1. **Aim**

   This policy is to establish the bounds of “good examination conduct” and the consequences for students who do not adhere to these bounds. The aim of this policy is to prepare all students for the rigours of the external examinations administered by the Board of Studies, namely the School Certificate and the Higher School Certificate.

2. **Scope**

   This policy pertains to all Narromine High School Students

3. **Policy Statement**

   **a. Good Examination Conduct**

   - Good Examination conduct is all behaviours that a student may take to successfully complete an examination whilst also ensuring the equal opportunity for others to do likewise.
   - The School Certificate Examination Conduct rules will be applied to all students in Years 7 to 10. These can be found in the Board of Studies “Guide to the 2005 School Certificate” on pages 10 and 11.
   - There will be the following exceptions:
     - Year 7 and 8 students may be given/bring into the examination, reading material (novel only) that is unrelated to the examination content to be read after they have completed the examination. Students in Year 9 and above cannot bring any material into an examination that is not specifically allowed by the examiner, be that classroom teacher or the Board of Studies.
     - No student will be supplied with paper for any purpose other than to complete the examination.

   **b. Consequences for Students**

   Students who are not behaving with “Good Examination Conduct” may expect the following consequences:

   - First occurrence of inappropriate behaviour, the teacher will warn the student and notes down the inappropriate behaviour at the teacher’s desk.
   - Second occurrence of inappropriate behaviour, the student will be moved to another seat at the teacher’s discretion. The behaviour is again noted at the teacher’s desk.
Further infringement will result in the student’s paper being removed from the student and the student is sent to the Deputy Principal with an Executive Referral Sheet accompanying the student.

Extreme behaviour will result in the immediate removal of the student to the Deputy Principal.

Any student removed from an examination will sit the remainder of their exams under the supervision of an Executive Teacher.

In the case of a student being removed from the examination room their exam will then cease and be marked with the other students work.

Infringement of Examination conduct will be dealt with in line with normal school discipline policy.

All students who are removed from the examination for misconduct should have their caregiver notified in writing of the misconduct. The Head Teacher of the relevant subject and the Deputy Principal or Principal or both should sign this letter.

c. Non-Serious Attempt

If a student has completed less than 10% of the questions, then they may be awarded a Non-Serious Attempt and can be required to re-sit the examination during a subsequent class or in their own time. The final mark to be recorded may be the mark from the original paper or from the re-sit paper. This should be decided between the classroom teacher and the Head Teacher of the relevant subject. Their paper should otherwise be fully marked for educational purposes. The caregiver of the student should be notified in writing of the Non-Serious Attempt and this should be signed by the classroom teacher and the Head Teacher of the relevant subject.

Consecutive Non-Serious Attempts may impact on their School Certificate or Higher School Certificate.

d. Rules

No sharing of equipment. The students prior to the start of the exam must provide all equipment.

No communication between students of any nature.

Students remain seated until directed otherwise.

Students to face the front of the room.

No distracting behaviour.

Students are to raise their hand and wait for a teacher to approach them before asking a question.

Students own reading material is not permitted in the examination room for years 9 and above.

Students are expected to use all exam time provided to complete the examination.
- Any spare time should be used to review and edit their responses.
- Students are to use the toilet before entering the hall

**e. Toilet Use**

- A notice is placed on the examination timetable provided to students and reinforced by the year advisor that students are to use the toilet before entering the hall.
- If a student needs to use the toilet staff will use there discretion, try to put off the student, however if they must go let them.
- Staff are not to follow student to the toilet however they can remind students to hurry up when appropriate.
- Note on the front of student’s paper that they have used the toilet.
- Any other students wishing to use the toilet should be asked to wait at least 5 minutes before they ask again to use the toilet.
- Any student who causes a problem will be subject to the Examination Code of Behaviour Consequences.