



Magdalene Catholic High School

ABN 67 786 923 621

"Because I have seen the Lord"

Smeaton Grange Rd,
Narellan NSW 2567

PO Box 222
Narellan NSW 2567

T: 02 4631 3300
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23rd August, 2017

Dear Parents and Students,

Year 11 will sit for their Preliminary Yearly Examinations commencing Thursday 7th September through to Tuesday 19th September. The Examination timetable is attached to this letter. This is a very important time for students, as examinations contribute to their Record of School Achievement assessment and give students ongoing experience to be successful in external examinations. It is expected all students are working cooperatively with their teachers in preparation for these examinations. This preparation should involve a minimum of three to four hours of study a night.

The procedures for the Examinations will mirror the conditions that they can expect in the Higher School Certificate Examinations and are as follows:

- Students are expected to wear full school uniform, not the sports uniform, for the duration of the examinations, even if they are only consulting a teacher or making use of study facilities at the school.
- Students need only attend school when they have an examination.
- If a student does not have an examination in the afternoon then they can go home after the morning examination.
- Between the morning and afternoon examinations the students will move to the quad area or the library to have lunch and prepare for the afternoon examination.
- No student is permitted to leave the school grounds between examinations.
- If a student has an afternoon examination only, they must arrive at least 30 minutes prior to the start of the afternoon examination.
- If a student is unable to arrange transport home following a morning examination then they may use the library for silent independent study and sign in at the Library at that time.
- Students who have an exam only in the morning and wish to walk home after need to have a signed note from parents allowing them to do this. This note needs to be given to Ms Foti before the examination period begins.
- Students who drive are to follow normal driving policies. Any breach of this will see them excluded from driving. A reminder that a student must have written permission from a parent or carer to travel in another student's car if they have not already done so. The driver must also have written permission from a parent or carer to carry that student. Most students are familiar with the "Permission to drive to school" form which can be downloaded from the School's website once they have their licence.



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- **Students are to have all necessary equipment for examinations (this includes a stapler). Borrowing during an examination is not permitted.** Students should write in black pen and bring spare pens to each examination. They may also bring a ruler, highlighters, pencils and a sharpener, and a bottle of water in a clear bottle. Students may wear a watch to examinations, but once they sit down they will have to take it off and place it in clear view on their desk. Programmable watches, including smart watches, will not be allowed in the examination room. All equipment is subject to inspection on entry. Make sure any equipment, such as a calculator, is in good working order.
- A student cannot bring into the examination room:
 - A mobile phone. Mobile phones are not permitted in an examination room under any circumstances.
 - A programmable watch, eg a smart watch.
 - Any electronic device (except a calculator where permitted). This includes mobile phones or other communication devices, organisers, tablets (eg iPads, etc), music players or electronic dictionaries.
 - Paper or any printed or written material (including the examination timetable).
 - Dictionaries, except where permitted in language examinations.
 - Correction fluid.
- Most examinations will be conducted in either the CAPA block or Brother's house. However, students should consult their examination timetable as there are some variations for practical subjects. Students are to wait in the bottom sails area or main quad until instructed to move into each examination.
- No student is permitted to leave the examination rooms until the completion time has elapsed. That is, no student will be allowed to leave the examination room early.
- If a student is sick or unable to attend an examination please phone the office. An Illness/Misadventure appeal form must be filled out and supporting documentation attached (**for illness this must be a Medical Certificate**). The student must then see me as soon as they return (with documentation) so that a 'catch up' examination can be organised as soon as possible on their return to school. This is normally their first free space in their examination timetable after they return.

I would like to take this opportunity to wish the students well for the upcoming examination period.

Yours sincerely,
Mrs Peiti Haines
Curriculum Coordinator