

The background features a close-up of a pencil and an eraser resting on a grid of letters and numbers. The grid consists of rows of letters (A, B, C, D) and numbers (1-16) arranged in a pattern. The pencil is positioned diagonally across the grid, and the eraser is in the upper right corner.

Student Guide to Exam Procedure

2013

EXAMS

- Central college exams will be run during Week 9 or 10 of term.
- It is important that you **check** the day, time, and room of the exam with your lecturer.
- Running late to an exam because you didn't know that it was in a different room to your normal lecture **IS NOT** a valid excuse.
- Students who are more than 30 minutes late will NOT be allowed into the exam room and will have to apply in writing to either the Principal of Central College listing why they were late in order to apply to take part in a resit exam
- *It is your responsibility to turn up on time at the right room .*

Your responsibilities

It is YOUR responsibility to:-

- ✓ be on time to the exam room
- ✓ provide your own equipment (e.g. pens, pencils) and check that it works
- ✓ observe and follow the college's exam protocols
- ✓ listen and follow the exam supervisor's instructions politely and courteously
- ✓ cover up your work and don't let anyone copy
- ✓ not to disturb , distract or disrupt other students
- ✓ answer or attempt all questions to the best of your ability

Permitted student materials



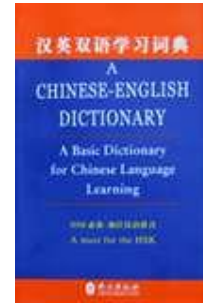
BLACK PEN ✓



ELECTRONIC
DICTIONARY



STUDENT
CARD ✓



PAPER
DICTIONARY



BOTTLED
WATER ✓



CALCULATOR



 *Refer to exam cover sheet*

Prohibited items



MOBILE PHONES X



NOTES... UNLESS
OPEN BOOK
EXAM X



I PODS X



SOFT DRINKS X



GAMES AND
OTHER
ELECTRONIC
DEVICES X



FOOD X



MP3 PLAYERS X



PENS OTHER THAN
BLACK X



HATS X



SNACKS X

When you arrive.....**check**

- ☑ you are in the right room and the right exam
- ☑ your mobile phone is turned OFF
- ☑ your mobile phone, ipod or any other electronic equipment is placed in your bag or with the exam supervisor. They **SHOULD NOT** be left in your pocket or on the desk
- ☑ all bags (including handbags) are to be left at the front of the room
- ☑ you have at least one chair's space between you and your neighbour

You will **NOT** be able to do the exam if...

- X** You are suspected of being under the influence of alcohol or illegal drugs
- X** You are not enrolled in the subject
- X** You don't have your GCA student card or a photo ID with your name on it
- X** You are rude, disruptive or abusive towards exam supervisors or other students
- X** You are more than 30 minutes late

Before the exam starts.....

1

Make sure you get everything you need for the exam (dictionary, pens, pencil, etc) out of your handbag or backpack when you arrive



Once the exam starts you will **NOT** be allowed access to your bag

Before the exam starts....



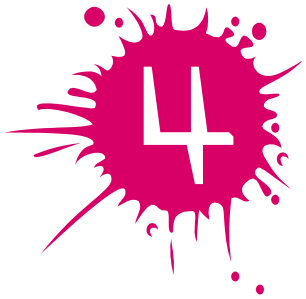
- You will have to swipe in and out of the exam

Before the exam can start...



You need to place your student card in the top right hand corner of your desk

Before the exam can start....



Whilst you are waiting for the exam to start you need to be completely **SILENT**. Under exam conditions **talking is NOT allowed**. Any student found talking during the exam will be in breach of GCA exam protocols and issued with a warning. Continued talking will result in **disqualification**, the student's exam scoring an automatic **zero**

Before the exam can start....

5

Listen carefully to the exam supervisor as they read out the college exam protocols. These are the rules governing the exam. Any student caught breaking these rules may have their exam paper disqualified, scoring ZERO.

These are listed on the front cover sheet of every exam.

All student BAGS and BOOKS (unless open book) must be placed at the FRONT of the class

NO TALKING during the exam

Students are NOT to retrieve items from their bags during the exam

All MOBILE PHONES, PDAs and other ELECTRONIC DEVICES, such as iPods and mp3 players are to be switched OFF and placed in the student's bag for the duration of the exam

Students must place their student CARD on the top RIGHT HAND corner of their desk during the exam

LATE students will not be admitted after 30 minutes once the exam has started

No student is to leave the exam room in the last 15 minutes of the exam

Students caught cheating will be marked ZERO and their exam paper marked in red pen. An appeal may be submitted in writing to the head of the school.

Students leaving the exam room have to hand in their exam papers and will not be allowed to return to the exam room

During the exam... hands up



If you need anything during the exam (eg to go to the toilet, borrow a pen, etc) you must **raise your hand and WAIT for an exam supervisor.** Do NOT ask the student next to you for help, as students found talking (for whatever reason) may be disqualified from the exam, their paper scoring zero

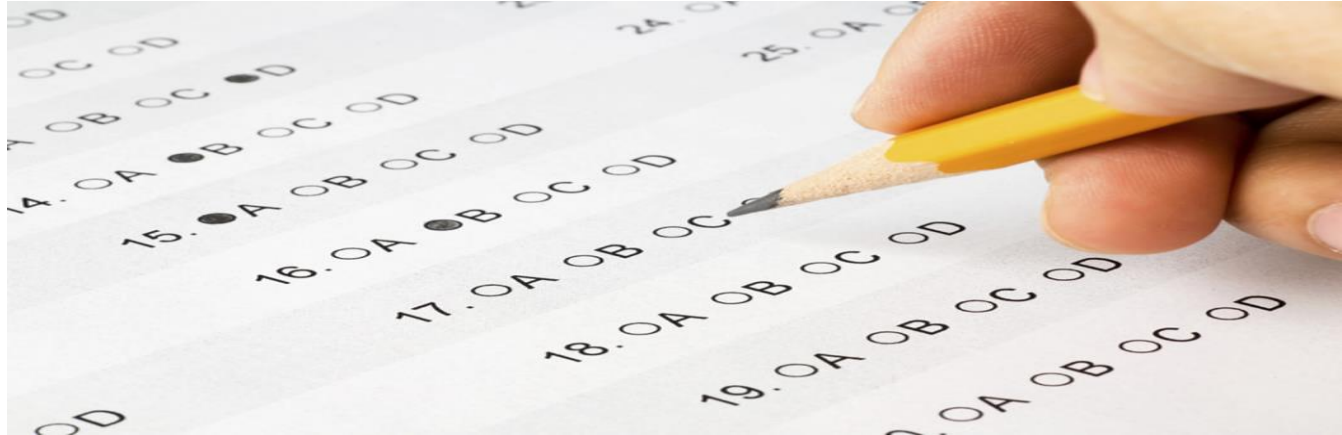
During the exam..... Reading time



Reading time is for **READING ONLY**. You must NOT make any notes or start answering the questions on either the question booklet or answer sheet.

If you have a **question** about the exam, you should **ask** the **exam supervisor** during **reading time**.

During the exam ... the bubble sheet



Make sure you **COLOUR IN THE ANSWER BUBBLE COMPLETELY AND FIRMLY** as faintly coloured or partially completed bubbles will not register with the computer when the paper is marked, resulting in an incorrect answer.

If you make a **mistake** put your hand up and **ask for another answer sheet** as answers not completely erased will also register with the computer as incorrect (eg two answers for the same question)

Torn or smudged answer sheets should also be replaced with new ones

Latecomers/ Early finishers

- Students **more than 30 minutes late will not be admitted** to the exam room
- In the first hour and 45 minutes, students who have finished the exam may leave at any time
- During the **last 15 minutes** of the exam **no student will be allowed to leave** the exam room, even if they have finished.
- Instead students are to remain **seated** and **silent** until they are instructed by the exam supervisor that they can leave the room.
- Any student leaving the exam for any reason other than going to the bathroom will have to hand in their paper/s and will NOT be allowed back into the exam

During the exam... ‘I need help’

Questions about the exam should be asked during reading time.

An exam supervisor can only answer a question about the exam’s structure eg how many questions you have to answer in section b or where you record your answers for part 1.

An exam supervisor **CANNOT help you with the meaning** of a word or question. They also **CANNOT help you answer** a question or say whether you have the right or wrong answer

'I need the bathroom'

- Students are only permitted to leave the room once the exam has started if they need to go to the bathroom
- Students wishing to leave the exam room for any other reason will be required to hand in their exam paper and will NOT be allowed to re-enter the room
- Students wishing to go to the bathroom must raise their hand and wait for an exam supervisor. This supervisor will accompany them to a nominated bathroom
- Only one student is allowed to be absent from the room at any time
- Students are not allowed to take any items with them to the bathroom



Illness

- If you are sick and cannot attend an exam, you must provide a medical certificate and a written letter as soon as possible to either the Principal of Central College or Student Services staff. They will determine if you are eligible to take the exam at a later date or if you will be given an estimate or alternative assessment
- If you become sick during the exam and are unable to continue, you must hand in your exam paper/s regardless of how many questions you attempted. If you want to apply for a resit exam you must provide a letter and doctor's certificate as soon as possible to Student Services staff. They will determine if you are eligible to resit the exam at a later date.

Disruptive and abusive students

- GCA has **ZERO tolerance** towards students who refuse to follow the college code of conduct. This includes students who are physically or verbally abusive or uncooperative to staff (this includes exam supervisors) or other students.
- Students who deliberately and provocatively **refuse** to follow the **exam supervisors instructions** will be **automatically disqualified** from the exam and asked to leave the exam room. Their exam paper will record a zero score.

Cheating

GCA requires each and every student to follow correct exam protocol.

Cheating in exams, regardless of what form, is a serious violation of central college conduct and will not be tolerated.



Students suspected of cheating



Students suspected of whispering, sharing answers or looking at other students work will be warned and moved.

If the behaviour continues, the student may be disqualified and their answer sheet marked by the exam supervisor with a circled red **C**. All test papers marked with a red **C** will get a zero score

THE STUDENT WILL STILL BE REQUIRED TO COMPLETE THE EXAM

Students can appeal the decision in writing to either the Principal or Academic Director of central college

Students caught cheating



Students caught cheating in any way during exams will be disqualified automatically. This includes the use of electronic devices, hidden notes, copying other students work or sharing answers. Any offending material will be immediately confiscated and WILL NOT be returned

Students caught cheating will have their answer sheet marked with a circled red **C** by the exam supervisor. All exam papers marked with a red **C** will score zero marks

THE STUDENT WILL STILL BE REQUIRED TO COMPLETE THE EXAM

Students can appeal against the decision in writing to either the Principal or the Academic Director of central college

Pens and pencils down please...

- When this announcement is made, **the exam is over** and **YOU MUST STOP WRITING**. Any student still writing after being told to stop may have their paper disqualified.
- All students still in the exam room are to remain seated until they are told they can leave by the exam supervisor.
- All exam papers will be collected before you will be allowed to leave the exam room
- Upon leaving the room, you must ensure you have all your personal belongings with you
- You do not have to swipe your student card as the roll of attendance taken during the exam will be used as a record of attendance.

After the exam

- Remain seated and wait for the exam supervisor to collect your exam paper/s
- Do NOT leave your desk until the exam supervisor has told you to.
- Make sure to collect your student card off the desk and take all your personal belongings with you.
- Return any borrowed items of stationery (pencils, pens, erasures etc) to the exam supervisor
- Leave the floor immediately



Good luck!