

## QHS School Examinations 2022

### Guidelines and information for Senior students

1. Examinations begin on **Monday 19th Sept** and go until **Friday 23rd Sept**.

You need to be ready to go into the hall/exam room at 8:45 am. **Morning start time is 9:00am.**

You need to be ready to go into the hall/exam room at 12:45pm. **Afternoon start time is 12:55pm.**

2. **Study leave is a privilege, not a right.** Students who have incomplete or overdue work may not be granted study leave and will be required to be at school working. Your subject teachers or year level dean will inform you if this is the case. Study leave means just that, when you don't have an exam, you must be studying either at home or in the library.

3. Your **correct** school uniform must be worn each day. If you are not in correct uniform items will be provided for you to wear into the exam.

4. Most exams are in the hall, but some specialist rooms are used. Please make sure you check the timetable carefully and the whiteboard outside the hall each day for your exam room and any information. You will line up before entering and be told where to sit. School bags and cell phones need to be left outside the hall or exam room. Please make sure your cell phone is turned off.

5. Use only a blue or black pen to complete your work. 'Twink' or correction fluid is not allowed. Check with your subject teachers about the equipment you require. Be organised – have spare pens, your own calculator, ruler etc. Any paper needed for the exam will be provided; you are not permitted to take in any additional paper. You can take in a water bottle, but no food is permitted. As you enter the exam staff will check that you do not take anything in with you.

6. If you are doing your exam digitally make sure your device is **fully** charged before entering the exam.

7. As soon as you enter the hall or exam room **NO** form of communication with other students is permitted. Put up your hand and get assistance from the exam supervisor if you need something.

8. You must sit all of your exams unless you are ill and then a medical certificate may be needed. Please ensure your parent or caregiver contacts the school if you are unwell and unable to attend an exam. You will sit the exam you have missed at the earliest opportunity.

10. The length of time for the exam is shown on the timetable. You should use that time wisely and make sure you are handing in your best work. **You will need to stay in your exam room for the length of time specified for that exam.**

11. Remember that **derived grades** come from these results. For this reason, it is important that you prepare for these exams and produce your very best work

12. **Examination clashes.** If you have an examination clash you need to see **Mrs Geddes** before Friday 9th Sept to make an alternative time to sit the exam that clashes. Please **DO NOT** arrive late to any examination as this has an impact on other students who are ready to begin.

**Be considerate and organised. These exams are important; prepare well and set yourself high goals for them. Any problems-please see Mrs Geddes as soon as possible.**