

Exam Conditions Statement

The purpose of this statement is to ensure an equitable process of conducting exams at the College. This policy applies to exam supervisors and students who are undertaking exams.

Responsibilities of Supervisors

- Preparation of the exam room (e.g. tissues, whiteboard marker, clock, paper etc.)
- Design seating plan where appropriate.
- Check students' equipment.
- Admit students to the exam room.
- Distribute exam papers and answer sheets.
- Write conditions (start and finish time) of exam papers on the board and ensure students are familiar with them.
- Supervise students for duration of session by continually walking around the room and carefully monitoring students.
- Supervisor must adhere to the conditions of exam set by the examiner.
- If students ask for permission to leave (drink, toilet etc.), it is up to the teacher's discretion.
- Procedure for when the integrity of a student's exam is compromised:
 - The exam is immediately taken off the student. Then the teacher has one of two choices in how to deal with the exam:
 1. If the integrity of the whole exam has been compromised (e.g. hidden notes have been found that the student was using), then the task will not be assessed and it will be classified as NA (not assessed).
 2. If the integrity of only a part of the exam is compromised (e.g. you overhear one student asking another student about some part of the exam), then all of the exam responses apart from the part that is compromised can be assessed according to the criteria and a result for each criteria given.
 - In either case, the respective Coordinator needs to be informed and any further consequence is to be decided with the teacher.
 - Parents need to be informed of the situation.
- Procedure if the student breaks any of the exam conditions, but the integrity of the exam is not compromised:
 - If the student has already finished, the student is sent to the respective Coordinator, who will determine an appropriate consequence.
 - If the student has not finished, the student is sent to another classroom or place to be supervised to complete the exam. At the end of the exam, the student is sent to see the respective Coordinator, who will determine an appropriate consequence.
 - Parents need to be informed of the situation.

Responsibilities of Students

- Be on time and line up next to the exam room quietly.
- Only appropriate equipment will be permitted into the exam room.
- Talking is not permitted inside the exam room unless given permission.
- Students are not allowed to leave their chairs during the exam session.
- Students must listen to supervisors' instructions regarding seating, equipment and exam conditions.
- During the exam session, no form of communication is to be made with other students.
- Students must have their own equipment, no borrowing will be allowed.
- Mobile phones and iPods will not be permitted to be used as calculators.
- The use of electronic devices (such as iPods) is not permitted, even if students are on study.
- Students have to sit for the duration of the exam paper.
- Ensure that all pages, including exam booklets, are handed in at the end of the session.
- In the following cases, students must raise their hand and wait for assistance:
 - In cases where they have a problem and are in any doubt about what they should do.
The teacher can explain instructions but not the content of the question.
 - Do not feel well
 - Need more paper