

**MELBOURNE HIGH SCHOOL: YEARS 9, 10 AND 11 EXAMINATIONS, YEAR 12 SACs**  
**STUDENT INSTRUCTIONS – JUNE 2016**



*All exams at Melbourne High School are run under the same conditions as VCAA examinations. It is your responsibility to know and follow these rules, to know where and when your exams are, and to arrive on time.*

**1. Schedule**

- Carefully check the exam/ SAC schedule. The exam **timetable** has been posted on Compass
- You are not required at school if you do not have a scheduled assessment.
- Allow plenty of time to arrive at school on time.
- The exam **seating plan** will be posted on Compass two days before the exam. You must check it to know which room your exam is in.

**2. Absent on an exam day**

- Parents must ring the attendance officer on the morning you are away.
- If you are absent for a SAC you must have a medical certificate.
- You may be able to catch-up the paper, or you may be given an N/A for it.

**3. Late for an exam**

- Go straight to the room for your exam, let the supervisor know what has happened and start your exam.
- The supervisors will write a note on your paper and sign their name.
- You will need to finish at the same time as the other students who started on time.

**4. What is NOT permitted for you to bring into the exam room?**

- Any electronic device capable of storing, transmitting or receiving information are strictly forbidden; this includes phones, iPads, smart watches, Fitbits etc. Put all these items in your locker before the exam. On entering the exam room, if you have your phone with you, it will be collected by the supervising teacher. It will be kept in the Assistant Principals' office until the next school day. Your paper may be cancelled.
- Any bag, books or loose papers not permitted for your exam.
- Pencil cases – equipment must be carried in a clear plastic pocket.

**5. What can you bring into the exam room?**

- Calculators. They may not be used during reading time. They must be brands stipulated by your subject coordinator. Only Maths subjects may use an approved model of a graphics or CAS calculator in some exams.
- Water bottles are permitted. They must be clear plastic, with no labels, screw top, and only water. Maximum size is 1.5L. No other versions are allowed.
- You may bring food or other drink **ONLY** if you have a medical reason which requires it. See your SLC for approval.
- Dictionaries are allowed only in some subjects. Your teacher will clarify this before the exam period. **No** annotations are allowed in your dictionary. Checking of dictionaries may occur. Dictionaries may not have a thesaurus component.

**6. Reading time**

- No writing is allowed during reading time. No pens can be held.
- No marking of your paper is permitted in any way during reading time.
- No calculators may be used.
- In subjects where dictionaries are allowed, these may be used during reading time.

**7. Exam room behaviour**

- All bags/papers/ books should be in lockers and not taken into the room, and not left outside the room. Bags left outside the room will be removed.
- No talking at all once you enter the exam room.
- You may not communicate with other students in any way once you have entered the room.
- If you have a question, raise your hand and wait.
- Students are not permitted to leave the exam before the completion of the exam.
- Have consideration for others in the room. Minimise sniffing and coughing – use tissues!