



LYNFIELD COLLEGE

Assessment Week Instructions for STUDENTS

Term 2: 29 May to 2 June 2017

- Assessments start on Monday 29 May for Years 11, 12 & 13 and continue until Friday 2 June.
- Practical exams, assessments and workshops will be run in a number of courses. Your teacher will explain details.
- Check your assessment times for each of your courses on the timetable (**HIGHLIGHT EACH ONE** on the timetable). Look carefully for clashes.
- **EXAM CLASHES:** Mr Waddington is in charge of clashes. If you have a clash go to the Deans' Secretary **immediately** and fill out the appropriate form. Some practicals are on at several times. If possible arrange with your teacher to do the practical at a time that does not cause a clash. Do not wait until exams start to do this.
- Know which room each of your exams is in! Check with your teacher if in doubt.

ATTENDANCE

- You must sit **ALL** your assessments. Morning assessments start at 8.30 am and 11am while Afternoon exams at 1.30 pm.
Note: Practical exams may have different times – check with your teacher.
- Arrive at least 10 minutes before the start of each assessment.
- **Study leave** for Years 11 - 13: You only need to attend school when you have a scheduled assessment.

ABSENCE

- Do not make appointments for dentists, etc during assessment times.
- If you are ill or miss an assessment because of an emergency, you must **ring the school on the day of the assessment** using the absence phone line (6270600) and leave a message. If you do not hear back from your Dean, ring or visit as soon as you are able to and arrange an alternative assessment time during the week. On your return to school you should bring a note from your parent or guardian explaining your absence. This note must be given to your Dean.
- In general you will be expected to sit any missed assessment at the earliest opportunity during the assessment week.

EQUIPMENT

- You must bring your Student ID card, or the one printed out for you to put on your desk for each assessment. If you lose it please see Mr Winn for a replacement.
- You must bring your own paper, pens and specialist items (check with your teacher).
- Pens, pencils etc must be loose or in a clear plastic bag – you must leave your pencil case in your bag.
- You may not borrow from other students during the exam.
- **You may not share calculators.**
- You will be asked to **remove the lid of your calculator** and leave it in your bag at the front of the room. Calculators may be checked by a supervisor and the memory may be cleared if necessary.
- **Electronic or paper dictionaries are not to be used in school assessments unless allowed.**
- If you have a cold bring tissues.
- All cell phones and electronic devices must be switched off and left in your bag at the front of the room.
- All equipment must be taken out of your bag before you enter the assessment room.

CONDUCT DURING EXAMS

- Usual school rules apply including wearing correct uniform.
- Leave all bags & books at the front of the assessment room.
- The supervisor will read the assessment instructions to you at the start of each exam – listen carefully and follow them.
- You must remain silent and not communicate with other students during the assessment.
- You may not leave the room unless in an emergency. No one is to leave an exam room before the assessment ends.
- If you need anything, ask the supervisor.
- No eating or drinking in the room (except for a small water bottle).
- Note that the assessment is not over until all papers have been collected.

STUDY

- A quiet supervised study room (**B3**) will be timetabled and will be available for all students.
- The library is timetabled for junior classes and is not a place for seniors to congregate – use the study room.
- Do not wander around the school during assessments – if you do not have an assessment you should be at home studying.