Dear Parents/Caregivers

The Year 11 Preliminary HSC Examinations commence on Monday, 1 September 2014 and will conclude on Friday, 12 September 2014. Normal lessons will resume from Monday 15 September. Your daughter has been issued with the examination timetable and instructions for the examination. Please note that full school uniform is to be worn during all examinations.

**Attendance:** During the examination period, students are only required to attend school for scheduled examinations. They may remain at home to study at other times. Students are expected to abide by all rules and procedures set by the school and The Board of Studies.


Students should arrive at the Hall 15 minutes before the commencement of each examination. Students are to provide their MGHS identification cards. In addition, these I.D. cards must be displayed on student’s examination table at all times.

Students must attend all their scheduled examinations and complete a sign on slip to register their attendance at examinations. In cases where students have two exams on the same day, they must remain at school until all examinations for the day are completed, i.e. students are not permitted to leave school between examinations. At the conclusion of their final examination for the day, students must go directly home and not go to any other venues such as shopping centres.

**Illness or misadventure:** If a student is unable to attend an examination due to unforeseen circumstances, it is advisable to contact the school on the morning of the examination before 9.00am. As soon as the student returns to school:

- Report to the Stage 6 Leader with valid documentation to explain your absence (as per 2014 MGHS HSC Assessment Policy). An application form for misadventure/illness must be completed. Forms can be accessed from the MGHS website.
- Report to Mr Berthold to determine a suitable timeslot for your catch-up examination/s and allow for the necessary arrangements to be made. This will occur in the first available time slot/s in the examination schedule.

Yours sincerely

Ms. Cluff
Principal

Mr K. Berthold
Examination Coordinator