Dear parent/carer,

Your child will complete formal mid-course examinations during Week 4, Term 2, from Monday, 20 May 2013 to Thursday, 23 May 2013. A copy of the timetable is included with this letter.

This is a formal examination period and students are expected to undertake home study when they do not have an examination. This means that it is possible for students without an examination during the first session to arrive at school later in the day. Please note that all students must attend for the whole day on Thursday, 23 May 2013 as every student is completing an English course.

Students must arrive on time and assemble near the canteen promptly. Their attendance will be recorded at the examination venue. If students are unable to travel to school later in the day, then the Library will be available and supervised.

Students must use this facility when not in examinations. However, if students do not have an examination in the afternoon, they are permitted to leave school but must go directly home to resume their study. Students are reminded of the school’s high expectations, especially when dressed in school uniform.

Other examinations will be held in normal class time from Friday, 24 May 2013 to Friday, 31 May 2013. All students will attend school during this time as normal classes will be held for students not completing examinations.

Where students do not complete an examination (due to illness, misadventure, malpractice or any other reason), students must follow the procedures outlined in the ‘Year 11 Preliminary Assessment Policy and Schedules – 2013’ document issued to students in Term 1. This document is available on the school website. Expectations of acceptable behaviour for students are as follows:

- As these are formal examinations, students will be expected to follow strict examination conditions from the moment they enter any room until they are dismissed. This includes having all their own equipment, as borrowing during examinations will not be allowed. Only clear pencil cases are allowed into the examination room.
- Students are responsible for checking their examination timetable carefully each day.
- If a student is absent during the examination period, please advise the school and provide written confirmation on the next possible school day. This must be supported by a medical certificate or statutory declaration for the examination mark to contribute to the student’s school assessment. A formal appeal will need to be lodged with the Deputy Principal.
- Students are not to have mobile phones or MP3 players with them during an examination. These are to be switched off and kept in school bags if they are at school.

I would appreciate it if you could discuss these expectations with your child. Please do not hesitate to contact me at school if you have any questions.

Mark Sutton
Deputy Principal

2 May 2013