

Rules for the conduct of Year 10 Examinations

Students are required to observe the following rules for the conduct of the Year 10 examinations, as well as the day-to-day rules of their school.

These rules are designed to give students the best opportunity to replicate procedures followed by Year 11 and 12 students who undertake VCAA exams and which many of you will also be completing in 2019 and beyond.

Supervisors have the right to check any authorised materials that are taken into the examination room.

1. Students must not cheat or assist other students to cheat.
2. Students must not take any action that gives or attempts to give them or another student an unfair advantage in a Year 10 Examination.
3. Students must not allow, induce or assist any other person to present for a Year 10 examination in their place.
4. Students must not present for a Year 10 examination in another student's place.
5. Students must not present for a Year 10 examination under the influence of alcohol or drugs.
6. Students must obey and observe all proper instructions or directions given by their supervisor.
7. Students attending a Year 10 examination may bring only materials and equipment approved for that examination into the examination room. **This must be in a clear plastic bag / pocket.**
8. Students must not possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches, during a Year 10 examination.
9. Students must not bring into or possess in the examination room any drinks or food except under special circumstances as approved by the Year 10 level Coordinator. Bottled water is permitted in the examination room in a **clear plastic bottle** only (no labels allowed).
10. Students must not communicate with any other student while the Year 10 examination is being conducted.
11. Students must not cause any nuisance, annoyance or interference to any other student during a Year 10 examination.
12. Students must not remove or tear out any part of a bound reference, question/task book, question and answer book or answer book, except where permitted, for example formula sheets.
13. Students must not remove any response material, used or unused, from the examination room.
14. Students must not begin to write or mark their paper or response material in any way, or use a calculator, until advised by a supervisor that writing may commence.
15. Students must raise their hand if they wish to communicate with a supervisor.
16. Students must not leave their place until permitted by a supervisor.
17. Students will not be permitted to leave the Year examination room **before 20 minutes** have elapsed from the start of writing time.
18. Students will not be permitted to leave the examination room in the **last 10 minutes** of the Year 10 examination.
19. Students must cease writing when instructed to do so by a supervisor.
20. Students must remain silent and seated in their place at the end of the Year 10 examination until response materials have been collected and checked, and an announcement is made permitting students to leave the examination room.