

Senior School Examination Student Handbook 2025



BUNBURY
SENIOR HIGH SCHOOL



Inspiring *Self* Belief

ATAR Course Examinations and Externally Set Tasks (EST) will be conducted by teaching staff and/or external supervisors under School Curriculum and Standards Authority (SCSA) conditions as outlined below. We follow those guidelines in the conduct of our examinations in Semester 1 and Semester 2.

Please take notice that from the time you enter the examination/EST room until you leave you are under the authority of the examination supervisors.

Examinations for Semester 1 and 2 will be held at Bunbury SHS. It is your responsibility to read the timetable correctly, particularly the date and starting time for your examination. Misreading the timetable will not be accepted as a reason for non-attendance.

PREPARING FOR EXAMINATIONS

- Check the examination timetable closely for when each examination start
- Check that your calculator is allowed for that particular examination
- Ensure that you have sufficient writing, erasing and colouring equipment
- Ensure that this equipment is placed in a **clear plastic sleeve**
- Have a **clear water bottle** with all labeling removed
- Ensure that you have arranged appropriate transport to and from examinations, especially late finishing examinations.
- Bring and place **student ID card/examination schedule** at the top right hand corner of your desk when seated.

EXAMINATION CONDITIONS

- You are required to wear the correct school dress code
- You are required to be at the examination room 15 minutes before the scheduled start
- You will not be admitted to an examination after the first half an hour of working time.
- No one is to leave the examination room until the time allotted for the end of the examination has passed
- Communication with other candidates is not permitted from the time you enter the room until you leave
- Water may be brought into the examination **if** in a clear plastic bottle. They are not to be re-filled during the examination.
- The only items authorised to be taken by you into a particular examination are those listed on the front cover of each respective examination paper

- Do not use erasable or gel pens
- Completing examinations in pencil will not be eligible to be remarked

Unauthorised Items

It is your responsibility to ensure that you do not have any unauthorised materials in the examination room.

Any equipment brought into the examination room will be subject to inspection.

Unauthorised equipment includes, but are not limited to, the following items:

- mobile phone
- any watch – analogue or digital or fitbit or similar device
- mobile device that has wifi and/or Bluetooth capabilities
- mobile storage device
- non-approved calculator
- non-standard ruler (a ruler that has annotations other than length measurements of mm, cm and/or inch increments)
- calculator cover
- non-transparent pencil case
- non-approved notes or any other print material relevant or irrelevant to the examination, (for example, writing on the back of candidates hand, or blank paper)
- headphones, earplugs, earbuds or other unauthorised listening device
- wallet, purse or bag
- food, lollies or chewing gum

Approved Calculators

The examinations for all Mathematics courses will have two sections. Candidates will not be permitted to use calculators in Section One.

All calculators will be checked prior to the examination to ensure appropriateness for that particular examination.

Calculators may be used in designated ATAR course examinations under the following conditions:

- Calculators must be silent, hand-held and contain their own power source (battery or solar operated).
- Calculators must not have the functionality to communicate wirelessly.
- Candidates will be entirely responsible for ensuring adequate power supply to their calculators and the proper working order of their calculators.

If a candidate's calculator malfunctions during an examination, they will not be provided with a calculator.

- Candidates must supply and be able to change their own spare batteries – any battery failure or other fault which limits the usefulness of a calculator during an examination will not be taken into special consideration.
- No candidate may borrow a calculator from another candidate after entering the examination room.
- Calculator instruction booklets and removable covers

are classified as unauthorised materials and must not be taken into an examination room.

- Calculator memories do not have to be cleared before entry to an examination.

NOTE: Calculator instruction booklets and removable covers must not be taken into the examination room.

A graphics calculator must not contain any Applet or program that transforms it into an unauthorised calculator.

Any candidate found in possession of an unauthorised calculator will be in breach of the examination rules

From this point forward you will be referred to generically as a candidate.

Breach of Examinations Conditions

Refer to Page 4. An outline of possible sanctions that may be applied if examination/EST conditions are breached is clearly indicated.

An appeal process associated with a Breach of Examination/EST Conditions is outlined as well.

Special Examination Arrangements

Special arrangement application processes for candidates who have either a permanent or temporary disability that may disadvantage them in an examination situation are completed during Term 1. Information is provided to all students at the appropriate time.

Sickness/Misadventure Guidelines

Consideration **may** be given to candidates suffering from a temporary sickness, non-permanent disability or events which they believe may have affected their performance in the examinations. Applications will be considered only if made on the *Sickness/Misadventure application form* which is available from Student Services and the Bunbury Senior High School website.

Candidates **MUST** submit a Sickness and Misadventure form to the Manager Senior School within **3 working days after the examination/EST concerned**.

(timothy.fry@education.wa.edu.au)

Candidates are not to miss an examination/EST session merely because they do not feel able to do their best. The sickness/misadventure provisions are designed to cover the case of a candidate who performs below expectations because of the sickness or misadventure. If a candidate does not attend an examination/EST session and their sickness/misadventure application is unsuccessful, they will **not** receive a result for that examination/EST.

The school does not, however, expect candidates to attend an examination/EST session against medical advice. If the claim for special consideration is approved, alternative arrangements will be made and any catch-up examinations/ESTs will be scheduled as close as possible to the date of the missed examination. If it is not possible to sit the missed examination/EST, the school will calculate an examination mark using the applicant's school assessment as a basis. The calculated mark may be less than the course assessment.

Candidates **CANNOT** submit an application on the basis of:

- difficulties in preparation or loss of preparation time, for example, as a result of sickness during the year unless it is within the week of their first written examination/EST
- alleged deficiencies in tuition
- long-term illnesses such as asthma, unless they have suffered an acute episode of the condition just before or during the examination period with medical evidence
- the same grounds for which the candidate received special examination provisions – unless they have experienced additional difficulties during an examination session
- misreading the examination timetable or arriving late to an examination
- misreading of examination instructions
- events related to their school assessment in a course
- attendance at a sporting or cultural event
- If difficulties are experienced as a result of any of the above, the candidate should seek advice from the Manager Senior School. Candidates will be informed of the outcome of their application at the same time as they receive their results.

If an applicant considers there was a breach in the process followed by the school, they can lodge an appeal in writing (Refer to Assessment Policy). **No allowance can be made to candidates who miss the examination/EST session through misreading the examination timetable.**

Breaches of Examination/Externally Set Task Conditions

Students studying an ATAR course at Bunbury SHS are required to 'sit' an examination as part of the assessment program. Guidelines concerning the operation of these examinations are developed to promote fairness and equity to all candidates attempting them. Conditions of these examinations closely follow SCSA guidelines and processes.

Below is a table that outlines, but is not limited to, possible breaches that may occur and the associated consequence.

Breach	Penalty
Possession of a mobile/technology +	Loss of up to 100% of the examination/EST mark
Possession of unauthorised calculator i.e. graphic calculator	Loss of up to 100% of the written examination/ EST mark
Possession <u>and use</u> of calculator (for non-calculator examinations)	Loss of up to 100% of the written examination/ EST mark
Failure to follow examination/ EST instructions including: Writing during reading time Use of a calculator during reading time Writing after the examination has concluded Using fingernail to mark multiple-choice responses.	Loss of up to 10% of the written examination/ EST mark
Possession of unauthorised notes <u>relevant</u> to the examination/ EST (<u>whether or not actual use is established</u>)	Loss of up to 100% of the written examination/ EST mark
Possession of unauthorised notes <u>not relevant</u> to the examination/ EST (<u>whether or not actual use is established</u>)	Loss of 10% of the written examination/ EST mark
Not following correct procedure during the written examination/ EST including: Communication (verbal and non- verbal) with another student, Lending approved examination/ EST equipment to other students during the examination.	Loss of up to 20% of the written examination/ EST mark
Disruption of examination/ EST leading to removal	Loss of up to 50% of the written examination/ EST mark
Collusion and/or cheating	Potential cancellation of course paper for each student involved.

*This includes mobile phones including headphones or other accessories, **'smart' watches**, ipad/ipod, blackberry and other technological or similar devices.

Please note, SCSA has stated watches will be an unauthorised item. No candidate will be permitted to take any watch into the examination room unless they have an approved special examination arrangement.

Information concerning a possible breach of examination/ EST rules will be forwarded to the Manager Senior School. An interview with the concerned student will occur at the earliest convenience if this is feasible. The student will be notified by email regarding the outcome of the possible breach.

Appeal against Breach of Examination finding

A student is entitled to appeal against a finding associated with a Breach of Examination. The student must contact the Manager Senior School (Mr Fry) by email/letter within **two** days of receiving the finding stating they wish to appeal. The Manager Senior School will provide a statement outlining what is required to proceed with the Appeal.

The outcome of the Appeal will be final.