



# Year 10 & 11 Exam Policy

## RATIONALE

This policy outlines the expectations and guidelines for staff in developing and conducting Year 10 and 11 exams in order to more fully prepare students for VCE, and to ensure consistency between Learning Areas.

## GUIDING PRINCIPLES

- Each subject has a common exam for all students.
- Each subject has an exam on the exam timetable. Exams will not be run outside the timetable unless there are extenuating circumstances.

## IMPLEMENTATION

- All exams are to use the cover sheet provided on the school network - "Teachers Shared, Reports and Lists". Note that alterations to dates, times, structure of booklet and instructions to students must reflect the needs of the exam. Teacher name and/or initials are to appear on the cover sheet.
- Year 11 exams will replicate the Year 12 exam in both layout and structure.
- The exam needs to have 'Sections' which are consistent with the Year 12 paper, e.g. if the Year 12 exam has 40 multiple choice and a short answer section, then the Year 11 exam needs to give students some of this as preparation.
- If there are no multiple-choice questions on the Year 12 exam paper, it would not be advisable to have them on the Year 11 paper.
- All exams need to be word processed. Exams in the Information Technology Dept. may be on-line.
- Font size of 12 is advised for the "body" of the paper.
- Marks should be indicated, and aligned to the right.
- Instructions for each section to appear under the section title in a text box.
- A header and/or footer should be used which includes page number and should include Unit 1 and Unit 2 Subject name.
- Allow adequate lines for answers if providing space for Short Answer Questions.
- The exam needs to be divided into sections, usually Section A, Section B, etc.
- "End of Section" needs to be typed, or a line is used at the end of each section.
- When giving multiple choice questions (usually A to D options, but check the Assessment Guide) provide an answer sheet, as this occurs in Year 12 exams.
- "End of Paper" is to be typed at the end.

Staff are required to follow these steps in preparing exams:

1. Before the exam paper is photocopied, it should be proof-read by the LAC as well as the Teaching and Learning or VCE coordinator.
2. Where appropriate, the exam paper should be worked through and have answers.
3. An original copy must be given to the General Office, your Learning Area Coordinator 5 working days prior to the scheduled date of the exam.
4. Feedback from the Learning Area Coordinator will be provided in relation to the guidelines for layout and structure.
5. Once the exam has been approved, it can be photocopied and a copy given to the General Office, and your Learning Area Coordinator.
6. A General Office register of exams will be completed once the exams have been placed in a brown clearly labelled bag, with a class list on the front, and the date and time of the exam.

7. The exams will be stored in the office and signed out by the Education Support officer timetabled to set up the exam.
8. Exam procedures for Years 10 & 11 will, as far as possible, reflect those at Year 12. An exam information and procedures document, outlining requirements before, during and after each exam can be found on the school's network.

Year 11 students who do not sit for an exam will be given an "N" for that unit of study.

## EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...	September 2016
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