### The Rivers Secondary College, Lismore High Campus – Year 12

#### Half Yearly

### Exam Timetable 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>A.M.</th>
<th>P.M.</th>
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<tbody>
<tr>
<td><strong>Tuesday</strong>&lt;br&gt;Week A&lt;br&gt;29-3-16</td>
<td>9.30am – 11.40am  &lt;br&gt;English – Standard  &lt;br&gt;Advanced</td>
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<td><strong>Wednesday</strong>&lt;br&gt;Week A&lt;br&gt;30-3-16</td>
<td>TAFE AS NORMAL</td>
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<td><strong>Thursday</strong>&lt;br&gt;Week A&lt;br&gt;31-3-16</td>
<td>9.30am – 11.35am  &lt;br&gt;Ancient History (Rivers College)  &lt;br&gt;Modern History (Rivers College)  &lt;br&gt;Physics (Rivers College)  &lt;br&gt;PD/H/PE (Rivers College)</td>
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<td><strong>Friday</strong>&lt;br&gt;Week A&lt;br&gt;1-4-16</td>
<td>9.30am – 11.35am  &lt;br&gt;Mathematics – 2U  &lt;br&gt;General 2</td>
<td>1.10pm -3.15pm  &lt;br&gt;Primary Industries (VET Rivers College)  (in library)</td>
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<td><strong>Monday</strong>&lt;br&gt;Week B&lt;br&gt;4-4-16</td>
<td>9.30am – 11.35am  &lt;br&gt;Chemistry (Rivers College)  &lt;br&gt;Senior Science (Rivers College)  &lt;br&gt;Legal Studies</td>
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<td><strong>Tuesday</strong>&lt;br&gt;Week B&lt;br&gt;5-4-16</td>
<td>9.30am – 11.35am  &lt;br&gt;Business Studies  &lt;br&gt;Community and Family Studies</td>
<td>1.10pm – 3.15pm  &lt;br&gt;Biology</td>
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<td><strong>Wednesday</strong>&lt;br&gt;Week B&lt;br&gt;6-4-16</td>
<td>TAFE as normal</td>
<td>9.30am -11.05am  &lt;br&gt;Mathematics Extension 1 (Rivers College)  (in library)</td>
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Examination Instructions for Students

1. Exams are conducted in the Hall unless otherwise specified.
2. Where students are participating in a Rivers College shared curriculum class at another school, this exam takes place in your home school.
3. Students are not expected to be at school at times other than when they have an exam.
4. Sign your name on the roll marking sheets in A block before going to the examination room.
5. Students are expected to be familiar with all requirements for each examination and to have all necessary equipment. NO BORROWING OF EQUIPMENT IS ALLOWED. Make sure any equipment you bring is in good working order as an appeal under misadventure provisions for equipment failure will not be upheld.
6. Reading time is included for all examinations. Ten minutes is allowed for English Paper 1 and 5 minutes for every other paper.
7. You must not bring any of the following into the examination room:
   - Mobile phones are not permitted under any circumstances.
   - Any electronic device (except a calculator where permitted). This includes NO tablets, iPads, music players or electronic dictionaries.
   - Paper or any printed or written material.
   - Dictionaries, except where permitted in language exams.
   - Correction fluid.
8. You should write in pen, preferably black, and bring an adequate supply of pens to each exam. You should bring a ruler and you may wish to bring highlighters, pencils and a pencil sharpener.
9. You may bring in a bottle of water if you wish.
10. You may wear your watch into your exams, but once you sit down you will have to take it off and place it in clear view on your desk.
11. All equipment you bring may be subject to inspection.
12. Some exams finish before others, please ensure you leave the hall as quietly as possible.
13. Except in an emergency, no student will be allowed to leave the examination room during the scheduled time of the exam.
14. It is the students responsibility to familiarise themselves with the examination timetable and arrive 10 minutes BEFORE the examination period.
15. School uniform is to be worn for all exams.
16. If you need to go to the toilet during the exam, place your hand up and wait for teacher advice. No one will be allowed to the toilet in the last TEN minutes of an exam.
Examination Procedures for Staff

1. Read the examination procedures for students so you know what is allowed into the examination room. Please uphold the procedures as stated.

2. Be familiar with the roster, any issues to Debbie Baker as soon as possible. Please do this within 2 days of receiving the roster.

3. Papers must be to Lisa for printing 6 working days before the exam period begins. All examination papers need to be printed with the host school logo and name on the front page. Rivers College teaching staff will need to identify the number of papers to be distributed to other schools on the Examination Organisation Cover Sheet. The Rivers Blue Bag containing all Examination papers and relevant answer sheets & booklets will be collected by the HT Rivers Secondary College on the Friday morning prior to the beginning of the exam period and distributed to relevant school print rooms for secure storage until the paper is required.

4. Some teacher supervisions will be outside your allocated class time. This is to supervise recesses, lunchtimes and to even out the supervision load between teachers. Teachers who are expected to supervise during a period outside their class allocation will be marked with an asterisk. This is in lieu of when you normally have the senior class.

5. Please be prompt to duties, staff you are relieving have to go and teach other classes.

6. The first name that appears on the roster in **BOLD** is responsible for collecting the exam papers. This should be done 15 minutes prior to the exam starting. **Other teachers on examination duty at the beginning of the exam must be at the hall 10 minutes early to help organise the room and papers.** This includes writing booklets and attendance slips placed on each desk. People on duty for special provisions are underlined. Please go to seminar rooms 3 and 4 in the library. If you are not needed, go to the hall to see if extra help is required.

7. Please supervise actively and quietly. Teachers should not have phones or ipads out.

8. All staff should be aware of the location of exam papers. Please see Andrina Bennett or Lisa Reid if you are not sure. Exam papers must be signed out when taken to the examination venue.

9. Teachers who are supervising students with special provisions in library – Please collect papers from Lisa Reid.

10. The phone in the Hall is working (located in the kitchen), please ring 110 or 127 if help is required.

11. Teachers on supervision at the end of the exam are responsible for their collection and delivery. Please bundle up all exam papers and student responses and tie securely with the string located at the front of the room. The last name on the roster in *italics* is to deliver these papers to Andrina Bennett in the front office, who will have a box on her desk. Teachers are to collect their exams from this box for marking. Admin/Print Room Staff will collate the completed Rivers College papers and place in a discreet envelope for each subject, clearly labelled with the Examination name and school to be returned to, and place in The Rivers Blue Bag. HT TRSC will collect The Rivers Blue Bag containing the completed papers at the beginning of the next school day and return to the host school Admin/Print Room Office for distribution to appropriate staff for marking.

12. If you know you will be away from school on a day you have an exam supervision please make sure you leave sufficient details for a casual teacher to be able to adequately complete this duty.