Information for Students and Parents/Caregivers:

1. There are examinations over the weeks specified above. (Refer exam timetable over page and note the starting times for each exam).

2. The exams will be held in designated classes except where noted on the Examination Timetable.

3. All Students are required to attend school on the days of their examinations. They are to be at school by 7.30am. There will be no assemblies during examination week. Year 7-9 Students will be released after the examination at 12.30pm to go home for study.

4. Exam times:
   Year 10 Examinations begin at 08.00. Year 7-9 Examinations begin as per the exam timetable. Highlight your examinations so you know what exams are when.

5. Exams are 60-240 minutes in duration.

6. Exam Preparation: (Handy hints for students)
   (a) Make careful notes when your subject teachers tell you about what their exams cover and what specific equipment you’ll need to bring to each exam. Ask for the revision guides from your teachers.

   (b) Check that your class notes and assignments are complete and organised.

   (c) Set up a suitable place to study at home.

   (d) Make a revision timetable. Work in half-hour slots with a break between each session. Study subjects in sections.

   (e) Read your classwork carefully, then make notes of key points from memory, or read your work aloud to help you memorise them. Cover the work and try to recall the information – in writing or aloud – or get your parents to test you.

   (f) Your parents can also help by supervising your study programme, and by ensuring you have quiet study time.

Be positive!

7. Exam Rules
   (a) No talking or communicating with other students when the exam is in progress.

   (b) No borrowing of equipment from other students while the exam is in progress.

   (c) Calculators are permitted (at the discretion of the exam supervisors).

   (d) Any attempt to view another student’s answers will be treated as cheating. If students are seen to be cheating they will be sent to the Head of Secondary and parents informed.

   (e) Disruptive students will be sent to the Examinations Officer and parents informed.

   (f) School Uniform is to be worn by all students in examinations, including Year 10.

continued.../2
Notes:

- Students will sit examinations in the following rooms unless otherwise stated on your timetable

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<thead>
<tr>
<th>Form</th>
<th>Examination room</th>
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<tbody>
<tr>
<td>10A</td>
<td>A120</td>
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<td>10B</td>
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<td>9A</td>
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- 10 Physical Education has two sessions: Theory (90min) and Practical (90min)
  - The practical session will be on the quad
- 10 ICT has two sessions: Theory (90min) and Practical (60min)
  - The practical session will be in the ICT room
- 10 Art has one theory/practical session (240min)
  - This will be in the Art room
- All students are to attend on the days they have examinations
- Students may leave school after their examinations have finished at 12.15pm. Bus students will leave with the primary students at 12.30pm

Year 10 Notes:

- You must be at school for all your examinations.
- You may leave school quietly after the examination has finished.
- If you stay within the school you will have supervised study in a classroom
- **DO NOT** disturb other classes when leaving the school.