

# Exam Navigator

2018



# Page 4

- Exam centre, venue, room
  - Note some exams are not held here, some at Kilbreda
  - Hall or M28/M29 (above Careers centre)
- VCAA number and ID needed : \$1 for school to provide as it was provided on student card. (Money to go to mission action day)
- Timetable clashes/three on one day
- Suitably qualified member of school will check reference materials
- Reading time – study instructions, question book, dictionary or bound reference
- **You must cease writing when instructed to do so by a supervisor. You must remain silent and must not leave your place until all response materials have been collected.**

# Page 4

- You can not use calculator until writing time
- Blue or black pen unless otherwise instructed
- Pencil for multiple choice answer sheet
- **STATIONERY WILL NOT BE SUPPLIED UNLESS PAID FOR (MONEY TO GO TO MISSION ACTION DAY)** VCE Certificates will not be posted until outstanding money is paid
- Cease writing when instructed and remain silent.
- Disruptive behaviour is reported to VCAA
- Don't disturb others by going to the toilet unnecessarily
- Water bottle requirements

# Page 5

- No unauthorised electronic devices should enter the room (including fitness trackers). Any device can be held for 3 months
- Watches must be removed and placed on table visible to supervisors
- Calculators
  - Approved for different subjects
  - Must not make noise
  - Provide your own spare batteries
  - No borrowing
  - Only allowed 1 – if you have a spare, give it to Ms. Lochery before the exam and the chief supervisor will have them if needed

# Page 6

- Bound reference
  - You will need to line up in the library before the exam to have your bound reference checked by a suitably qualified staff member
  - Your reference will be authorised with a mark
  - Ensure you know what is not allowed
- Dictionaries
  - Must not contain highlighting, annotation or tabs that are not part of original publication

# Page 7

- Basic stationery
  - Pencil cases must be transparent (plastic pocket if you have to)
  - Pens, pencils, highlighters, erasers, sharpeners and rulers
  - Recommended not to use erasable pens
- Approved materials and equipment depends on exam

# Page 8

- Don't cheat
- Don't get advantage or give another advantage
- Obey all rules by supervisors
- Only bottled water
- No communication with other students in the examination room
- **Don't disturb anyone**
- Do not tear out or remove sheets except where permitted
- Don't mark paper or use calculator until writing
- Cease writing when instructed
- **Remain silent**

# TIMETABLE

- Highlight your exams
- Write exam rooms when you find out



# Page 13

- Late arrival
  - Up to 30 mins – full writing
  - After 30 mins – only admitted on approval from College and there is paperwork to be filled out.
- Irregularities
  - Events that significantly interrupt and adversely impact performance immediately before or during a VCE external assessment
  - Evacuation procedure
    - Follow directions of supervisors
    - You will be supervised
    - Do not communicate with other students

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- Advice for performance and languages oral examinations

# Page 18

- Special examination arrangements
  - Most have been finalised
  - You will get a copy of the final arrangements start of next term
- Emergency special examination arrangements
  - Sudden illness, accident or personal trauma immediately before or during assessment. There needs to be evidence – recommendation such as separate room, use of computer
- Derived examination score
  - Significantly affected by the onset of illness, injury or personal trauma
  - Let supervisor and Ms. Lochery know on the day if you become ill during the exam
  - Not all situations cater for DES, better to sit exam
  - Ms. Lochery will go through the process with you if you want to make an application
  - Application made no later than 7 days after last exam
- Compassionate late withdrawal or interrupted studies
  - So severe that you have not been able to cope with the demands of studies

# Page 19 and back page

- Documents you need
  - [Examination timetable](#)
  - Examination advice slips for language/performance
  - Special arrangements advice slips
  - Sample front covers, data books etc from VCAA website early Term 4  
<http://www.vcaa.vic.edu.au/pages/vce/exams/index.aspx>
- Change of address/Consents and permission
  - Check your student details form carefully. If there is an error that you have not noticed earlier (Eg. wrong subject), there is a cost involved in changing it.
  - Make sure the address is accurate as this is where VCAA results are sent.
  - You need to ensure your name is as it is on your birth certificate.
- Key websites
- VCE Results and ATAR service

# Student Examination / Assessment Timetables for St Bede's College - Year 2018

6 September 2018

Student Number :

Student Name :

Year Level : 12

Form Group :

WARNING - at the time of printing, written examination venues had not been confirmed for October/November Examinations

| <b>LO09 - FRENCH</b>                                     |                 |        |        |
|--|-----------------|--------|--------|
| <b>Graded Assessment 3: ORAL AND WRITTEN EXAMINATION</b> |                 |        |        |
| Venue  | Date            | Start  | Finish |
| The Tudor Box Hill (Oral Exam)                           | 10 October 2018 | 1:25PM | -      |

| <b>DR03 - DRAMA</b>                                      |                 |         |        |
|--|-----------------|---------|--------|
| <b>Graded Assessment 2: SOLO PERFORMANCE EXAMINATION</b> |                 |         |        |
| Venue  | Date            | Start   | Finish |
| KINGSTON CITY HALL (Drama & Theatre Studies)             | 19 October 2018 | 10:00AM | -      |

| <b>EN01 - ENGLISH</b>                           |                 |        |         |
|---|-----------------|--------|---------|
| <b>Graded Assessment 3: WRITTEN EXAMINATION</b> |                 |        |         |
| Venue   | Date            | Start  | Finish  |
| ST BEDE'S COLLEGE (HALL)                        | 31 October 2018 | 9:00AM | 12:15PM |

| <b>MA11 - MATHEMATICAL METHODS</b>                |                 |        |         |
|---|-----------------|--------|---------|
| <b>Graded Assessment 2: WRITTEN EXAMINATION 1</b> |                 |        |         |
| Venue   | Date            | Start  | Finish  |
| ST BEDE'S COLLEGE (HALL)                          | 7 November 2018 | 9:00AM | 10:15AM |
| <b>Graded Assessment 3: WRITTEN EXAMINATION 2</b> |                 |        |         |
| Venue   | Date            | Start  | Finish  |
| ST BEDE'S COLLEGE (HALL)                          | 8 November 2018 | 3:00PM | 5:15PM  |

| <b>PS05 - GLOBAL POLITICS</b>                   |                  |         |        |
|---|------------------|---------|--------|
| <b>Graded Assessment 3: WRITTEN EXAMINATION</b> |                  |         |        |
| Venue   | Date             | Start   | Finish |
| ST BEDE'S COLLEGE (M28 - M29)                   | 19 November 2018 | 11:45AM | 2:00PM |

| <b>DR03 - DRAMA</b>                             |                  |        |         |
|---|------------------|--------|---------|
| <b>Graded Assessment 3: WRITTEN EXAMINATION</b> |                  |        |         |
| Venue   | Date             | Start  | Finish  |
| KILBREDA COLLEGE                                | 20 November 2018 | 9:00AM | 10:45AM |

| <b>LO09 - FRENCH</b>                                     |                  |        |        |
|--|------------------|--------|--------|
| <b>Graded Assessment 3: ORAL AND WRITTEN EXAMINATION</b> |                  |        |        |
| Venue  | Date             | Start  | Finish |
| ST BEDE'S COLLEGE (M28 - M29) (Written Exam)             | 20 November 2018 | 3:00PM | 5:15PM |

Total Number of Studies (including GAT): 7

Students should check the starting time of each examination and arrive at least 30 minutes earlier

Students will be required to provide appropriate photo ID or be identified by a staff member of their home school on entry to all examinations

Final dates for receipt at the VCAA of any Derived Examination Score applications for

Performance and/or Oral Examinations 26 October 2018

October/November Examinations 27 November 2018