The following instructions and examination rules apply to the Year 11 Preliminary HSC Examinations for 2014.

**Timing**
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.

All exams will be held in the Hall except where noted on the examination schedule and for students receiving special provisions (nominated venue).

**Uniform**
Full school uniform is to be worn during all examinations. This includes following the rules related to wearing jewellery and makeup.

**Attendance**
Students must attend all of their examinations. The responsibility for checking the examination schedule for times and dates of exams remains with the student. During the examination period, students are required to attend school for their scheduled examinations only. Students are not permitted to leave school between exams if there are two exams in one day.

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.


The MGHS Year 11 Preliminary HSC Assessment Policy 2014 applies during the examination period for courses where tasks are part of the HSC assessment schedule.

Students must meet requirements specified in the assessment policy about attendance at assessment tasks. This means that if a student is unable to attend an examination due to illness or misadventure, the school should be contacted before 9:00am. On the **next available** day (first day of recovery) of return to school, the students must present a medical certificate and note of explanation to the Stage 6 Leader as per the school assessment policy.

Failure to notify the school of your inability to attend an examination due to illness or misadventure may put this exam and a student’s HSC at risk.

Students who missed examinations due to misadventure or illness will be provided with an opportunity to re-sit missed examinations in this exam block. This will occur in the **first available time slot** on the examination timetable. It is essential that students report to Mr Berthold or Ms Tressider (HT Admin Office or Deputy’s Office) to allow for organisation of catch-up exams.

**Please read the Examination Rules and Instructions on the following page.**
HSC exam equipment list

Please refer to the links below to access the relevant details for equipment requirements of HSC Courses. Also note that calculators MUST NOT be programmable.


Year 11 Preliminary HSC Examination Rules for 2014

1. Students must advise the school of requests for special considerations in exams in writing as soon as possible.

2. Students are to be assembled **15 minutes** prior to the start of the examination. The responsibility for reading the examination timetable correctly lies with the student.

3. Enter the Hall only when directed by the supervising teachers and sit in the seat allocated for the examination. Bags must be left where instructed – depending on the number of students, this may be in the foyer of the Hall or inside the Hall. **Mobile phones must be turned off and must remain in bags during the examination. If a student is in possession of a phone or any electronic device when sitting for an exam, the student will forfeit the exam.**

4. Talking or eating is **NOT** permitted upon entering the examination room. Students may only ask questions of the supervising teacher by raising their hand.

5. Students must not have with them any books, notes, papers or materials other than those necessary for the exam. Dictionaries or electronic word translators are **NOT** permitted except in those subjects that specify such books or equipment can be used.

6. Students **must remove their watch** and place it in **clear view** on the examination desk.

7. Equipment should bear only the original inscribed information. Students must supply materials that are in working order (this includes calculators). Ilness/misadventure appeals on the grounds that examination equipment did not work correctly will not be accepted.

8. Examination supervisors will **not be responsible for the safe-keeping** of any unauthorised material and equipment that has been confiscated, including mobile telephones or other electronic devices.

9. Borrowing of equipment or materials is **NOT** permitted. Each student must have the equipment or materials required for their examinations. **All equipment taken into the examination room must be in a clear plastic bag.**
10. Students must complete a sign-on slip to register their attendance at each examination for Faculty records.

11. Students must follow the instructions of the supervising teachers at all times. Reading time will be provided for all examinations. No writing in relation to the examination paper may commence until the instruction “commence writing” is given.

12. Read the instructions on the examination paper carefully as well as all questions. Supervising staff are not permitted to interpret examination questions or instructions relating to questions.

13. Students must remain in the examination room for the duration of the examination. If students have to leave and want to return and resume the examination, they must be supervised while they are absent from the examination room. If students have completed the examination they must remain seated and quiet. Any student who disrupts the examination may be at risk of receiving a ‘0’ (zero) mark for their work.

14. Students must remain at school until all their examinations for the day are completed. They must then go directly home.

15. A comprehensive list of policies, rules and procedures can be found on the BOSTES website at www.boardofstudies.nsw.edu.au.
