not have any attachments**.
 - * may contain any information the students thinks is relevant to their examination.
 - * must be on the desk at all times (**unfolded**) and is collected with the solutions at the end of the exam.Authorised Materials - No writing paper, books, calculator covers / handbooks or school bags may be brought into the examination room, other than those specially permitted. Pencil cases should not be left on desks.