



Year 12
**EXAM PREPARATION
INFORMATION**



**SHALOM
COLLEGE**
PROVIDING OUTSTANDING FUTURES

Year 12 Students need to read and familiarise themselves with all the official QCAA documents related to the Year 12 External Assessments. Please read the following documents:

- Direction for students
- Equipment List
- Scientific & Graphics Calculator List

Documents can be found on:

- **SIA** – Assessment & Reporting – Exam Timetables – Year 12 External Exams
- **College Website** - <https://www.shalomcollege.com/curriculum/forms-publications/> go to the Year 12 External Assessments section.

The following is a short summary of some of the important points that students should be aware of when preparing for and attending their External Assessments.

Seating Plan & Place Cards

A seating plan will be followed for each assessment session. You will sit alphabetically by family name (surname) starting from the front to the back of the room — unless varied seating is required, e.g., AARA approval or another reason determined by External Assessment Coordinator.

For all assessment sessions a seating plan will be displayed ahead of time outside the assessment rooms and communicated to students to help you find your allocated desk.

Each desk will have a place card on the top right hand corner. The place card will have your name, subject, LUI and other information printed on them so that you can identify which is your allocated desk. Each different assessment session will have a new place card.

Place your student ID card on the desk next to the place card so that supervisors can clearly identify you.

Perusal and Planning Time

It is important that you know the difference between these and know exactly what you are allowed to do during this time. Any misconduct during this time will be reported so please make sure you listen to instructions carefully around perusal and planning time.

Perusal time

During perusal time you are **only allowed to read assessment materials** before working time starts. Do not pick up any writing equipment or touch a calculator during perusal time; this is considered misconduct.

Planning time

During planning time you **are allowed to plan and write on the planning paper** supplied before working time starts. Do not write in the response book or touch a calculator during planning time; this is considered misconduct.

Planning paper is collected at the end of the assessment but is not returned to QCAA as part of your assessment and will not be marked. Do not take any of the materials with you when you leave the exam room (place cards, planning paper, stimulus, or question books).

Approved equipment

Students may use a clear plastic container or zip lock bag to carry your equipment. You can bring the following into any assessment:

- black or blue pens
- 2B pencil, sharpener and eraser

Note:

- a 2B pencil is only required for responding to multiple choice questions and drawing graphs or diagrams.
- Black or blue pen must be used for all other written responses.
- highlighters – do not highlight your responses, you may highlight stimulus or questions when permitted by the supervisor
- a clear plastic ruler
- water in a clear unlabelled bottle (must be placed on floor)

Plus, any subject-specific approved equipment required for the assessment (on SIA).

Prohibited materials

The items below **are prohibited in any assessment room**, except if specifically approved as an AARA, or listed as approved equipment for an assessment, i.e. a subject that requires students to use a device or permits the use of a dictionary:

- mobile phone
- smart watch or fitness tracker
- any other electronic device that stores, retrieves, displays, or communicates digital information
- correction fluid or correction tape
- a dictionary
- erasable pens
- blank paper, notes, any printed/written material
- tissues (these cannot be bought in, school will supply these)

Students must remove all non-programmable watches and place them on their desks where they can be seen clearly by supervisors.

Food and drink

Food or drink (other than water) **is not permitted** in the room, unless through AARA arrangements which will need to be stored in a clear plastic container. Water must be in a clear unlabelled bottle and must be placed on floor.

Medication

Only prescribed medication may be taken into the assessment room. Asthma inhalers are to be checked by the supervisor. The inhaler must be placed on the desk where it can be seen clearly by supervisors.

Calculators

Only calculators approved for use in assessments are permitted. Scientific and graphics calculators must:

- meet the requirements set out in the **Scientific and Graphics calculator list (on SIA)**
- be handheld and solar or battery powered
- be cleared of memory before the assessment/s.

For assessments that permit the use of a non-programmable calculator (Accounting, Economics, Geography, Legal Studies), the calculator must be handheld and solar or battery powered. It must not allow access to the following functions: computer algebra system (CAS), spellchecker, dictionary, thesaurus or translator.

Conduct during exams

Conduct during mock exams will be the same as expected for the external assessment.

- Line up outside exam room and wait for instructions from supervisors
- Do not cheat or help others to cheat. All work submitted must be your own. Do not look at or copy another student's work.
- Do not ask to borrow equipment from other students. Do not communicate in any way with any other student.
- Do not ask anyone to explain or interpret an assessment item
- If you need additional assessment materials, or need to leave the room, signal a supervisor by raising your hand and waiting quietly.

Attendance

Arrive 30 minutes before you scheduled exam. Check your exam timetable for session times and where your room will be.

Once you are in the exam room you will not be allowed to leave until the session finishes except in an emergency.

Please have parent contact the school before the scheduled exam if you are unable to sit the external exam.

Illness & Misadventure (AARA Applications)

- Evidence must be supplied to support the application. School Statement plus one other piece of verifiable evidence.
- School has 7 days to submit application with evidence
- **NO RAT TESTS accepted as evidence**
- PCR test result or Medical Certificate from a Doctor
- Medical Certificate must state the specific symptoms beings displayed. **IMPORTANT: generic statements such as: "unfit for duty", "suffering a medical condition" will not be accepted by QCAA.**
- Other evidence applicable to issue – police report, funeral notices, hospital admission form

Illness & Misadventure - during exams (AARA Application)

- Become unwell during an exam and cannot continue let the examination supervisor know immediately (vomiting, fainting)
- If you are unwell and sit the exam and you think it has impacted your results you must inform the EA coordinator (Mr Maher) on the day of exam before you leave school premises. A medical certificate will be required as evidence on the day you sat the exam (you will have to arrange doctor appointment).
- Medical Certificate must state the specific symptoms, generic statements such as: "unfit for duty", "suffering a medical condition" will not be accepted by QCAA.
- An AARA application can be lodged but must be when event happens. CANNOT be lodged after the fact (e.g.: when you get results in December).
- An Incident Report must be filled in on the day of the exam.

Please note: Schools will not receive any notification whether an AARA has been accepted or not. We will be asked for further evidence if required by QCAA.

You will know once your results are posted if it was approved as you will receive a result for the missed assessment. This is based on similar results of 'like' students across QLD. It is not based on your results to date.