



MACLEOD COLLEGE

A STATE P~12 SCHOOL

Exam Policy

1. **Scope of Responsibility:**

- College community (staff, students, parents.)
- College Council

2. **Preamble:**

- Exams are integral to school life and carry important significance in the development of student progress and assist in teaching and learning. The word “exam” is used here for those formal assessment occasions and does not include the individual “class” tests, which teachers arrange at their discretion,
- External exams usually occur in VCE at Unit 3/4 as part of the VCAA framework of examinations,
- Internal exams occur during semesters 1 and 2 for years 10, 11 and 12. The exams provide opportunities for students, the college and parents/carers, to inform and assess student academic progress.

3. **Purpose:**

- To prepare all students for undertaking exams,
- To promote the exam process as an integral part of teaching and learning,
- To establish and maintain a consistent exam process,
- To provide opportunities for students to practice and improve exam techniques and strategies, and in so doing, improving upon their results,
- Results from exams will be used to inform teaching and learning and future planning,
- Exams will reflect a culmination of the semester’s work undertaken in the subject.

4. **Implementation**

All subjects in year 10, 11 and 12 that lead into or run as a VCE area of study, must prepare an end of semester exam

- Year 10 - All students undertaking a Year 10 subject that leads into a VCE area of study will complete end of semester exams,
- Year 11 - All students undertaking a Year 11 subject will complete end of semester exams,
- Year 12 - All students undertaking a Year 12 subject will have a mid-year practice exam and an end of year practice exam during the term 3 school holidays.

Non-attendance at an exam or exam clash

An exam will only be rescheduled due for the following reasons:

- Illness or injury (medical certificate required),
- Exam clash; student will need to see the VCE Manager to reschedule their exam,
- Severe personal or family issues (contact the VCE Manager).

If on the exam day the student is unable to attend, they must contact either the VCE Manager for VCE exams or the Year 10 Student Manager for Year 10 exams, before 8:30am on the day of the exam to provide an explanation. A medical certificate will need to be supplied within three days of absence.

Satisfactory level of achievement for exams

- To demonstrate a sufficient level of understanding of work attempted in an exam, a student at Year 10 or Year 11 should achieve a score of 50% or higher. The college recommends that a student who achieves an exam score below 50% in any VCE subject should be sent an "At risk of N" notification.
- To demonstrate a sufficient level of understanding of work attempted in a practice exam, a student at Year 12 should achieve a score of 50% or higher. The college recommends that a student who achieves an exam score below 50% in any VCE subject should be sent an "At risk of N" notification.
- All students who achieve less than 40% in an exam will be required to attend a meeting with the VCE Manager and the Assistant Principal to discuss further support and arrangements.

Special Exam Arrangements

Students must show evidence that they have applied throughout the year for Special Provisions in order to be considered eligible. These arrangements may include:

- rest breaks,
- extra writing time,
- separate exam room.

Exam procedures

- All staff at Macleod College are expected to follow and enforce the exam policy and procedures,
- If any student does not follow the exam policy and procedures they will receive an "N" at VCE and a 0% at for a Year 10 subject,
- No student should be required to leave the exam room at any time except in the case of emergencies.

5. Related Documents and Resources

- VIC Curriculum,
- VCAA examination guidelines,
- Staff will be provided with detailed instructions in the form of the Assessment and Reporting Handbook and any necessary professional learning to the reporting process.

6. Policy Evaluation:

The effectiveness of this policy will be evaluated using feedback from staff, parents and students.

The Teaching and Learning Team will conduct an annual evaluation in term three of this policy and inform any outcomes and recommendations to the College Council.

7. Endorsement Date:

College Council endorsement not required but recommended. Updated September 2020.

8. Attachments:
Appendix 1: Roles and Responsibilities for VCE internal exams not managed by VCAA.

APPENDIX 1

Roles and Responsibilities for VCE internal exams not managed by VCAA

VCE Manager:

- Liaise with the Timetable Management Team to create the exam timetable,
- Publish to students an exam timetable, which outlines dates, times and any special arrangements or instructions three weeks prior the commencement of the exam period,
- Make all students aware of the expectations and procedures of an internal exam;
 - no mobile phones/devices,
 - clear water bottles,
 - writing implements in a clear plastic pocket/zip lock bag,
 - full school uniform (except the term 3 holiday exam period),
 - must stay for the duration of the exam,
- Prepare the exam rooms in advance of the exams; liaises with the Timetabler and Admin regarding the arrangement of the desks and rooms.

Years 10, 11 and 12 subject teachers:

- Two weeks prior to the exam period, provide the VCE Manager with their Exam Pack. The Exam Pack must include:
 - an exam cover sheet,
 - exam papers (1 per student + 1 spare),
 - a photographic attendance list
- The exam pack must be placed in the designated tray as requested by the VCE Manager,
- Undertake revision with their students prior to the exam,
- Provide all students with exam feedback two weeks after the exam. For Year 11 semester 2 studies, this must take place during the first two days of the orientation program and for all other students during timetabled classes.

Exam Supervision

All staff members are required to:

- Check the supervision roster during the exam period, also check the day sheet on the day for any changes before 8.45am

Nominated staff in charge of starting an exam are required to:

- Collect the exams from the Later Years Office,
- Ensure lined paper is provided if required according to the instructions on the exam front cover,
- Set up the exam room before the allocated exam start time,
- Clearly state the expectations to students once they are seated,
- Clearly state the subject exam requirements (reading/writing times),
- Clearly announce when reading time begins and writing time begins and when writing time ends.

Staff supervising an exam need to:

- Be proactive in their supervision of students during the exam,
- Not give any student assistance with information relating to the content of the exam paper, eg. definition of words, interpretations or questions, this includes reading the question to the student,
- Enforce the expectations according to the exam requirements ,
- Ensure the classroom is left in ready for the next exam.

Expectations of students during exams:

- Phones to be left in lockers before the exam,
- VCAA Guidelines,
- Dictionaries allowed and pencil cases are to be clear plastic pockets for pens and pencils (correction tape not allowed),
- Students do not leave the exam early,
- Clear water bottles with label removed

Nominated staff finishing the exam is required to:

- Inform students of the last five minutes of writing time,
- Inform students of 'pens down' at the end of the exam,
- Organise the collection of the exam papers,
- Organise orderly exiting of students from the exam room,
- Ensure that exam papers are placed back in the Later Years Office.

Post Exam and Correction of Exams**Subject teachers of an exam will:**

- Collect their class exams from the Later years Office (D14),
- Adhere to the agreed marking scheme,
- Provide results to students and upload them onto COMPASS,
- Provide feedback upon return of the exam.

Expectations of students during exams.

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- Student do not leave the exam early,
- Clear water bottles with label removed