

WRITTEN EXAMINATIONS

INSTRUCTIONS TO SACE COORDINATORS

It is essential that you read these instructions before the examination period begins. You should also refer to Information Sheets 50/12 and 51/12 for instructions to invigilators, Information Sheet 53/12 for information on dictionaries, and Information Sheet 54/12 for the specifications and conditions for use of calculators and computers in external examinations. If you have any queries, telephone the Executive Manager, Curriculum Services (8372 7516).

SACE BOARD WRITTEN EXAMINATIONS TIMETABLE FOR 2012

See pages 41 to 42 of this manual.

GENERAL INSTRUCTIONS

The SACE coordinator responsible for the examinations will:

- be responsible for receiving, keeping safe, and returning all documents and materials sent for use in the examinations
- before the date of the examinations, prepare a timetable showing the names of invigilators and the examination rooms in which they will supervise each examination subject
- appoint invigilators from the teachers in the school in which the examination will be held
- see that invigilators carry out their responsibilities correctly and that at least one invigilator is in each examination room at all times during the examination
- have the power to exclude or remove from the examination room any student who does not conform with school requirements or SACE Board rules of conduct; however, any student removed during the examination will be allowed to continue the examination elsewhere in the school and the SACE coordinator will send a report of the circumstances to the SACE Board
- admit students to the examination room 10 minutes before the time scheduled for the examination to begin
- not distribute any question booklet to any person other than a student sitting for the subject until the end of the examination
- allow a student to leave the room for any necessary purpose and make arrangements to keep him or her under proper supervision during his or her absence.

LATE ARRIVAL OF STUDENTS AT THE EXAMINATION ROOM

Students are expected to arrive at the examination room in sufficient time to be able to begin the examination at the scheduled starting-time. Students are also expected to complete the examination within the time allotted for the examination. For various reasons, some students will arrive late for examinations.

Students Who Arrive Late because of Misadventure

A student who, because of misadventure, arrives late for an examination may be admitted to the examination room if **all** the following conditions are met:

- The principal or the principal's delegate recommends that a student be admitted.
- Appropriate arrangements can be made to enable the student to complete the examination. The student is then allowed the full writing time.
- Appropriate arrangements can be made to enable the student to undertake the examination without disrupting other students.
- The student understands that his or her script books/question booklets may not be accepted by the SACE Board. The student must be advised of this condition and complete a special provisions application (misadventure) on Form 27/12 at the end of the examination. A statutory declaration fully describing the circumstances may be required for an individual student's application. This should include a declaration by the student that he or she has had no communication with anyone who has had access to the contents of the examination.

For all students who are late, and where the principal or delegate has recommended that a student be admitted to the examination room, **invigilators must** record the student's time of arrival on the examination attendance roll.

The invigilator can indicate the progress made by a student at the scheduled finishing-time for writing by highlighting the sections that have been completed before the scheduled finishing-time. The invigilator must sign each highlighted section.

For all students who are late, and where the principal or delegate has recommended that a student be admitted to the examination room, **SACE coordinators must**:

- indicate the time allowed for the student
- complete a special provisions application (misadventure) (Form 27/12). For some students you might want to recommend the use of the moderated predicted examination result
- copy the forms and retain them as part of the school's records
- forward forms by post or courier to Assessment Operations. **Do not** include forms with the examination script books or question booklets.

Note that for an examination that involves listening to a compact disc (e.g. in a language or music examination), the timing of the examination may not allow students who arrive late to complete all aspects of the examination. In these cases, at the school's discretion, it may be possible to reverse the order of the examination so that the student completes the listening section after the written section, and after all other students have left the examination room.

Enquiries about the process for students who arrive late should be directed to the Executive Manager, Curriculum Services (telephone 8372 7516).

Students Who Arrive Late and Have No Acceptable Reason for Lateness

Students who arrive more than 40 minutes after the scheduled starting-time for the examination with no acceptable reason for being late should not be admitted to the examination room.

A student who, according to the principal or delegate, has not suffered a misadventure and who arrives for an examination up to 40 minutes after the scheduled starting-time for the examination (this includes 10 minutes' reading time), should be admitted to the examination room if the principal or delegate recommends that the student be admitted, but must stop writing by the scheduled finishing-time.

For all students who are late, and where the principal or delegate has recommended that a student be admitted to the examination room, **invigilators must** record the student's time of arrival on the examination attendance roll.

EARLY DEPARTURE OF STUDENTS FROM THE EXAMINATION ROOM

Students are not permitted to leave the examination room before 40 minutes has elapsed from the scheduled starting-time for the examination (this includes 10 minutes' reading time).

Students who leave the examination room before the scheduled finishing-time for the examination must not remove any examination materials from the examination room.

RULES FOR STUDENTS

All students should particularly note the examination rules and conditions, as set out on the examination attendance slip and on page 207.

Reading Time

There will be a 10-minute reading time for external examinations. Students must *not* write in or mark *in any way* their script books or question booklets or use a calculator during this time, but they may write on the coloured scribbling paper provided. Students will be allowed the full period scheduled for the examination after the reading time.

End of the Examination

Students must hand their script books or question booklets to the invigilator before they leave the examination room.

Where an examination requires a separate script book or question booklet for particular sections (or questions) and students do not attempt such a section (or question), they must write 'BLANK' on the cover of the script book or question booklet before handing it in.

COMPACT DISCS

A number of examinations in languages and music require students to listen to a compact disc. For most listening examinations, the 10-minute reading time is included on the compact disc. Invigilators' instructions that accompany the compact discs for language and music examinations give details of examination times, including reading times.

Servicing Compact Disc Players

Please ensure that compact disc players that will be used for the examinations are serviced. If you have a compact disc player that holds more than one disc, please ensure on the day of the examination that all discs are removed that do not relate to the examination.

Checking Compact Discs

Please check the compact discs in time for any faulty disc to be replaced if necessary. This check is to ensure that the compact disc has not been damaged in transit and that all the recorded information is clearly audible. The assessors will have already checked the content of the compact discs. *SACE coordinators, rather than teachers of the subjects, must make this check.* Strict security must be observed during the test-playing of the compact discs. Notify Assessment Operations immediately if you need a replacement compact disc (telephone 8372 7424).

For each subject, invigilators' instructions for playing compact discs and conducting the examination will be sent with the discs. SACE coordinators must read the invigilators' instructions before the examination and ensure that the invigilators familiarise themselves with the instructions well before the start of the examination — preferably the day before if not earlier.

INSTRUCTIONS TO INVIGILATORS

These detailed instructions (see Information Sheets 50/12 and 51/12) cover the preparation of the room, the conduct of the examination, and the procedures to be followed during and after the examination. Please ensure that you are familiar with these procedures so that you can advise your invigilators.

Every invigilator must be given a copy of these instructions. An invigilator who is *not* responsible for the start and finish of the examination will need to receive a copy of pages 211 to 213 only. You must also ensure that your invigilators receive relevant parts of the information package 'Distributing Materials for 2012 Written Examinations: Day-by-day Instructions'. The package includes instructions for the administration of approved special provisions. It is distributed to schools in the *week beginning 15 October*.

DETAILS OF EXAMINATION MATERIALS PROVIDED FOR STUDENTS

Student Name Labels and SACE Registration Number Labels

A pair of labels is provided for each student for each examination. The pairs of labels are printed in ascending order of SACE registration number so that they match the order on the examination attendance rolls. A pair consists of a student name label and a SACE registration number label.

- A *student name label* shows the student's name and SACE registration number. It is to be used to identify the desk in the examination room where the student is to sit. It is not to be attached to examination material sent to the SACE Board.
- A *SACE registration number label* shows the student's SACE registration number, the name of the subject, and some batching information (SEQ and BIN). The student is to attach it to either the question booklet or a script book, as instructed on the front cover of the question booklet.

Before students enter the room, a *student name label* should be either attached to each desk or attached to a card and placed on each desk. The *SACE registration number labels* should be kept in strips for distribution after the students are seated. When the question booklets have been distributed and while the students are reading the instructions printed on the front cover, the invigilator must distribute the *SACE registration number labels*, checking that students attach the label to the correct book. When there is more than one book, students should copy the information from the SACE registration number label into the appropriate places on each of the books.

Examination Attendance Rolls

Two copies of examination attendance rolls will be sent, one for return to the SACE Board and the other for internal school use. All students must sign the SACE Board copy of the roll, and absentees should be clearly indicated on the roll with a red 'A'. Do not rule a line through the names of absent students. The requirement is that a red 'A' is written against the SACE registration numbers of absent students. Place the sheets in the correct order and staple them together. Return the examination attendance roll with the completed script books/question booklets to the SACE Board.

The school copy of the examination attendance roll, which is provided immediately before the start of examinations, contains special provisions information, and can be used by the invigilator to make a report to the SACE coordinator on any breaches of rules or other examination incidents. This copy also provides a summary of absentee students and should be filed in the school until the results have been released.

Stationery

Stationery for the examinations is supplied direct from the printers. Please check the quantity of each item before the examinations and at intervals during the examinations. The supplier will be instructed to send to your centre the examination materials as specified by the SACE Board. If there is a discrepancy, or if the package does not arrive by *Friday 19 October*, contact the supplier.

Script Books

The covers of the script books are colour-coded for size to aid identification. Please make sure that you use the correct script book for each examination:

- Blue — 8 ruled pages.
- Orange — 16 ruled pages.

Question Booklets

Question booklets will be packed in sealed transparent plastic with a cover sheet so that you can identify papers from the front covers and confirm the quantity. Please check the cover sheet to ensure that there are enough papers for the school's needs. Each package of question booklets must be opened only in the examination room, immediately before the question booklets are distributed to students.

This procedure may be varied only when multiple rooms are used. In this case you may open the parcel in the examination room in time to sort the papers for the various rooms.

Scribbling Paper

You are advised to keep a record of the colour of scribbling paper distributed at each examination to help the SACE Board to investigate any allegations of cheating.

Absentee Notices

Invigilators must complete an absentee notice for every student absent from an examination, attach the student's *SACE registration number label* to the notice, and place the notice in the correct numerical sequence with the script books/question booklets. Absentee notices should also be completed for students known to have withdrawn from the subject.

RETURNING STUDENTS' EXAMINATION MATERIALS TO THE SACE BOARD

Script books/question booklets should be placed in strict numerical sequence (with labelled absentee notices included in the sequence), with the lowest number at the top (i.e. in the same order as that printed on the examination attendance roll). The examination attendance roll must be included in the bundle.

For metropolitan centres, the bundles should be tied securely with the string provided, and with the completed return card on top. ***Do not put script books/question booklets in bags or envelopes of any kind.***

For South Australian country centres and Northern Territory centres, the bundles must be enclosed in the courier satchels provided. ***Do not put script books/question booklets in any other kind of bag or envelope.***

Do not return any script books/question booklets in the plastic bags provided for final moderation, as you will not have enough bags left to send your materials to the central moderation venue. There is also a risk that script books/question booklets will go to the wrong place if the moderation label is attached to them.

COLLECTION OF EXAMINATION MATERIALS

The script pick-up schedule, listing the dates and times of collection of examination materials, will be sent to schools with the examination papers. All materials should be ready for the SACE Board courier at the times specified on the schedule. Because all script books/question booklets in a subject must be batched at the one time in preparation for markers, the absence of these from one school will hold up the process and delay both the distribution of script books/question booklets to markers and the whole assessment process.

If you do not send script books/question booklets on the day of the examination, you must take particular care to ensure that they are stored so that there is no possibility of interference with them.

BREACH OF RULES

Please use Form 3/12 to report any breach of rules in an examination. These forms *must not* be put in students' script books/question booklets: they must be sent direct to the Executive Manager, Curriculum Services.

SPECIAL PROVISIONS

External Assessment Variations

Any variations to external assessment conditions approved by the SACE Board during the year are recorded in a letter sent to the student via the SACE coordinator. These variations, when applied to external examinations, are recorded on the school copy of the examination attendance roll. SACE coordinators must advise invigilators of instructions for the administration of approved special provisions. These instructions are included in the information package 'Distributing Materials for 2012 Examinations: Day-by-Day Instructions'.

Applications to Use the Moderated Predicted Examination Result

Students who are taken ill and miss a small portion of an examination should be allowed extra time at the end of the examination to make up the time they have missed. An application to use the moderated predicted examination result should be made (Form 30/12).

If a student misses a large portion of an examination or the whole examination because of sickness, an application to use the moderated predicted examination result should be made (Form 30/12).

Misadventure

Occasionally during the final assessment period, misadventures that disadvantage the whole group (e.g. fire) necessitate urgent and prompt attention. If such incidents occur during the examination period, you must seek approval from the Executive Manager, Curriculum Services, for any deviation from the standard examination procedure that you consider necessary. Please telephone the Executive Manager, Curriculum Services, immediately for advice (8372 7516).

A special provisions application (misadventure) must be completed and sent to the SACE Board as soon as possible (Form 27/12).

RETURNING SURPLUS EXAMINATION MATERIALS AFTER EXAMINATIONS

Arrangements will be made with the courier drivers to collect surplus examination materials *from metropolitan centres on the day of the last examination collection*, and to deliver them to the supplier. Collect and pack all surplus examination materials and have them ready for collection by that date.

Surplus materials are not accepted at the SACE Board. They are taken direct to the stationer for storage. *Do not send excess stationery to the SACE Board with script books/question booklets.*

SACE coordinators at *South Australian country* and NTCET coordinators at *Northern Territory* centres should return surplus examination materials, packed in cartons, direct to the supplier. The freight costs can be charged to the SACE Board.