



Exam results must be included on semester reports. This allows a history of a student's academic performance in exams across the year levels to be recorded. However, exams are not to be used to determine whether a student has satisfactorily completed a semester/Unit.

The conditions under which exams are held should replicate VCAA rules as much as possible. Where available, exams are to be sourced from external providers (i.e. subject associations). Please note, to ensure authenticity these exams must be modified for the College. This includes changing the form of the question, using and combining questions/t

If students have a valid reason for missing an exam, such as illness documented with a medical certificate, then they should provide their relevant year level TTL/M with this documentation.

Year 7 – 8

Humanities, Science, Mathematics, LOTE

65 min exams (5 min reading time plus 60 min writing) run during class time

Year 7 – 9 Semester 1

English/EAL

65 min exams (5 min reading time plus 60 min writing) run during class time

Year 7 – 8 Semester 2

Prior to the exams there will be a period of time noted on the College calendar, quarantined from excursions to guarantee time for Subject teachers to cover course material and revision in a manner that supports effective exam preparation and improved learning outcomes. The duration of the quarantine period will be determined by the Junior and Senior School management teams.

No Year 7-11 excursions or incursions may run that will impact a student's attendance in other classes. A VCE excursion designed to address a compulsory assessment requirement (SAC) where date availability is beyond the control of the organising teacher may still go ahead subject to Planning Approval.

Curriculum, Assessment and Reporting Improvement Team Leader will draft an 'Exam Timeline' to table with the Learning Area Leaders for their review and feedback.

Curriculum, Assessment and Reporting Improvement Team Leader will distribute a finalised 'Exam Timeline' to all staff, which sets out the timeframes required for exam submission, checking, printing and bagging exams.

Teachers will either have their exam printed by their sub-school Front of House (where multiple classes of a subject occurs), or can print their own exams (for single classes, or where a modified exam is being provided to a single or small group of students).

All exams will be placed in a bag with a class list, class photos and any additional instructions.

All College exams will use the same college cover sheet, adhering as closely as possible to the VCAA VCE exam format.

All exams are to replicate VCAA rules and conditions, including:

- An exam room should be arranged with tables in rows and a student at each desk, or a student at either end of the desk.
- A clock should be visible to the students.
- Students are only permitted equipment as specified in their exam instructions.
- Students are required to be silent and seated and abide by the exam rules.

Teachers are expected to read the 'exam script' provided to them and actively supervise students at all times.