



Nimbin Central School Trial HSC Rules and Procedures

Please note that Nimbin Central School follows the NESA Examination protocols for the Trial HSC Examination. Further information from NESA can be found at <https://educationstandards.nsw.edu.au> or in the NESA **2020 HSC Rules and Procedures** handbook. These handbooks were distributed to students at the commencement of the Year 12 course and additional copies are available digitally.

Examination Attendance

- Arrive to the exam location **at least** 15 minutes before the scheduled time of commencement
- Be prepared for each exam
- No student is permitted to enter the examination after 5 minutes of exam commencement. Students will NOT be given extra time unless special circumstances are approved by school Executive staff
- Please call the school immediately on 6689 1355 if you are subjected to special circumstances or illness preventing your timely attendance at the exam.
- **Examination conditions commence the moment students enter the exam space** – no talking or communicating to others.

What to Bring

Students should bring equipment appropriate for the examination. Equipment should be in good working order. It is the student's responsibility to bring the correct equipment, the school is not required to provide these items.

Students should bring the following items for exams:

- black pens
- pencils (must be at least 2B)
- erasers and a sharpener
- a ruler marked in millimetres and centimetres
- highlighter pens
- a clear bottle of water with no label
- a non-programmable watch, which you must take off, place on your desk in clear view and not touch during the exam
- NESA Approved Calculator, such as Casio fx series (Mathematics and Sciences)

Exam staff may inspect your equipment when you enter the room, and will tell you where to place any unauthorised items.

Unauthorised Items

You are not allowed to bring the following items into the examination. Space will be provided for you to leave these belongings. It is best, however, to leave things at home if possible:

- mobile phones, smart watches, any electronic or communication devices (except a calculator, if allowed), tablets, music players, earphones or electronic dictionaries – all of these items must be switched off and in student bags. Students may be asked to leave an exam if these instructions are not followed

- paper or any printed or written material (including your exam timetable)
- dictionaries (except in language exams, if allowed)
- correction fluid or correction tape

Examination Conduct

All students are expected to conduct themselves in accordance with school rules and core attributes of safe, respectful and responsible.

Consequences will be imposed for poor conduct or academic misconduct, as outlined by school and NESAP policies.

Examination Rules

- Behave politely and take exams seriously
- Check your desk and papers carefully **before starting each exam**. Ensure you have the correct exam paper and all components.
- When the supervisor asks you to, you must also check that no pages are missing from your exam paper.
- You will have a set **reading time** for each paper. During this time, you must not write, use any equipment, including highlighters, or mark your paper in any way.
- **Follow all written and verbal instructions**
- For each exam, read the instructions and all questions carefully. Supervisors cannot interpret or give instructions about exam questions.
- Make a serious attempt at the exam by answering a range of question types (answering only multiple-choice questions is not considered a serious attempt)
- Write your name and student number on all writing pages, question and answer booklets and answer sheets
- Write clearly with black pen (only use pencil if instructed to)
- Write your answers in the correct answer booklets.
- **Students may not leave the exam room in the first hour or last 30 minutes of their examination**
- Only one student will be permitted to go to the toilet at a time.
- Supervisors can ask you to leave the exam if you do not follow these rules.

At the end of the Exam

- Stop writing immediately when the supervisor tells you to
- Follow the supervisor's instructions for arranging completed answers, and wait for the supervisor to collect them
- Leave all examination materials in the examination space
- Leave the room in a quiet and orderly manner, when instructed.
- Please be conscious that exams end at varying times. Please do not disturb your peers when leaving the examination.
- Students may sign in to school for the examination and sign out at its conclusion, with parental consent.
- A student may be on school grounds outside of their examination times IF they are engaged in **active study** in the **Library** or **with their classroom teachers**. All students should report to their supervising staff member following the exam.

Nimbin Central School

Stage 6 Trial HSC Exams – Week 8

Tuesday: 8/09	Wednesday: 9/09	Thursday: 10/09
<ul style="list-style-type: none">• Ancient History 9:15 – 12:20• Biology 9:15 – 12:20• Music 1 (held in the Music Room) 11:20 – 12:25	<ul style="list-style-type: none">• Maths Standard 1 9:15 – 11:25• Maths Standard 2 9:15 – 11:45• Maths Advanced 9:15 – 12:25• CAFS 9:15 – 12:20	<ul style="list-style-type: none">• Drama 9:15 – 10:50• Chemistry 9:15 – 12:20• Legal Studies 9:15 – 12:20

Examination Procedures:

- Students are **not to be on school grounds** for Trial HSC week unless they are taking an exam. If students are required to be on school grounds before or after their exam (due to transportation or other), they are to work quietly **in the library** or **with their classroom teachers**.
- All exams are to be held in the MPU unless otherwise specified.
- Students are expected to be at the MPU or designated exam space **at least** 15 minutes prior to the exam starting. No student is permitted entry to the exam after 5 minutes of the exam starting.
- Exam conditions start from the moment students enter the exam space – no talking or communicating to others. Mobile phones must be turned off and in bags prior to the exam starting.
- Only clear water bottles containing **water** are permitted in the exam room.
- Students must not start writing until instructed to do so.
- Students are not to leave the exam room in the first hour or the last 30 minutes of their exam.
- Students are to write in black or blue pen.
- Ensure students names/student numbers are on their paper.
- Only one student to go to the toilet at one time.

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Protecting Stage 6 students from COVID-19

Stage 6 students will now have their COVID-19 test result fast tracked through pathology. They simply need to advise the nurse or doctor doing the test they are HSC students.

Results will be fast tracked to reduce disruption to their studies and exams. We also want to reduce potential anxiety around getting tested and ensure students self-isolate at home until results are known. This will help protect the whole community.

It is important that all Stage 6 students:

- Stay 1.5m apart where possible
- Wear a mask if physical distancing isn't possible
- Get tested asap if they have even the mildest of symptoms
- Tell the clinician doing the test they are a Stage 6 student and to mark the referral 'Urgent - HSC student'
- Stay home and self-isolate until results are known
- Receive a negative test result before returning to school; showing the school a screenshot of an SMS result is sufficient
- Call the contact number provided by the clinic if results are not received within 36 hours

As social young adults, senior students may be at greater risk of COVID-19 than the younger children at school.

They're also more likely to be out and about in situations which could put them at risk of COVID-19 if they don't stay vigilant.

Tests must be conducted at an approved clinic, not your GP. Find the nearest testing clinic at : www.nsw.gov.au/covid-19/how-to-protect-yourself-and-others/clinics

Please do not hesitate to contact the school with any enquiries.

Catherine Marshall
Principal

Phil Shaw
Year 12 Advisor

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