



ST. COLUMBA'S CATHOLIC COLLEGE

ASSESSMENT REQUIREMENTS / PROCEDURES

YEAR 12 HSC ASSESSMENT PERIOD 2018

GENERAL INFORMATION:

1. All assessments will be held in **Xavier** with the exception of English Advanced, English Standard, Mathematics, and Mathematics General, which will be held in **St Francis**. Please refer to the timetable for specific locations for some other courses (Music, Studies of Religion 1, Extension English and Drama).
2. Students who are entitled to Disability Provisions will go to **the Library** for their assessments. Mrs Moran or Mrs Higgins will come and see you about your available provisions.
3. If you are not completing an assessment, you must be in study. **Study will be held in Xavier or St Francis buildings**- please look at the Assessment Period schedule carefully.
4. You must be lined up outside the building/room **at least 10 minutes before** the assessment is due to commence.
5. A student who arrives late for their assessment will NOT be given extra time to complete their assessment. Failure to attend an assessment as a result of not knowing the starting time or date is NOT grounds for an appeal. It is the student's responsibility to know the date and starting times for each of their assessments. The assessment timetable is posted on the college website and on the Year 12 class 'Edmodo' page.
6. Attendance at school EVERY DAY during the Week 6 and 7 Assessment Period is compulsory. If you do not have an assessment that day, you will be expected to use that time to study. Once you have completed ALL of your assessments scheduled during this assessment period, you are permitted not to come to school. Sign out on Thursday Period 5 and 6 is as normal.

STUDENT ABSENCES DUE TO ILLNESS OR MISADVENTURE:

ILLNESS

- If a student is sick on the day of an assessment, a parent **MUST** contact the College office.

- **A doctor's certificate is a mandatory requirement for absences owing to illness** and must be attached to the illness/misadventure form which must be completed and submitted directly to the **Assistant Principals within 2 days** of the student returning to school.
- The student will complete the missed assessment **the day after the period of illness** stated on the doctor's certificate- the student must be prepared for this.
- Failure to complete this procedure may result in an assessment penalty being applied.

If you are not feeling well prior to an assessment, the Year 12 Leader of Mission must be informed BEFORE the commencement of the assessment.

MISADVENTURE

- In the event of a misadventure, a parent MUST contact the College outlining the circumstances for the misadventure.
- The details outlining the misadventure, with supporting documentation must be included in the illness / misadventure form which must be completed and submitted directly to the **Assistant Principals within 2 days** of the student returning to school.
- The student will be expected to **complete the missed assessment the next day**- the student must be prepared for this. Misadventure relates to an **unexpected event** that may impact on a student completing an assessment.
- Failure to complete this procedure may result in an assessment penalty being applied.

EQUIPMENT CHECKLIST:

1. Please check the equipment required for assessments with your teacher to ensure the correct materials are brought into the assessment room. You should write using a black pen. Bring spare pens with you. You may also bring a ruler (marked in millimetres and centimetres), erasers, highlighters, pencils and a sharpener.

2. All equipment must be brought in a clear plastic sleeve. No pencil cases are allowed into the assessment room. All equipment is subject to inspection on entry.

3. The following items are not allowed into the assessment space:

- bags
- pencil cases
- mobile phones or other electronic devices (board approved calculators are allowed)

- programmable watches including smart watches
- correction fluid
- water bottles with labels printed on the bottle (all labels must be removed)
- no paper of any kind, including the assessment block schedule

Students will receive a zero mark if they bring non-approved electronic devices into the room and are seen using these devices during an assessment. Make sure any equipment that you bring is in good working order as an appeal for misadventure will not be upheld.

5. Students will not be able to borrow equipment from another student during an assessment.

6. You can wear your watch into the examination room, but once you sit down, you must take it off and place it in clear view on your desk.

7. Writing booklets will be provided by the College. No paper is allowed into the assessment room. Test papers, writing booklets and other test materials must not be removed from the examination room

UNIFORM:

Students may wear **neat, casual clothing** during the assessment period. No hats or beanies are allowed to be worn inside the room.

PROCEDURE:

1 Students must only use their NESAs student numbers to identify their work. You do not write your name on the assessment material. A card with your name and NESAs number will be placed on the desk to assist with remembering your student number. Please do not remove these from the examination space.

2. Each assessment will have reading time, usually 5 minutes. Students are not to pick up a pen or write during this reading time.

3. Students must remain in the room for the **full length of the assessment – no student will be allowed to leave early.**

4. Students who receive extra time as part of Disability Provisions must stay in their examination space for the length of the 'normal' assessment time. You do not have to take the extra time granted.

5. It is the student's responsibility to ensure all sections of the writing booklets are submitted for collection.

