



2020 PRELIMINARY ASSESSMENT BLOCK GUIDELINES & PROCEDURES

The Preliminary Assessment Block will be conducted using rules and procedures as close to the Higher School Certificate as is practical.

General Rules

- Full College uniform **must** be worn and all College rules regarding shaving, haircuts, etc will apply.
- Students are only to come to school when there is a relevant scheduled assessment task.
- Students **do not** go to Tutor group.
- Students may use the XC daily to study during the Assessment block.
- If students are using the XC to study they must sign in and out. The sign in and out book will be near Mrs Hawkins office.
- **NESA Student Numbers are used for each examination. All students MUST know their NESA Student Number.** Students are to do this through Students Online. (Please see the Senior Google classroom page for instructions)

What Students Must Bring

- You may bring a small bag. Bags will be left outside the exam room during assessment tasks.
- For examinations you must ensure you bring all necessary equipment in a clear plastic protector or a transparent pencil case. You are not permitted to bring excess equipment into the examination room. No written material can be taken into the examination room.
- It is each student's responsibility to supply equipment that is in good working order. (This includes calculators). Equipment failure is not grounds for an appeal. No borrowing of equipment is allowed.
- Black pen is to be used.

What Students Are/Are Not Permitted to Bring into the examination room.

- No mobile phones or other electronic communication devices may be taken to a desk or be on your person. Phones **must** be left in bags and are turned off.
- Drinks may be brought into an exam room as long as they are **clear and in a clear bottle**.
- Food cannot be taken into the exam room unless students have a medical condition, which requires it. This needs to be arranged with the Director of Learning and Pedagogy prior to the assessment block.

Before the Examination

- All students must assemble outside the examination room at least 15 minutes before the paper begins.
- Students with Disability Provisions should go to the allocated classrooms.
- Students must enter the exam room in silence, filing past the supervisor and showing all pens and equipment in a clear plastic sleeve. (Tissues etc. should also be in this bag, not in pockets). Calculators should be out of their covers and ready for inspection.
- Students will be provided with examination booklets with instructions identical to the HSC.

When students are seated

- The Leader of Learning/teacher will go through what should be on each desk and ensure that all students have the entire paper and the correct paper.
- The Leader of Learning/teacher will instruct students:
 - to remove their watches and place them in clear view on the examination table.
 - of the starting and finishing times for each paper which will be indicated on the whiteboard at the front of the room.
 - that students cannot go to the toilet in the first half hour or the last half-hour of the paper.

Once papers have commenced

- No extra time will be given to students who are late.
- No questions can be asked about the meaning of questions or procedures/conditions of testing.
- You must not leave the exam room under any circumstances unless accompanied by a teacher.
- No student will be allowed to leave the Mary Mac or any classroom before the full time for the paper has elapsed.

When the allocated time for a paper has expired

- Students will be asked to put their pens down immediately. No writing should continue after this time.
- Papers and writing booklets will be collected.
- You must submit a booklet for each question / section even if no attempt has been made.
- You will be asked to leave the room, in rows, whilst maintaining absolute silence.

Procedures to be followed if a student is absent from school

Students must **email** the Director of Learning and Pedagogy -Mrs Hawkins (agillett@parra.catholic.edu.au) by 7.30am, if you know you will miss an assessment task.

On the first day you return to school, after your medical certificate has expired, you must provide a medical certificate to the Director of Learning and Pedagogy (Mrs Hawkins) by 8am and complete an 'Application for Special Consideration Form'.

It is the student's responsibility, on the first day you return to school, to make arrangements with the Director of Learning and Pedagogy (Mrs Hawkins) to sit the assessment task(s) missed.

The paper will be sat on:

- the first day you return after the medical certificate has expired, OR
- the first gap in your timetable, OR
- a time negotiated with the Director of Learning and Pedagogy (Mrs Hawkins).



Mrs Alexei Hawkins
Director of Learning and Pedagogy

Preliminary Assessment Block

Please return the completed slip to Tutor group by Friday 14th August, 2020.

Student Name: _____

Tutor Group: _____

I understand that my son/daughter is only required to attend school when an assessment task is scheduled.

YES / NO

I will arrange transport to and from Xavier College for my son/daughter during the Preliminary Assessment Block.

YES / NO

Signature: _____

Date: _____