



Friday, 8 November 2019

Dear Parents of Year 9 and 10 Students

**RE: Year 9 and 10 End of Semester Two Exams – Term 4, 2019**

In the Secondary College we hold exams each semester for the students in Year 9 and 10. Some of these exams are quite long and complex which requires us to interrupt normal class routine. We also conduct the exams in such a way as to prepare students for the types of exams they will experience in Year 11 and 12. The administration of the exams is as follows:

- **Attendance:** Attendance during exams is mandatory for all students. A note from parents will be required, and a Medical Certificate if possible, to be presented for any student absent during these days, in accordance with the College Policy and QCAA recommendations. Students are expected to attend the College as per usual between 8:30am and 3:00pm each day and parents are advised not to give permission for students to sign out early as this will inhibit their studies.
- **Behaviour and Uniform Expectations:** Students are expected to wear the correct Academic Uniform each day, unless they have a HPE Lesson or Sport/Co-Curricular – they are then required to wear correct Sport Uniform. Behaviour and Uniform expectations do not change during exams and students will receive consequences if they are found to be non-compliant.
- **Incomplete Assessment:** All assessment is required to be completed as indicated in the timetable. Failure to complete assessment by the times indicated will result in Level 4 consequences unless a Medical Certificate is provided.
- **Mobile Phones and Smart Watches:** Just as it is important for students to ensure they bring necessary equipment to their exam, they also need to ensure they do not bring certain items. **Mobile Phones and Smart Watches are not accepted in any of the state and national testing conducted and the same applies to our exams.** Students are advised not to bring their Mobile Phone or Smart Watches with them to any exam – these should be kept safely in their locker or bag at all times. Teachers will do a check at the beginning of exams and any Mobile Phones or Smart Watches will need to be kept securely in the student's bag at the back of the room or in another place approved by the supervising teacher (this may be on a table at the front of the room).

**Specific Details – Term 4, 2019**

Year 9 and 10 Term 4 Exams will be held on the following days:

- Monday, 25/11/19 through to Thursday, 28/11/19.

The exam schedule is included with this letter.

Parents and students are advised to read through the following pages of the "2019 Student and Parent Handbook":

- *Assessment Policy* Page 16.
- *Examination Policy* Page 26.
- *Special Consideration Policy* Page 34.

Please do not hesitate to contact the Secondary Office on 4722 9220 if you require more information.

Yours faithfully

Miss Naomi Cheetham  
Director of Secondary College