Senior School Examination Policy

This policy covers the Examination Rules and Procedures for Senior School and includes reference to the HSC Mid-course and HSC examinations.

To successfully engage in and complete all examinations during their senior years at Rouse Hill High School, students need to be aware of the following rules and procedures:

Prior to exams:
- Students should consult the exam timetable and ensure they attend all exams at the correct time and place. Exam timetables are available on the school website. For the HSC all students are provided with an individual exam timetable which is available via the www.studentsonline.bos.nsw.edu.au website.
- Know your BOSTES student number!
- Students must ensure they have the correct equipment for each exam:
  - Black pens (more than 1)
  - A ruler
  - Pencils and a sharpener
  - A clear pencil case
  - Equipment as specified for particular exams e.g. calculator for mathematics - calculators must be BOSTES approved and will be checked before entering the exam room. For the HSC the BOSTES provides an equipment list for specific HSC examinations check the following websites www.studentsonline.bos.nsw.edu.au or www.boardofstudies.nsw.edu.au
- Students may bring a bottle of water – no other drinks are allowed.
- A student may bring a watch but during the exam it must be taken off and placed on the exam desk in clear view of the examiners.
- Full school uniform must be worn.
- Students must arrive a full 15 minutes before the exam begins and be ready to enter the exam room.
  - If absent from school on the day of the examination the student must contact the Principal or Deputy Principal as soon as possible. For the HSC, students must follow the NSW Board of Studies guideline as outlined in the HSC Rules and Procedures for 2014 Higher School Certificate Candidates. This document is handed out to students at the beginning of the year and can also be found via www.boardofstudies.nsw.edu.au. An illness/misadventure appeal may be lodged.

Conduct during the exams:
- Students are to enter the examination room in silence under the direction of the examination supervisors. Personal belongings should be left in the designated area (usually the back of the hall) before students take their seats.
- Mobile phones and other communication devices are not allowed in the examination room and must be switched off and left in student bags. Alternatively the mobile phone/communication device can be left in the care of the examination presiding officer. Attempts to communicate using any communication device will be deemed misconduct and could place exam results in jeopardy.
- Students are required to be silent while in the examination room until they are dismissed by the exam supervisors.
- All students are to remain in the exam room until the conclusion of that exam.
- Students who arrive late will be escorted into the exam by the exam supervisor. No additional time will be allocated to that student.
- Bring appropriate equipment to exam e.g. black pens.
- Students are to sit at their allocated desk for each examination.
- Listen to all instructions, including on how the exam paper will be collected.
- Students write their BOSTES student numbers on examination sheets not their name – important during the HSC Mid-course and HSC exams. For the HSC students must write their examination centre number and student number on all writing booklets, special answer books, and answer sheets.
- Students are not to write on their arms during the exam or come into the exam with writing on any body part. For the HSC this may be interpreted as an attempt to cheat.
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- If a student is ill during the exams they must notify the exam supervisors immediately.
- Students are not permitted to borrow equipment during the exam.
- Students must check they have the correct examination paper and that no pages are missing.
- Reading Time: there is usually 5 - 10 minutes depending on the exam. During the HSC there is a 5 minute reading familiarisation time for all exams except for the 2 unit English, all written language courses, and extension courses which have 10 minutes. During reading time students must not write, use any equipment or annotate the exam paper in any way.
- Students must read the instructions and questions carefully.
- Write using black pen OR a pencil where directed.
- Students must write their answers in the correct answer booklet.
- Students must stop writing immediately when asked by the exam supervisors.
- HSC only:
  - Students will need to complete a HSC Student Examination Completion Record at the conclusion of each examination – please read the instructions on this sheet carefully!
  - Students are not to remove any parts of the examination paper from the exam room.
- Students must follow the day to day rules of the school.
- Students are encouraged to use the toilets before exams and during breaks between exams. Toilet use is at the examination supervisor’s discretion.
- Students must behave in a polite and courteous manner towards the examination supervisors and other students.
- Senior students are not required at school if they do not have a scheduled exam.
- No food is to be consumed in the exam rooms, nor is gum to be chewed.

These procedures closely follow the NSW HSC rules and procedures and at RHHS apply to all examinations that students undertake during their senior years.