



Dear Parent/Caregiver

### **Senior School Semester 1 ATAR Examinations**

It is strongly recommended that students now enter a period of intensive preparation for these very important examinations. Please note the following important points in relation to the Senior School Examination Timetable:

1. **Written Examinations** will be conducted during **Weeks 5 and 6 of Term 2** (Monday 28 May to Friday 8 June). Students are expected to attend all of their scheduled examinations at the times indicated unless prior written permission for special arrangements has been provided by the School Principal. In situations where a student is unable to attend a scheduled examination due to sickness (verified by a Doctor) or unforeseen circumstances, I must be contacted immediately on the number provided below.
2. **Practical Examinations** in Physical Education, Drama and Italian will also be conducted during this period (see *Senior School Examination Timetable for further details*). Times for each student's practical examination will be arranged by negotiation with the Course teacher.
3. **Examination Rules and Procedures for Senior School Students** are included to provide students with information regarding expectations. Detailed provisions for each examination should be sought from the Course teacher. **Students are required to wear school uniform at all examinations.** Students not in uniform will be asked to change.
4. **Transport** home via school buses will not be available to students who have examinations that finish at the scheduled time of 4.10pm. Alternative travel arrangements will need to be organised by students and parents/caregivers in this circumstance.
5. **Attendance** during the examination period is only expected at each student's scheduled times for examinations. Students are expected to remain at home when they do not have a scheduled examination. The Library will be open from **8.00am to 5.00pm** from Monday to Friday (excluding the Western Australia Day Public Holiday) for those students wishing to use this facility to study.
6. Following the examination period, students are required to return to their normal school timetable on Monday 11 June 2018.
7. **Non ATAR students are required to attend regular school timetable.**

Please contact Emma Gallagher, Senior School Manager 9291 1230

[Emma.Gallagher@education.wa.edu.au](mailto:Emma.Gallagher@education.wa.edu.au) or Amanda Joiner, Senior School Deputy 9291 1214

[Amanda.Joiner@education.wa.edu.au](mailto:Amanda.Joiner@education.wa.edu.au) if you have any queries.

## **Year 12 GENERAL STUDENTS- EXTERNALLY SET TASKS WEEKS 3 & 4**

Year 12 students enrolled in General Courses are required to sit the Externally Set Task (EST) during Weeks 3 and 4 in class. Students have been provided with the EST schedule. Please refer to the Assessment Policy excerpt regarding absence from the EST.

*Excerpt from Lesmurdie Senior High School Senior School Assessment Policy:*

### **1.7 Absence from Major Examinations, Externally Set Tasks (EST)**

**In some special circumstances, it may become evident that a student is not able to sit an examination for a course on the scheduled dates. Such circumstances might include:**

- **Serious illness on the day(s) of one or more examinations, EST's. A medical certificate will be required.**
- **Special religious or cultural events that cannot be re-scheduled for another time. Appropriate documentation will be required.**
- **Other circumstances deemed to be appropriate by the Deputy Principal in consultation with the Head of Learning Area and the course teacher.**

**Family holidays are not considered an appropriate reason for absence from examinations or assessments.**

Where an appropriate reason has been provided, students may sit the examination missed (or a parallel form of it where applicable). In these circumstances, arrangements will be made for the examination to be completed, usually after the scheduled examination time. Alternate EST's cannot be arranged.

**It is the student and parent's responsibility to make arrangements where they need to sit an examination at an alternative time to that scheduled.**

Where applicable negotiations for a special examination time should commence as soon as the official Examination Timetable is released. Failure to do this will result in no credit being awarded for this component of the assessment program. This will impact on the final level of achievement in this course. When a student is awarded a special exemption to sit the examinations at a time different to that timetabled, they may be required to sign an agreement to behave appropriately in relation to examination security and the contents of any re-scheduled examination. Please refer to **Section 2.2** of this document for details regarding penalties in circumstances where it is proven that a student has breached the agreement.